

# Council & Chapter Affairs

## Accessing “Near Real Time Notification” using the Committee Module (CM)

December, 2019



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# Introduction

**Near Real Time Notification is a monthly recruiting list which will replace the semi-annual recruiting list.**

**All Committee Module (CM) Administrators will have access to retrieve updates on potential recruits in their catchment area.**

**Updates will include:**

- (1) Brand new MOAA Members**
- (2) MOAA members who opt-in to chapter messages**
- (3) MOAA members who move into the area**
- (4) No Contact Report (cumulative report)**

# Near Real Time (NRT) Notification

## Excel Reports on the Committee Module (CM):

Near Real Time (NRT) notification was deployed on the CM since August 1, 2019.

The **November 1 recruitment list** will include new recruits from Oct 1 – Oct 31, 2019.

The November list will be removed when the next list is provided on the CM on **December 1** which will display new recruits from Nov 1 – Nov 30.

**Monthly recruiting list – this report will only display names & contact information for the previous month for one month. This list is not cumulative.**

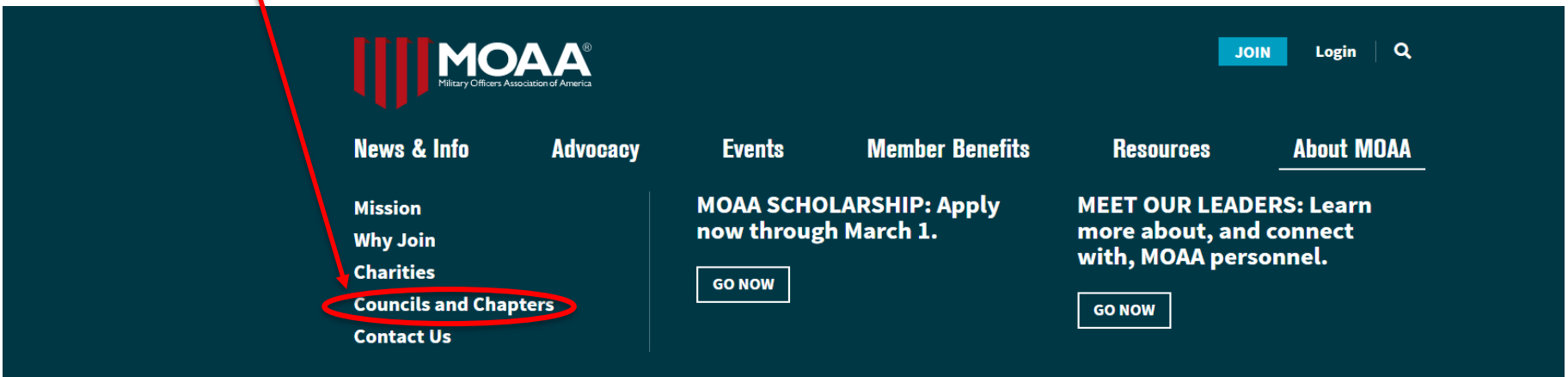
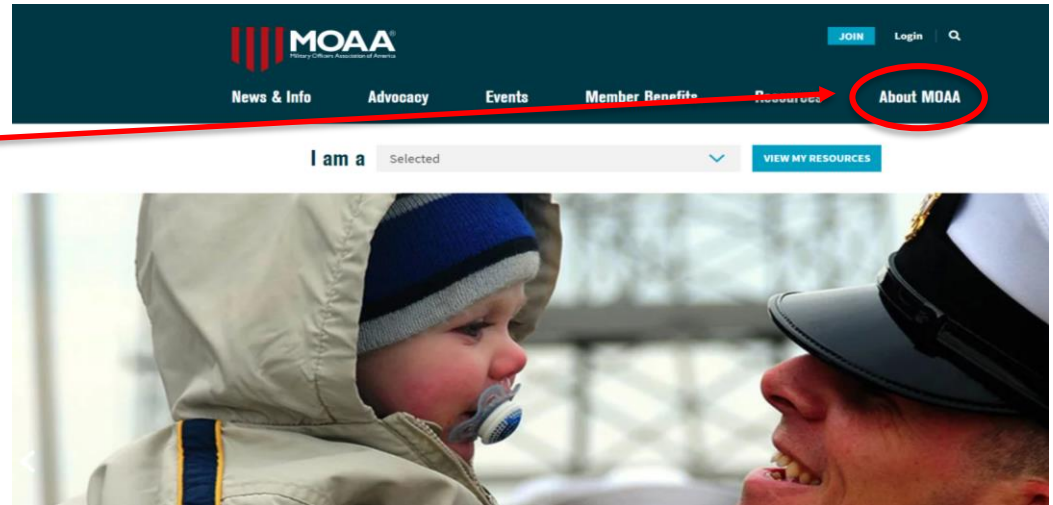
NRT notification is a recruitment tool which allows CM administrators to access the most current information on the following:

- (1) brand new MOAA members (Basic, Premium and LIFE)
  - (2) Members who have opted-in to receive chapter communications
  - (3) Members who recently moved into the chapter's catchment area
- } Monthly Recruiting List

(4) No Contact Report – MOAA members who do not wish to be contacted by chapters

# New Way to Log In

- Go to [www.moaa.org](http://www.moaa.org)
- Select 'About MOAA'
- Next, select 'Councils and Chapters'



# Select Committee Module Resources, then Committee Module Login

Scroll down to LEADERSHIP RESOURCES

\*Select 'Committee Module Resources'

After selecting CM Resources, scroll down to  
'Committee Module Login'

The screenshot shows the MOAA website navigation menu with options: News & Info, Advocacy, Events, Member Benefits, Resources, and About MOAA. Below the menu, there is a dropdown menu for "I am a" with "Selected" and a "VIEW MY RESOURCES" button. The main content area is titled "Committee Module Resources" and features a link for "Committee Module 2.0 Instructional Guide & Training Webinar".

The screenshot shows the "LEADERSHIP RESOURCES" section. It includes several articles with "READ MORE" buttons: "Join, or Start, a MOAA Chapter, or Renew Your Membership", "Council and Chapter Forms", "Council and Chapter Awards", "Chapter Recruiting", "Committee Module Resources" (circled in red), and "Council and Chapter Communications".

Scroll down to 'Committee Module Login'

The screenshot shows the MOAA login page. It includes the MOAA logo and the text "Please login to continue." Below this, there are input fields for "User Name:" (containing "victoriat@moaa.org") and "Password:". There is a "Go" button next to the password field. Below the login fields, there are links for "Forgot password?", "Forgot username?", and a checkbox for "Remember my login information for 90 days." At the bottom, there are links for "Already a member, but new to our website? Create a web login.", "Spouse of a member? Create a spouse account.", and "Not a member? Join Now."

The screenshot shows the "Accessing Near Real Time (NRT) Reports" section. It includes a link for "Committee Module Login" (circled in red) and a link for "Add Non-MOAA members to your roster".

# How to access “Near Real Time (NRT) Notification”

Your Profile Roster will display.  
There will be a hyperlink marked “**Details for: Your Chapter Name**”.  
Select this link to get to the NRT notifications.

MY PROFILE ROSTER

[My Account](#) My Groups Julie's Test Chapter

**Details for: Julie's Test Chapter**

Last Name:  First Name:  Email:   
City:  State/Province:  Country:   
Position:   Current  Future

[Clear](#)

Actions: Export to File  **Actual Chapter Member Count: 15**

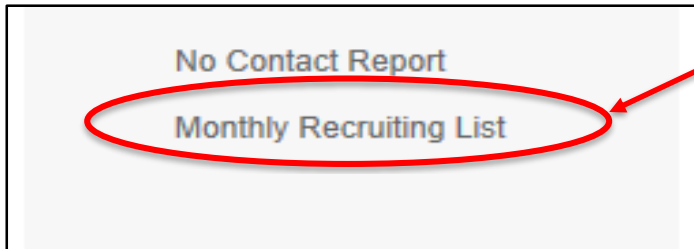
Displaying 1-20 of 28 1 2 View All |< < > >|

<input type="checkbox"/>	Customer ID	Last/First Name	Position	Membership	Rank	Location	From/To	Contact Information	Voting Status	Status
<input type="checkbox"/>	05168845	<a href="#">Slattery,</a>	1st Vice		LTC	201 N Washington St	10/22/2018	<a href="mailto:daniels@moaa.org">daniels@moaa.org</a>	Voting	Active

# NRT Updates – Monthly Recruiting List & No Contact Report

The screenshot shows a user's account page with a sidebar on the left and a main content area on the right. The sidebar includes sections for 'DEMOGRAPHICS', 'COMMUNICATION', 'PURCHASES', and 'REPORTS'. The 'REPORTS' section contains two links: 'No Contact Report' and 'Monthly Recruiting List'. A large red arrow points from the 'Monthly Recruiting List' link towards the right. The main content area shows 'MY CONTACT INFORMATION' for 'Julie's Test' and 'COMMITTEE PROFILE' with the text 'You have not created a Committee P...'. There is also an 'ATTACHMENTS' section with the text 'Upload meeting minutes or other files...'. A 'New Attachment' link is visible at the bottom right of the main content area.

After selecting the hyperlink, you'll be taken back to your Committee Profile page; You'll see **"REPORTS"** Look to the lower left corner and you'll see A button that displays **"Monthly Recruiting List"**.



The **"Monthly Recruiting List"** will have three categories of potential recruits listed:

1. Brand new MOAA members
2. MOAA members who have opted-in to receive chapter messages
3. MOAA members who recently moved into the chapter's catchment area



# Monthly Recruiting List



After selecting the “Recruitment List” you’ll be asked if you want to open or save the file?



You can open the file or save it to on your computer’s hard drive. We recommend opening it to review, then saving it to your hard drive, saving it as “00/00/0000 (i.e. month/day/year)” so that you can keep track of the members you’re contacting for this month. **Please note: this report will change the following month and previous month’s names will not be accessible.**

# Monthly Recruiting List Column Headings

- There are NO changes for chapter (Alias) for May2019
  - The report will display this along the top of your Excel file if your chapter did not receive any new recruits/updates for the month.

## Change Type:

- New MOAA Member
- Accept Chapter Email
- Address Changed

## Unsubscribe Link:

- Unsubscribe Link

See next slide to review a sample recruitment list

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB							
11					There are NO changes for chapter VA04 for May2019																														
	Id	Name	Addr_1	Addr_2	Addr_3	City	St	Postal	rPhone	email	age	rank	com	Mil	stat	cus_class	member_since	Cycle_End_Date	MbrCat	First Nm	MI	Last Nm	Formal Salutation	chapter	chapter_code	Changetype	UnsubscribeLink								

# Sample of the “Recruiting List”

**Email address will display for anyone who has “opted in” to chapter communications; when sending an email to any recruit with an email displayed, be sure to include the Unsubscribe link.**

**Sample below: actual “recruitment list” after it has been exported in Excel:**  
**Number at the top of recruitment list: indicates number of recruits listed on the report.**

**Unsubscribe Link:**

**[www.moaa.org/email](http://www.moaa.org/email)**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
2	id	Adm	City	St	Postal	HPhone	email	age	rank	com	Mil stat	cus_class	member_since	Cycle_End	Dr	MrCat	FirstNm	MI	LastNm	Formal Salutation	chapter	chapter	Changetype	Unsubscribe	
3	00000000	David Swan	13634 Cedar Pl	Chantilly	VA	20151-3370	(703)555-2222 swat@aol.com	42	LTC	ARNG	RET	MEMBER	1/23/2019 12:00:00 AM	01/31/2020	PREMIUM	David	Swan	Colonel Swan	Julie's Test Chapter	JH01	MOAA	Member	<a href="http://www.moaa.org/email">www.moaa.org/email</a>		
4	00000000	Eric Swan	13634 Old Chat Pl	Chantilly	VA	20151-3370	(703)555-2223	45	LTC	ARNG	RET	MEMBER	1/30/2019 12:00:00 AM	01/31/2020	PREMIUM	Eric	Swan	Colonel Swan	Julie's Test Chapter	JH01	MOAA	Member	<a href="http://www.moaa.org/email">www.moaa.org/email</a>		
5	00000000	Charles Wilcox	21109 Haystack Ct	Ashburn	VA	20147-5409	(703)555-2224	68	Maj	USAF	RET	MEMBER	1/30/2019 12:00:00 AM	01/31/2020	PREMIUM	Charles	Wilcox	Major Wilcox	Julie's Test Chapter	JH01	MOAA	Member	<a href="http://www.moaa.org/email">www.moaa.org/email</a>		
6	00000000	Sushil Singhee Sr.	19 Gallows Road	Vienna	VA	22182	(703)555-2225	19	LT	NOAA	ACT	MEMBER	3/29/2019 12:00:00 AM	03/31/2020	BASIC	Sushil	Singh	Lieutenant Singh	Julie's Test Chapter	JH01	MOAA	Member	<a href="http://www.moaa.org/email">www.moaa.org/email</a>		
7	00000000	TMN Roosevelt	201 N Washington St	Alexandria	VA	22314-2520	<a href="mailto:MOAA123@moaa.org">MOAA123@moaa.org</a>	49	COL	USA	ACT	MEMBER	6/20/2019 12:00:00 AM	06/30/2020	BASIC	TMN	Roosevelt	Colonel Roosevelt	Julie's Test Chapter	JH01	MOAA	Member	<a href="http://www.moaa.org/email">www.moaa.org/email</a>		
8	00000000	TMN Clinton	201 N Washington St	Alexandria	VA	22314-2520	(828)555-0000 <a href="mailto:tr2moaa@moaa.org">tr2moaa@moaa.org</a>	49	CDR	USN	RET	MEMBER	6/20/2019 12:00:00 AM	06/30/2020	PREMIUM	TMN	Clinton	Commander Clinton	Julie's Test Chapter	JH01	MOAA	Member	<a href="http://www.moaa.org/email">www.moaa.org/email</a>		
9	00000000	TMN Smith	201 N Washington St	Alexandria	VA	22314-2520	<a href="mailto:upton45@gmail.com">upton45@gmail.com</a>	58	MAJ	USA	RET	MEMBER	6/20/2019 12:00:00 AM	06/30/2020	BASIC	TMN	Smith	Major Smith	Julie's Test Chapter	JH01	Opt-In	<a href="http://www.moaa.org/email">www.moaa.org/email</a>			
10	00000000	TMN Thomas	201 N Washington St	Alexandria	VA	22314-2520	<a href="mailto:smilev@yahoo.com">smilev@yahoo.com</a>	45	MAJ	USA	RET	MEMBER	6/20/2019 12:00:00 AM	06/30/2020	PREMIUM	TMN	Thomas	Colonel Thomas	Julie's Test Chapter	JH01	Opt-In	<a href="http://www.moaa.org/email">www.moaa.org/email</a>			

**Very Important:**  
**Include the “Unsubscribe Link” when sending emails to recruits**

The “unsubscribe link” must be included in any email message being sent to recruits, allowing them to “opt-out” of communications from chapters.

Example email sent to a recruit who provided an email for chapter communications:

Dear Colonel Smith:

I hope this message finds you doing well. Our Julie’s Test Chapter is looking forward to meeting you at our upcoming chapter meeting which will be held at the RoseCroft Country Club, Rosecroft Avenue, Iowa, on August 28<sup>th</sup> at 2:30pm. Please be sure to register your meal selections using this link: <https://www.moaa.org/>

To unsubscribe from these email notices please use this link. [www.moaa.org/email](http://www.moaa.org/email)

Sincerely,  
Victoria Twyne  
President, Julie’s Test Chapter

The unsubscribe link allows recruit(s) to “opt-out” of receiving chapter email messages. When MOAA receives opt-out notices from members, this will be added to the “**No Contact Report**” on the following month when you log into the Committee Module.

# Unsubscribe Link / Opt-Out Option

The screenshot shows the top navigation bar with the MOAA logo and links for BENEFITS & DISCOUNTS, EVENTS, TAKE ACTION, PUBLICATIONS, and ABOUT MOAA. Below the navigation is the heading "EMAIL PREFERENCE CENTER | SEARCH PAGE" with a red arrow pointing to it. Underneath is the instruction "ENTER YOUR EMAIL ADDRESS & CLICK SEARCH BELOW TO" followed by a search input field and a "Search" button. At the bottom of the page, there is a banner with the text "NEVER STOP SERVING" and an image of military medals.

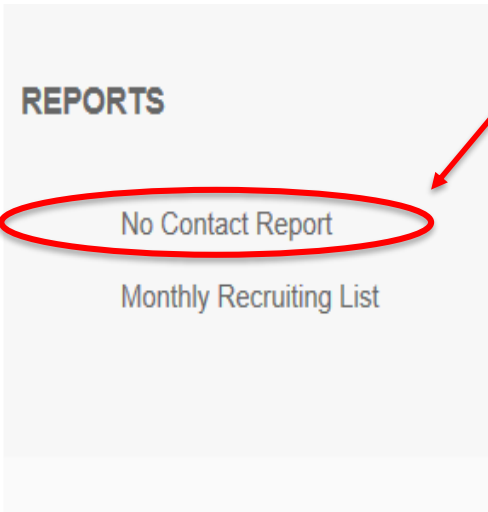
This is the page displayed when the **UNSUBSCRIBE** link is selected.

Allows recruit to Opt-Out of “chapter” emails and/or all email communications.

This section shows a list of email preferences with checkboxes. The options are: "Spouse & Family" (unchecked), "Recommended Reads" (unchecked), "I would like to receive email from my local MOAA chapter." (checked), "I would like to receive email from MOAA's trusted partners." (unchecked), "I would like to receive occasional informational email from MOAA." (checked), and "Opt out of all MOAA email communications not directly related to my MOAA membership status." (unchecked). Red circles highlight the checked box for the local chapter and the unchecked box for the opt-out option. Red arrows point from the text in the previous block to these two options.

# “No Contact Report”

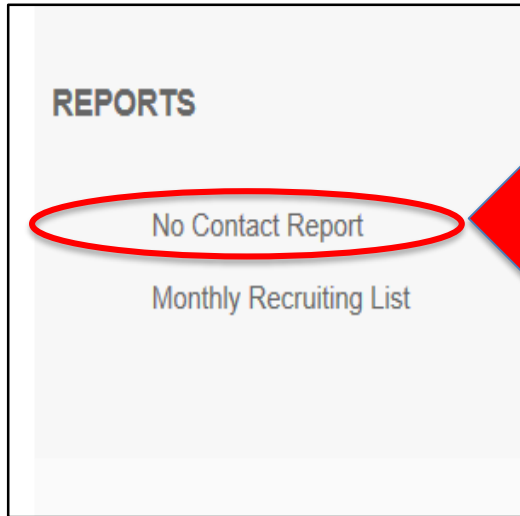
After selecting the hyperlink, you'll be taken back to your Committee Profile page; You'll see **“REPORTS”**  
Look to the lower left corner and you'll see a button that displays **“No Contact Report”**.



Please note: the people displayed on this report have requested not to be contacted in two categories:

- **No Communication of any kind**
  - Includes letter, phone, and email
- **No Email communication**
  - Includes email only

# Open and Save the “No Contact Report”



After selecting the “No Contact Report” you’ll be asked if you want to open or save the file.



You can open the file or save it to on your computer’s hard drive. We recommend opening it to review, then saving it to your hard drive so that you can keep track of the people who do not wish to be contacted and ensure you comply with their request.





# Use of MOAA Email Addresses

These email addresses are provided by MOAA national exclusively for use by the chapter in official chapter communications for the purpose of recruiting new members. Any use of the addresses provided is governed by the following restrictions.

- The email addresses provided by MOAA national **may only be used for official chapter communications** inviting the addressees to join the chapter, attend chapter events, or participate in chapter activities.
- **No more than three email messages may be sent to any addressee during a single calendar year.**
- **The email list may not be shared** with any other organization or individual without the advance written authorization of the Director, Council and Chapter Affairs.
- Any files containing MOAA-provided email addresses will be **maintained in a secure manner**, password-protected and accessible only by authorized chapter officers.
- Once an individual joins the chapter and becomes a chapter member, their email address may be added to the chapter's membership records and normal chapter correspondence from that date forward may occur. However, in today's environment it is prudent for chapter leadership to routinely take the appropriate steps to ensure the security and safe guarding of all members sensitive personal information.

# Questions

If you have questions or need further clarification on accessing these reports, please contact the Member Service Center (MSC) at (800) 234-6622

or [MSC@moaa.org](mailto:MSC@moaa.org)

Additional questions can be sent to Council and Chapter Affairs at [Chapters@moaa.org](mailto:Chapters@moaa.org)