

Council & Chapter Affairs

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

July, 2019



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Introduction

Near Real Time Notification is a monthly recruiting list which will replace the biannual recruiting list.

On August 1, 2019, all Committee Module (CM) Administrators will have access to retrieve updates on potential recruits in their catchment area who are:

- (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 Notification

Excel Reports on the Committee Module (CM):

Near Real Time notification will be deployed on the CM beginning on August 1, 2019.

The **August 1st recruitment list** will include new recruits from July 1 through July 31, 2019. The July list will be removed when the next list is provided on the CM on **September 1st** which will display new recruits from Aug 1 through Aug 31.

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

Near Real Time 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

Updated Way to Log In

- Go to www.moaa.org
- Go to the Councils & Chapters section
- Click on Committee Module
- Click on Committee Module Login



A screenshot of the 'COMMITTEE MODULE 2.0 INSTRUCTIONAL GUIDE' page. The top navigation bar is dark red and contains the same menu items as the homepage, with 'COMMITTEE MODULE' circled in red. The main content area has a white background with the title 'COMMITTEE MODULE 2.0 INSTRUCTIONAL GUIDE' in large, bold, dark red letters. Below the title, there is a paragraph of text: 'Please review this guide prior to updating your members/officers. This guide provides step by step instructions on accessing the new Committee Module, adding new members and updating members/officer positions to your membership roster. You must Login to use the Committee Module Database tool.' At the bottom of the page, there is a large, bold, dark red button that says 'COMMITTEE MODULE LOGIN', which is circled in red. Below the button, there is a small paragraph of text: 'Council and Chapter Presidents currently have access to update their membership rosters using the Committee Module (CM). To access the CM, you must log in first.'

CM Administrator Log-In My Groups/Profile Roster

User Name: Email address
Password: _____
*If you've forgotten your user name/password, select "Forgot Username/Password" button



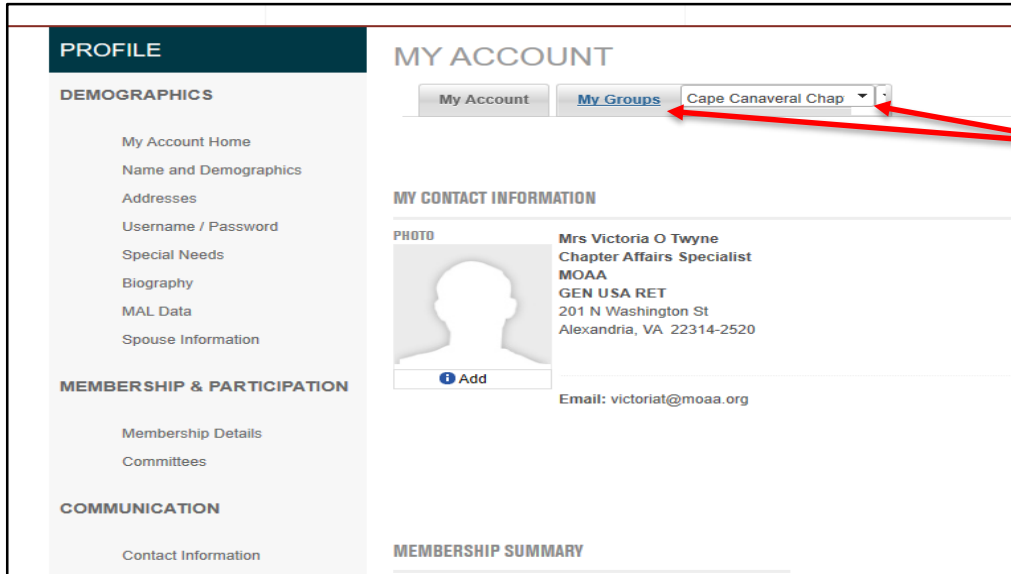
Please login to continue.

User Name:

Password:

[Forgot password?](#)
[Forgot username?](#)

Screen view if you log in the old way
CM Administrator Log In / My Groups



PROFILE

DEMOGRAPHICS

- My Account Home
- Name and Demographics
- Addresses
- Username / Password
- Special Needs
- Biography
- MAL Data
- Spouse Information

MEMBERSHIP & PARTICIPATION

- Membership Details
- Committees


COMMUNICATION

- Contact Information

MY ACCOUNT

My Account | **My Groups** | Cape Canaveral Chap

MY CONTACT INFORMATION

PHOTO:  Add

Mrs Victoria O Twyne
Chapter Affairs Specialist
MOAA
GEN USA RET
201 N Washington St
Alexandria, VA 22314-2520

Email: victoriat@moaa.org

MEMBERSHIP SUMMARY

After you've logged into "My Groups", select your chapter. The next page will immediately take you to your profile 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

i [Details for: Julie's Test Chapter](#)

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

Search [Clear](#)

Actions: Export to File **Go** **Actual Chapter Member Count: 15** **Chapter Information Form** **Add Chapter Member or Officer**

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	Slattery,	1st Vice		LTC	201 N Washington St	10/22/2018	daniels@moaa.org	Voting	Active

NRT Updates – Monthly Recruiting List & No Contact Report

My Account My Groups

Committee Home
<< Roster

DEMOGRAPHICS

Addresses
Committee Positions

COMMUNICATION

Contact Information

PURCHASES

Purchase History

REPORTS

No Contact Report
Monthly Recruiting List

My Contact Information

Julie's Test C
201 N Washin
Alexandria, V

Add

COMMITTEE PROFILE

You have not created a Committee P

ATTACHMENTS

Upload meeting minutes or other files

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"**.

No Contact Report
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	nPhone	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

	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		Adm #	City	St	Postal	HPhone	email	Age	rank	com	Mil stat	cus_class	member_since	Cycle_End_Dt	MrbCat	FirstNm	LastNm	Formal Salutation	chapter	chapter	Changetype				Unsubscribe
3	00000000	David Swan	13634 Cedar Pl	Chantilly	VA	20151-3370	(703)555-2222 swat@aol.com	72	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				www.moaa.org/email
4	00000000	Eric Swan	13634 Old Chat Pl	Chantilly	VA	20151-3370	(703)555-2223	65	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				
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				
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				
7	00000000	TMN Roosevelt	201 N Washington St	Alexandria	VA	22314-2520	MOAA123@moaa.org	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			www.moaa.org/email	
8	00000000	TMN Clinton	201 N Washington St	Alexandria	VA	22314-2520	(828)555-0000 tr2moaa@moaa.org	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			www.moaa.org/email	
9	00000000	TMN Smith	201 N Washington St	Alexandria	VA	22314-2520	tupton45@gmail.com	58	MAJ	USA	RET	MEMBER			BASIC	TMN	Smith	Major Smith	Julie's Test Chapter	JH01	Opt-In			www.moaa.org/email	
10	00000000	TMN Thomas	201 N Washington St	Alexandria	VA	22314-2520	smilev@yahoo.com	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			www.moaa.org/email	
11																									
12																									

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 28th 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

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 a military helmet.

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

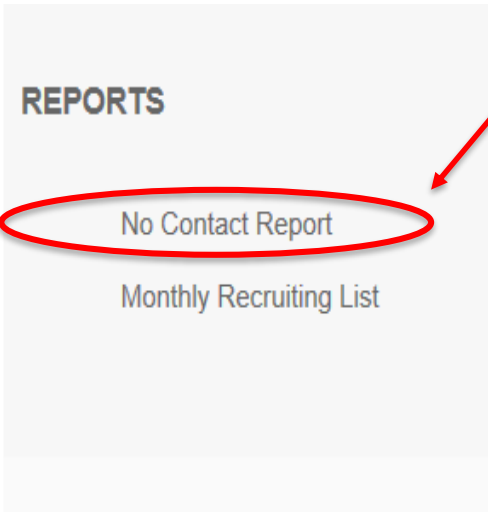
Allows recruit to Opt-Out of “chapter” emails and/or all email communications.

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

- Spouse & Family
Hear from MOAA military spouses about challenges and solutions affecting your life and career on the home front.
- Recommended Reads
Military-themed must-reads, including interviews, book reviews, history, policy and operational news, and more.
- I would like to receive email from my local MOAA chapter.
- I would like to receive email from MOAA's trusted partners.
- I would like to receive occasional informational email from MOAA.
- Opt out of all MOAA email communications not directly related to my MOAA membership status.

“No Contact Report”

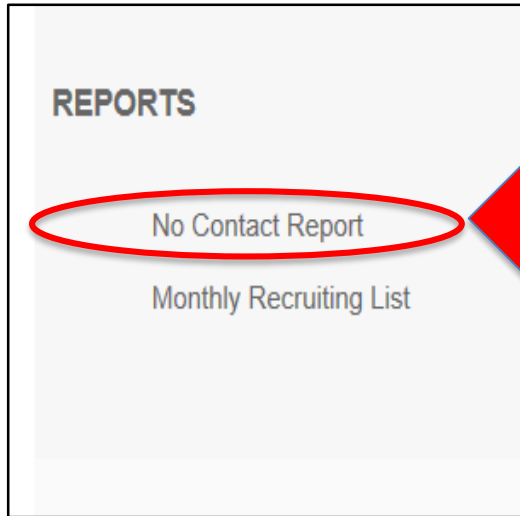
After selecting the hyperlink, you'll be taken back to your Committee Profile page; You'll see “**REPORTS**”
Look to the lower left corner and you'll see a button that displays “**No Contact Report**”.



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

Additional questions can be sent to Council and Chapter Affairs at Chapters@moaa.org