

Club Management Module Features

Page Header

The page header lists the club name (which appears as a drop-down box because alumni can be Trusted Club Contacts for more than one club), email address if they have one, web address if they have one and a place for a description of the club:



View My Club Info

Club Name:

Chicago Alumni Club

Email:

gbolino@umich.edu **Web:** <http://webuser.bus.umich.edu/Clubsites/Chicago>

Club Info:

The mission of the MBS Club of Chicago is to enhance the value of our MBS degrees by providing social and professional networking and career opportunities. With your help, we hope to do an ever improving job of connecting with the more than 3500 MBS alumni in the Chicagoland area.

Buttons Overview

Expired Memberships

Add Member

Edit Club

Club Events

Download/Email

Expired Members: Lists club members that have not paid a membership fee to remain active (not applicable to all clubs).

Add Member: Contains a search mechanism that allows the Trusted Club Contacts to add alumni to the club.

Edit Club Info: Allows Trusted Club Contacts to edit club information found at the page header (see **Page Header** above).

Club Events: Trusted Club Contacts can use the provided form to post a club event to the Events Calendar located on Alumni Relations website (<http://www.bus.umich.edu/clubs/clubevents.asp?clubtype=alumni>). It also posts to the overall Business School Events Calendar (<http://www.bus.umich.edu/CalendarsEvents/> - under the Alumni Events tab). If a club is using the new club website template, the event will also post on their website.

Download/Email: Allows Trusted Club Contacts (TCCs) to download alumni information into an Excel file, which can be saved on disk or hard drive and used for mailing labels, etc.

Also allows TCCs to email specific groups within the club, or the entire club constituency, through IMpact. Club members email addresses are listed "Bcc" and will not be visible to other club members, and the return address will be the Trusted Club Contact's email address specified in IMpact. Message sent via the module will be in plain text and cannot include attachments.

Trusted Club Contacts can also use this button to download club member email lists into a text file for import into another email application, i.e. Outlook.

Member Information Table

The information contained on the displayed table is only a small selection of that to which Trusted Club Contacts have access. Members are categorized in tabs by the first letter of their last name. Keep the following in mind when using the table.

Member Information (Click on a member's name to edit individual member)

Name	Club Office	Title/ Company	Email	Degree	Membership Type	Member Since	Membership Expire Date	Action
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Name: By clicking on the name, TCCs are able to edit an alum's personal and professional contact information, club status and email. Any other changes to an alum's record (i.e. degree information) are handled through Alumni Relations. Changes saved to the Club Management Module are immediately saved to both IMPact and to AEIS.

Club Office: This field was originally intended to list club officers. However, it can be used as an open text box to note various things, i.e. amount of dues payment, length of membership, etc.

Title/Company, Email and Degree: Currently, only this information can be viewed from the displayed table. One must click on an individual name to pull up other personal and professional information (see **Member Information Page** below).

Email: TCCs can email individual members by clicking onto the given email address. You will be transferred to the email screen on the IMPact system, which sends text in plain format. Attachments cannot be sent via this system.

Membership Type: Allows TCCs to differentiate between dues paying members, non-dues paying members and officers.

Member Since: Allows TCCs to indicate date member joined.

Membership Expire Date: Allows TCCs to set a date when a person's membership expires.

Action: Provides a quick way to delete a record from the club list.









Note: Currently non-alumni cannot be added to the Club Management Module by TCCs. If you have non-alumni members in your club, please contact Marla Mast (mmast@umich.edu or 734.763.5775) to determine next steps.

Member Information Page

This is the information available to TCCs for each member.

Member's Name:	Mast Marla Last Updated: 3/23/2004
E-mail Address:	<input type="text" value="mmast@umich.edu"/>
Member Type:	<input type="checkbox"/> Officer <input type="checkbox"/> Dues-Paying Member <input type="checkbox"/> Non Dues Paying Member
Member Since:	<input type="text"/> (mm/dd/yyyy)
Membership Expire Date:	<input type="text"/> (mm/dd/yyyy)
Club Office:	<input type="text"/>

Work Address	Published:
Company:	<input type="text"/>
Division/Department:	<input type="text"/>
Title:	<input type="text"/>
Industry Code:	<input type="text"/> ▼
Function Code:	<input type="text"/> ▼
Street Address:	<input type="text"/> <input type="text"/> <input type="text"/>
City:	<input type="text"/>
State/Province:	USA & Canada: <input type="text"/> ▼ International: <input type="text"/>
ZIP/Postal Code:	<input type="text"/> ZIP Suffix: <input type="text"/> (USA Only)
Country:	<input type="text"/> ▼

Preferred Phone:	
 USA & Canada:	Area Code: <input type="text"/> Number: <input type="text"/> Extension: <input type="text"/>
 International:	Write entire number as it should be displayed: <input type="text"/>
Fax:	
 USA & Canada:	Area Code: <input type="text"/> Number: <input type="text"/> Extension: <input type="text"/>
 International:	Write entire number as it should be displayed: <input type="text"/>
Home Address	Published: N
Street Address:	<input type="text"/> <input type="text"/> <input type="text"/>
City:	<input type="text"/>
State/Province:	USA & Canada: <input type="text"/> International: <input type="text"/>
ZIP/Postal Code:	<input type="text"/> ZIP Suffix: <input type="text"/> (USA Only)
Country:	<input type="text"/>
Preferred Phone:	
 USA & Canada:	Area Code: <input type="text"/> Number: <input type="text"/> Extension: <input type="text"/>
 International:	Write entire number as it should be displayed: <input type="text"/>
Fax:	
 USA & Canada:	Area Code: <input type="text"/> Number: <input type="text"/> Extension: <input type="text"/>
 International:	Write entire number as it should be displayed: <input type="text"/>
Last Updated:	3/23/2004

Protocol

Confidentiality

Alumni can give or refuse permission to have their personal and professional contact information made available on IMpact. Thus it is necessary, as Trusted Club Contacts, to maintain the integrity of our promise to honor their requests. In each alum's record, TCCs can view an alum's permissions to publish their personal and professional contact information in IMpact. If an alum has requested that their information *not* be published in IMpact, Alumni Relations asks that TCCs respect that and not publish said contact information in any other manner.

In general, alumni contact information must not be shared with those persons not given the authority from Alumni Relations to access the information. Any requests for such access must be forwarded to our office.

Global Email

In order to monitor the amount of email our alumni receive, Alumni Relations must be copied on mass emails sent to club constituents.