Communicate with your Members

Affiliate Portal

Are you communicating effectively with your affiliate members? It is crucial that affiliates maintain a regular flow of communication with their members, both to keep them in the loop with what is going on within the affiliate and to ensure that they feel included in the organization. Remember, many of these members were never chapter members before and affiliate membership is new to them. The ACNM Affiliate Portal provides affiliate officers with the up-to-date member information necessary to facilitate these communications.

Access the Affiliate Portal, where you can look up, download, and save data about your affiliate, by logging in to midwife.org at the top of the page using your username and password. Once you have successfully logged in, click "Edit My Profile." This takes you to a page that displays information about the affiliate. The link for the Affiliate Portal is along the right hand side of the page. Reports available to be run include:

- Excel file of all current affiliate members including names, contact information, and membership data (click Export to CSV File in the Reports section and then click the Create Report button)

- Affiliate Dues Remit reports for affiliate Treasurers
- Pre-formatted PDF mailing labels
- PDF member rosters

Hint: To produce Export to CSV or Label reports that include all affiliate members do not make any selections in the Membership Category selection area. Only make selections in this area to exclude all unselected categories.

Affiliate Newsletters

In the spirit of sharing and stimulating discussion within and among affiliates, check out the newsletter from CNMA, the California Affiliate of ACNM!

Creating an Online Presence

- Learn about free web hosting for your affiliate website through ACNM (also known as "affiliate micro-sites."Read about the features and training available through ACNM or check out our template affiliate micro-site.
- Review a presentation on "Affiliate Communications" by George Hamilton, Director of Membership, provided at the Affiliate Meeting in San Antonio. Open the presentation in "normal" view to read the notes fields that walk you through each slide.

Using Technology to Connect Members

Today's technology offers affiliates the opportunity for affiliate leaders and/or members to connect over long distances via teleconference or webinar. Please review ACNM's **Teleconference & Webinar Best Practices** for suggestion on how your affiliate can hold effective virtual meetings at no cost. Questions? Want to set up a GoToMeeting Webinar for your affiliate? E-mail webmanager@acnm.org