

Updating the Officer Roster

Step 1: Login to ONCARD

Login at www.agohq.org



AMERICAN GUILD OF ORGANISTS
The American Organist Magazine

Member
Login



HOME ABOUT NEWS MEMBERSHIP CONTRIBUTE SHOP EDUCATION CAREERS COMPETITIONS & NEW MUSIC CONVENTIONS TAO, VH, ADVERTISING

Click on Member Login

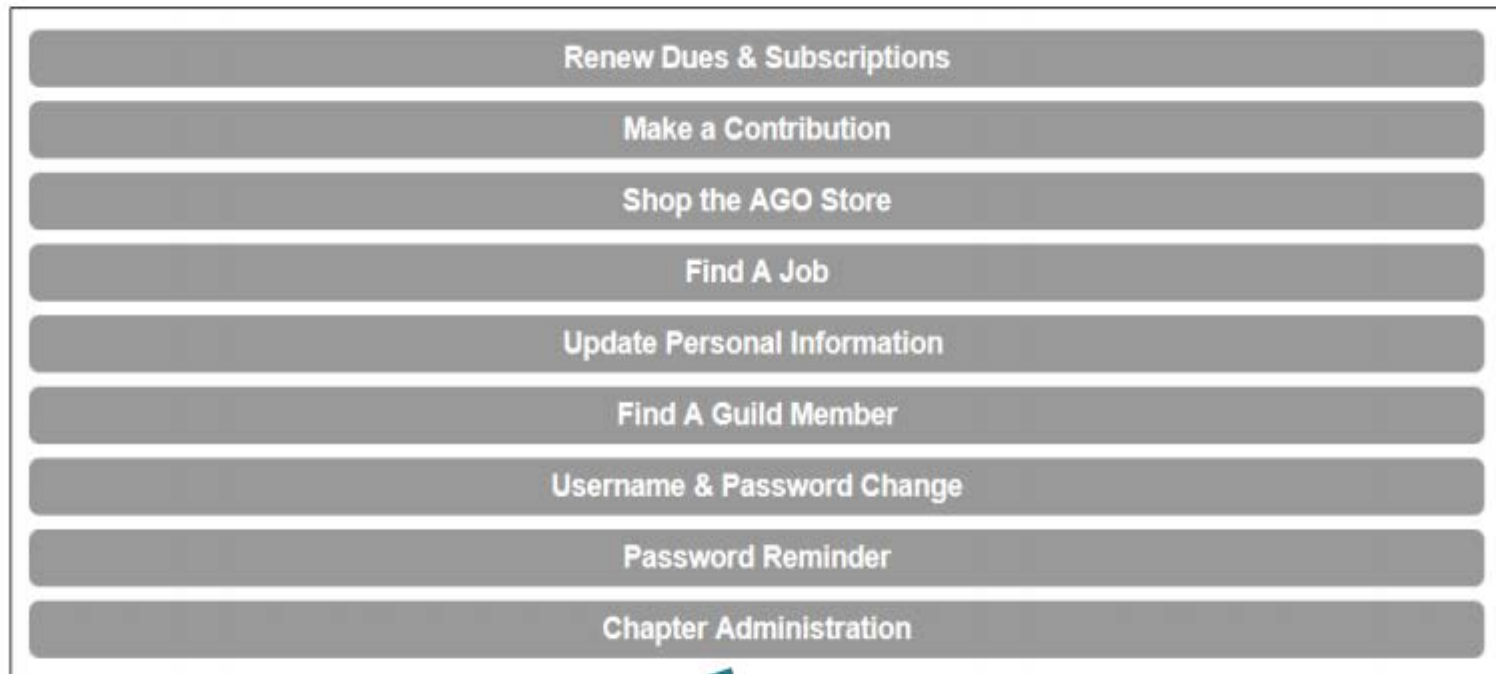
Step 2: Enter your credentials

ONCARD Login

Enter your username and password to continue. First time login: Your username is the first letter of your first name followed by your last name, with no space in between. (For example, Jane Doe's username would be JDoe). Do not include apostrophes or hyphens. If your last name has a space, leave the space. (For example, Dick Van Dyke's username would be (DVan Dyke).

Your default password is your member ID which is found just to the left of the date on the address label of The American Organist magazine.

Step 3: Click on Chapter Administration



Step 4: Click on Officer Roster

Chapter Set-Up

Chapter Information

Remove Chapter Members

Officer Roster



Chapter Management

Member Roster

Export Member Data

Print Chapter Data Collection Form

Member Change Logs

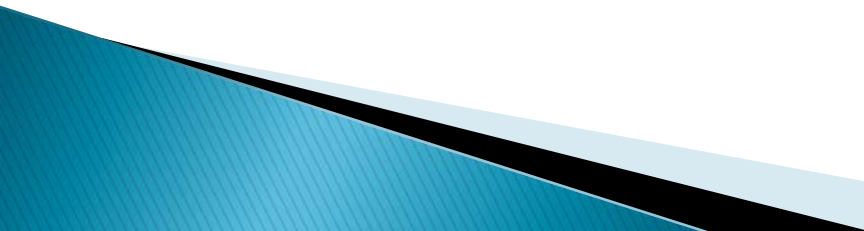
Chapter Finances

Pay Chapter-Sponsored Member Invoices

Print/Email Member Invoices

Review Remit Reports

Step 5: Read the Helpful Hints

- ▶ Before adding a new officer, use the scissors icon to DELETE the record of the incumbent.
 - ▶ Before adding a new Dean, create a Past Dean record for the outgoing dean. Term dates should be left blank on the Past Dean record.
 - ▶ Never update name or contact information on an officer record.
- 

Step 6: Update The Term End Date For Officers Remaining In The Same Position

- ▶ Click on the pencil icon

Dean ***

8/24/2018

7/1/2020



- ▶ Update the term end date

This position has access and edit rights to the Chapter Administration Module.

Term Starts:	<input type="text" value="8/24/2018"/>	Term Ends:	<input type="text" value="7/1/2020"/>
<input type="button" value="Post Changes"/>		<input type="button" value="Clear Form"/>	



- ▶ Click Post Changes
- ▶ Return to the officer roster by clicking View Officers at the top of the page.

<input type="button" value="Return to Chapter Menu"/>
<input type="button" value="View Chapters"/>
<input type="button" value="View Officers"/>



Step 7: Delete All Officers Who Will No Longer Be Serving On The Board

- ▶ Click the scissors icon

Dean ***

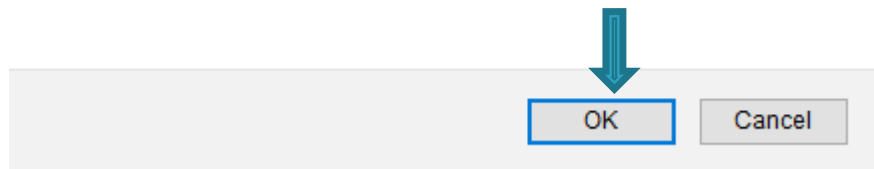
8/24/2018

7/1/2020



- ▶ When asked to confirm, click ok


Confirm: Are you sure you want to remove the Dean from the current chapter?




- Note: This text is a little scary. Don't worry, you are only removing this person from the officer roster. You aren't removing them from the "current chapter"

Step 8: Add All Officers New To The Board

- ▶ Click the green plus sign

ID	Name	Position	Term Started	Term Ends	
					

Navigation: |< First < Prev (1 - 16 of 16 records found) Next > Last >|



- ▶ Follow the instructions in red on this page.
- ▶ Remember to click post changes before leaving this page.

Step 9: Call If You Need Help

- ▶ We are always here for you and can be reached at (212) 870-2310