



MSU ALUMNI OFFICE

HOW TO UPDATE ALUMNI CLUB INFORMATION IN CLUB ADMIN

Even if there are no changes to be made to board members, contact information, etc, all clubs will be required to verify that the information in the Club Admin Panel is up-to-date. Pages 8, 9, 10, 11 and 12. of these directions note the location of these verification check boxes in your club's record.

STEP 1

Login in to the Club Admin Panel at <https://alumni.msu.edu/get-together/club-admin/index.cfm>. If you've forgotten your username and/or password, click on either "Lost your club username" or "Lost your club password".

Club Management System Login

Username:

Password:

Club Login or Admin Login

[Lost your club username?](#)

[Lost your club password?](#)

For usernames - provide the account email address (this is the email address noted in the Club Contact section), and the username will be sent to that email address.

For passwords – provide the account username, and the username will be sent to the account email address. Note that the MSU Alumni Office does not have a master list of alumni club passwords.

If there are multiple people that maintain your club's record in Club Admin, if you change the username and/or password, please notify them of the new information.

STEP 2

You will be directed to the “Dashboard” tab and the page will look like:

Dashboard	File Share	Event Hub	Mailing List Request	Sign Out
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ONLINE ALUMNI CLUB TOOLKIT

The online alumni club toolkit at alumni.msu.edu/get-together/alumni-clubs/alumni-club-toolkit.cfm is a compilation of resources that range from the essentials of basic alumni club administration to sample bylaws, requesting an email list to brand basics, as well as examples of successful strategies that alumni club leaders have utilized. It also includes specific resources for Give Green Day, Global Day of Service and service year-round, plus the monthly conference calls with the MSU Alumni International Board.

Spartans of Equestria

Contact and Address

[Print](#) [Edit](#)

... and you'll get an overview of the information the MSU Alumni Office currently has for your club.

(CONTINUED BELOW)

STEP 3

There are four sections to confirm, update and/or add information:

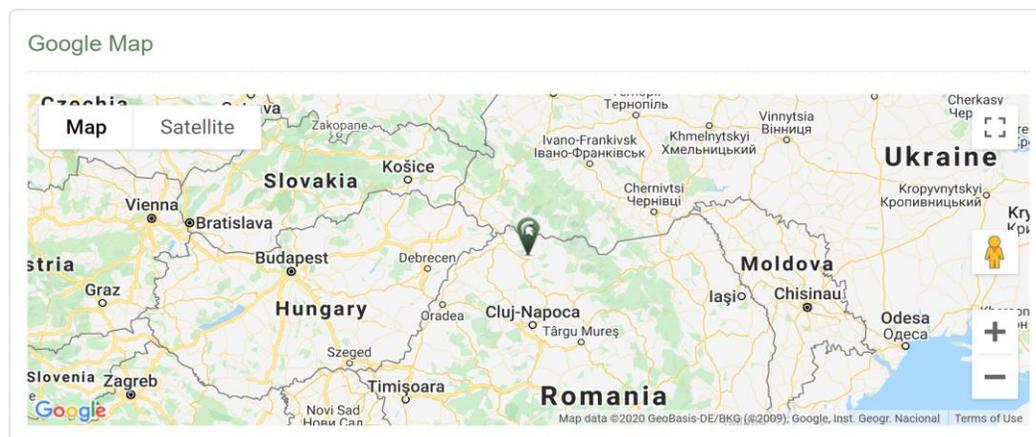
1. Contact and Address
2. Board Members
3. Web/Social Media
4. Extended Profile

Click on the “Edit” button in each section to confirm, update and/or add information.

Note that the Contact and Address and Web/Social Media sections are combined once you click on the “Edit” button.

Spartans of Equestria	
Identification	
Advance ID: 9077777777	GEO Code: N07

Contact and Address	
Print Edit	
Contact Board Member: Twilight Sparkle	Public Address: 43328 Seastack Cir 3rd Floor Baia Mare, 64292
Preferred Phone: 699-561-9910	Country: Romania
E-mail: blixtnat@uadv.msu.edu	



Board Member Edit	Web / Social Media Edit	Extended Profile Edit
Chair/President/Director: Twilight Sparkle	Club Website Facebook Twitter LinkedIn MSU Gifts	EIN or TIN Tax ID: 4569001
Vice Chair/President/Director: Flutter Shy		Non-profit 501c3: yes
		Board Meeting Frequency: Monthly
		Election Frequency: Annual

STEP 4 – CONFIRM, UPDATE AND/OR ADD YOUR CLUB INFORMATION

IN ALL SECTIONS, ITEMS WITH A RED ASTERISK ARE REQUIRED

BOARD MEMBERS SECTION

The initial page is an overview of the board members for your club. Review the information to ensure that it is accurate.

The “Last Updated” column notes when that particular person’s information was last updated. **Any records that have a date prior to May 1, 2019 should definitely be reviewed and updated** to reflect if that person is still a member of the board (and, if so, what their term dates are), or if they have left the board.

New Board Member

NAME	POSITION	EMAIL	LAST UPDATED	OPTIONS
Twilight Sparkle	Chair/President/Director	x@nathanblix.com	Dec 6 2017 4:40PM	 
Flutter Shy	Vice Chair/President/Director	iheartanimals@equestria.com	Nov 13 2017 10:02AM	 
Apple Jack	General Member	x@nathanblix.com	Nov 13 2017 2:54PM	 
Clen Kadiddlehopper	General Member	blixnat@msu.edu	Nov 13 2017 10:33AM	 
Joe Huffington	General Member	e@huff.inc	Dec 7 2017 11:19AM	 
Pinkie Pie	General Member	pp@equestria.com	Mar 22 2017 9:37AM	 

Why is this important? Anyone who is listed as a board member can act on behalf of your alumni club, including requesting mailing and/or email lists. Board members receive the monthly Alumni Club Leaders Update and initiative specific information, e.g., Give Green Day, from the MSU Alumni Office.

- For all current board members, go into each active board member’s profile to confirm, update and/or add information so each profile is complete. A complete profile includes:
 - Position
 - First and last name
 - Email
 - Term start and end dates
- Add any persons who have been elected or appointed to the board.
- Delete any persons who are no longer a board member.

To edit current board member information:

1. Click on the “Edit” icon.

New Board Member

NAME	POSITION	EMAIL	LAST UPDATED	ACTIONS
Twilight Sparkle	Chair/President/Director	x@nathanblix.com	Dec 6 2017 4:40PM	 
Flutter Shy	Vice Chair/President/Director	iheartanimals@equestria.com	Nov 17 2017 10:02AM	 
Apple Jack	General Member	x@nathanblix.com	Nov 13 2017 2:54PM	 
Clen Kadiddlehopper	General Member	blixnat@msu.edu	Nov 13 2017 10:33AM	 
Joe Huffington	General Member	e@huff.inc	Dec 7 2017 11:19AM	 
Pinkie Pie	General Member	pp@equestria.com	Mar 22 2017 9:37AM	 

Why is this important? The MSU Alumni Office utilizes this information to send specific communications, including the monthly Alumni Club Leaders Update and initiative specific information, e.g., Give Green Day, to board members. Board member information should be edited when any of the information changes, e.g., a new email address, term start and end dates if they have been elected or appointed to serve another term.

2. On this page, you’ll confirm, update and/or add the following for each board member:
 - Position
 - First and last name
 - Email
 - Term start and end dates

HELPFUL HINTS FOR COMPLETING THIS SECTION

“Position” = If the board member holds a position that is not listed in the drop down, choose “General Member” e.g., if the board member is the Communications chair, they should be denoted as “General Member”.

“Email” = Preferred email address for the board member, not the club.

All board members must have a “Term Start Date” and “Term End Date”.

Board Member Last Updated: Apr 8 2020 4:30PM

Position:* E-mail:*

First Name:* Term Start Date:*

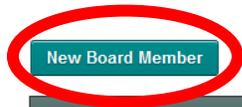
Last Name:* Term End Date:*

Update Person

3. Click on “Update Person” at the bottom of the page.

To add a new board member:

1. Click on the “New Board Member” button.



NAME	POSITION	EMAIL	LAST UPDATED	OPTIONS
Twilight Sparkle	Chair/President/Director	x@nathanblix.com	Dec 6 2017 4:40PM	
Flutter Shy	Vice Chair/President/Director	iheartanimals@equestria.com	Nov 17 2017 10:02AM	
Apple Jack	General Member	x@nathanblix.com	Nov 13 2017 2:54PM	
Clen Kadiddlehopper	General Member	blixnat@msu.edu	Nov 13 2017 10:33AM	
Joe Huffington	General Member	e@huff.inc	Dec 7 2017 11:19AM	
Pinkie Pie	General Member	pp@equestria.com	Mar 22 2017 9:37AM	

2. Add the following for each board member:

- Position
- First and last name
- Email
- Term start and end dates

HELPFUL HINTS FOR COMPLETING THIS SECTION

Refer to “Edit Board Member Information” helpful hints above.

Board Member Last Updated: Never

Position:* E-mail:*

First Name:* Term Start Date:*

Last Name:* Term End Date:*



3. Click on “Add Board Member” at the bottom of the page.

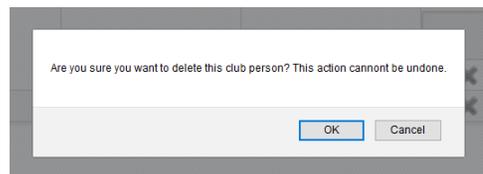
To delete a person who is no longer a board member:

1. Click on the “X” icon.
2. A text box will appear that reads “Enter an explanation and hit the X button again to submit”. Enter an explanation (e.g., “no longer on board”, “moved”).
3. Click on the “X” icon a second time.

New Board Member

NAME	POSITION	EMAIL	LAST UPDATED	OPTIONS
Twilight Sparkle	Chair/President/Director	x@nathanblix.com	Dec 6 2017 4:40PM	 
Flutter Shy	Vice Chair/President/Director	iheartanimals@equestia.com	Nov 17 2017 10:02AM	 
Apple Jack	General Member	x@nathanblix.com	Nov 13 2017 2:54PM	 
Clen Kadiddlehopper	General Member	blixnat@msu.edu	Nov 13 2017 10:33AM	 
Joe Huffington	General Member	e@huff.inc	Dec 7 2017 11:19AM	 
Pinkie Pie	General Member	pp@equestria.com	Mar 22 2017 9:37AM	 

4. A text box will appear that asks “Are you sure you want to delete this club person? This action cannot be undone”. Click the “OK” button to delete.



Once all board member information is up-to-date, click on the Dashboard tab, or use the back button/arrow in the browser to navigate back to the club overview page.



CONTACT AND ADDRESS AND WEB/SOCIAL MEDIA SECTIONS

This page is an overview of the contact and web/social media information for your alumni club.

On this page you'll confirm, update and/or add the following:

- Primary contact person for the club
- Email for the club
- Club location
- Website and social media links

HELPFUL HINTS FOR COMPLETING THIS SECTION

No need to enter the "Password". NOTE: Do not change the "Password" without informing other board members who access the Club Admin Panel.

"Primary Contact" = Primary contact person for club. The drop-down menu is populated with board members from the board members section above.

"Email" = Club email address. This should be the email address where general inquiries should be directed. It can be a general club email or a specific person's email.

Club Contact Details

Name: Spartans of Equestria
Username: rainbow
Password:
Previous Club Name(s): Greater MLP Club, Green and White Rainbows, Land of the Infinite, 20% Cooler Club, Rainbow Dash & Company
Primary Contact*: Twilight Sparkle
E-mail*: blixtnat@uadv.msu.edu
Preferred Phone: 699-561-9910
Restrict Phone: Yes No

Website URL:
Facebook URL:
Twitter URL:
LinkedIn URL: https://...
Instagram URL: https://www.instagram.com/my...

MSU Admin Use Only
MSU Gifts Scenario: Randy's giving Scenario Exam
Randy's giving Scenario Exam: https://labs.givingto.msu.edu/gi...
Scenario Allocations

* The information in this section is up-to-date for our alumni club.

Update Club Contact Details or cancel

Callouts:
- Why is this important? This information populates your club's profile in the "Club Locator" section of the MSU Alumni Office's website - alumni.msu.edu/get-together/alumni-clubs/club-locator.cfm. If information is not provided or incorrect, alumni are not able to connect with, or contact, your alumni club.
- The MSU Alumni Office also uses this information when we send emails/communications on your club's behalf to alumni in your area in advance of specific initiatives, e.g., Give Green Day, or when promoting a club event.
- For Twitter, enter the URL, not the handle.
- Add your club's Instagram. Enter the URL, not the handle.
- "MSU Gifts Scenario" is only for clubs that have an MSU-held scholarship(s). For these clubs, MSU University Development creates an online gift cart. The MSU Alumni Office completes this.

*Even if you do not change any information in this section, you must confirm that the information is up-to-date by checking the box. Then, click on "Update Club Contact Details" at the bottom of the section.

CONTACT AND ADDRESS AND WEB/SOCIAL MEDIA SECTIONS *continued*

HELPFUL HINTS FOR COMPLETING THIS SECTION

“Club Location” subsection details = mailing address for the club. This can either be a neutral address, e.g. a PO Box, or a board member’s home address (preferably the “Primary Contact” above).

This address is for “Office Use Only” and will not be publicly displayed. On occasion, MSU may mail materials, invitations, etc. to the club, so an address is required.

Club Location

Last Updated: Apr 9 2020 3:57PM

Address 1:*	<input type="text" value="43328 Seastack Cir"/>	City:*	<input type="text" value="Baia Mare"/>
Address 2:	<input type="text" value="3rd Floor"/>	State:	<input type="text" value="Choose"/>
		Zip / Postal Code:*	<input type="text" value="64292"/>
		Country:*	<input type="text" value="Romania"/>

* The information in this section is up-to-date for our alumni club.

or cancel

*Even if you do not change any information in this section, you must confirm that the information is up-to-date by checking the box. Then, click on “Update Club Location” at the bottom of the section.

EXTENDED PROFILE SECTION

This page is an overview of the information about leadership and fiscal for your club.

NOTE: Save each subsection as you go. Confirm that the information is up-to-date by checking the box even if you do not change any information in the subsection, and then click the "Update" button at the bottom of each subsection.

Why is this important? This information provides the MSU Alumni Office with an overview of your club, and indicates where resources may be needed, what technical support is necessary, and what training materials should be created.

And, as volunteers move in and out of your club, and MSU Alumni Office staff change, the information in this section is helpful during these transitions.

Leadership Last Updated: [blank]

Board meetings frequency: Monthly

Elections frequency: Annual

Does the club have bylaws? Yes No

Upload current bylaws: No file selected.

Year when bylaws were last reviewed by club leadership: 2019

* The information in this section is up-to-date for our alumni club.

or cancel

Fiscal Last Updated: Apr 15 2019 4:57PM

Financial institution: CU of Equestria

Type of account(s): Checking Saving Other

Name of person(s) with authorized signatures on club accounts: Rarity

Club's TIN (Taxpayer Identification) or EIN (Employer Identification) Number: 4589001

Is the club a 501(c)(3)? Yes No

Upload 501(c)(3) Determination Letter: No file selected.

Does the club have liability insurance? Yes No

Liability Insurer: Garceau Insurance

Liability Policy Number: 6543778

Does the club have an up-to-date W-9? Yes No

* The information in this section is up-to-date for our alumni club.

or cancel

Leadership Subsection

In this subsection you'll confirm, update and/or add the following:

- Board meeting and elections frequency.
- Does your club have bylaws.
 - A current copy of your club bylaws.
 - The year when your club bylaws were last reviewed.

HELPFUL HINTS FOR COMPLETING THIS SECTION

If you uploaded the club bylaws previously and they have not been updated since then, you do not need to reload the document.

The year when the club bylaws were last reviewed may not correspond to the year when they were last updated. A periodic review of bylaws is recommended, and updates made if necessary.

If you do not know the year of last review, please enter "20XX" in the space provided.

The screenshot shows the 'Leadership' subsection of a form. The form includes the following fields and controls:

- Board meetings frequency:** A dropdown menu set to 'Monthly'.
- Elections frequency:** A dropdown menu set to 'Annual'.
- Does the club have bylaws?:** Radio buttons for 'Yes' (selected) and 'No'.
- Upload current bylaws:** A 'Browse...' button next to the text 'No file selected.' A document icon is visible to the right of this field.
- Year when bylaws were last reviewed by club leadership:** A text input field containing '2019'.
- Confirmation:** A checkbox with the text '* The information in this section is up-to-date for our alumni club.'.
- Buttons:** 'Update Leadership' and 'or Cancel' buttons at the bottom.

Red circles and arrows highlight key elements: the 'Browse...' button, the document icon, the confirmation checkbox, and the 'Update Leadership' button. A red arrow points from the document icon to the 'Read Upload Instructions' link.

HELPFUL HINTS FOR UPLOADING DOCUMENTS

If a document has been uploaded, there will be an icon next to the field. If you hover over the icon, the name of the document will appear.

To upload a document, the document will have to be saved on the computer you're using to complete the baseline. Then, click on the "Browse" button to upload the document.

For instructions on how to upload a document, click on "Read Upload Instructions."

NOTE: If the uploaded document does not appear as an icon next to the field, you may have to refresh your web browser first.

*Even if you do not change any information in this section, you must confirm that the information is up-to-date by checking the box. Then, click on "Update Leadership" at the bottom of the subsection.

Fiscal Subsection

In this subsection you'll confirm, update and/or add the following:

- Financial institution where the club's account(s) is/are held, and type(s) of account(s).
- Who's authorized to sign on the club account(s).
- The clubs EIN/TIN.
- Is the club a 501(c)3.
- Does the club have liability insurance.
- Does the club have a W-9.

HELPFUL HINTS FOR COMPLETING THIS SECTION

"Financial Institution" = Name of the financial institution where the club account(s) is/are held.

If your club does not have any financial accounts, enter "No Accounts".

For "Type of Account(s)" check all the boxes that apply.

If your club does not have any financial accounts, check the "Other" box. In the "Other account type" box that appears, enter "No Accounts".

If your club does not have a TIN or EIN, enter "No Number".

If you indicate that the club is a 501(c)3, you will have to upload the 501(c)3 determination letter.

If you uploaded the 501(c)3 determination letter previously, you do not need upload the document.

If you indicate that the club has a W-9, you will have to upload it.

Fiscal Last Updated:

Financial institution:* CU of Equestria

Type of account(s):* Checking Saving Other

Name of person(s) with authorized signatures on club accounts:* Rarity

Club's TIN (Taxpayer Identification) or EIN (Employer Identification) Number?*: 4569001

Is the club a 501(c)3?*: Yes No

Upload 501(c)3 Determination Letter: No file selected. 

[Read Upload Instructions](#)

Does the club have liability insurance?*: Yes No

Liability Insurer:* Garceau Insurance

Liability Policy Number:* 6543778

Does the club have an up-to-date W-9?*: Yes No

Upload W-9:* No file selected.

[Read Upload Instructions](#)

* The information in this section is up-to-date for our alumni club.

or

HELPFUL HINTS FOR UPLOADING DOCUMENTS

If a document has been uploaded, there will be an icon next to the field. If you hover over the icon, the name of the document will appear.

To upload a document, the document will have to be saved on the computer you're using to complete the baseline. Then, click on the "Browse" button to upload the document.

For instructions on how to upload a document, click on "Read Upload Instructions."

NOTE: If the uploaded document does not appear as an icon next to the field, you may have to refresh your web browser first.

*Even if you do not change any information in this section, you must confirm that the information is up-to-date by checking the box. Then, click on "Update Fiscal" at the bottom of the subsection.

Once all the leadership and fiscal information is up-to-date, click on the Dashboard tab, or use the back button/arrow in the browser to navigate back to the club overview page.



STEP 5 – REVIEW ALL INFORMATION

If you need to make any changes, click on the “Edit” button in each section to do so. If everything looks great. . .

STEP 6 – PRINT OUT A CLUB OVERVIEW FOR YOUR CLUB RECORDS

1. Go back to the “Dashboard” tab if you’re not already there.
2. Click the “Print” button in the “Contact and Address” section.

Contact and Address

[Print](#) [Edit](#)

Contact Board Member:	Public Address:
Twilight Sparkle	43328 Seastack Cir
Preferred Phone:	3rd Floor
699-561-9910	Baia Mare, 64292
E-mail:	Country:
blixtnat@uadv.msu.edu	Romania

3. This will generate a club overview that you can print and keep in your club records.

STEP 7 – LOG OUT AND YOU’RE DONE

The MSU Alumni Office will begin reviewing club certifications as they are received, and we will contact you if we have any questions.

Thank you and Go Green!