BLACKS IN GOVERNMENT®

Online Membership Functions User's Guide

[Version 1.1]

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ONLINE MEMBERSHIP FUNCTIONS USER'S GUIDE (version 1.1)

PURPOSE: This document is intended to provide helpful information about how to use the Blacks In Government® (BIG) online membership features provided to members, and prospective members, of the organization via BIG's National Website. For privacy purposes, certain personal information within the illustrations has been redacted.

This version supercedes all previous versions of this user's guide.

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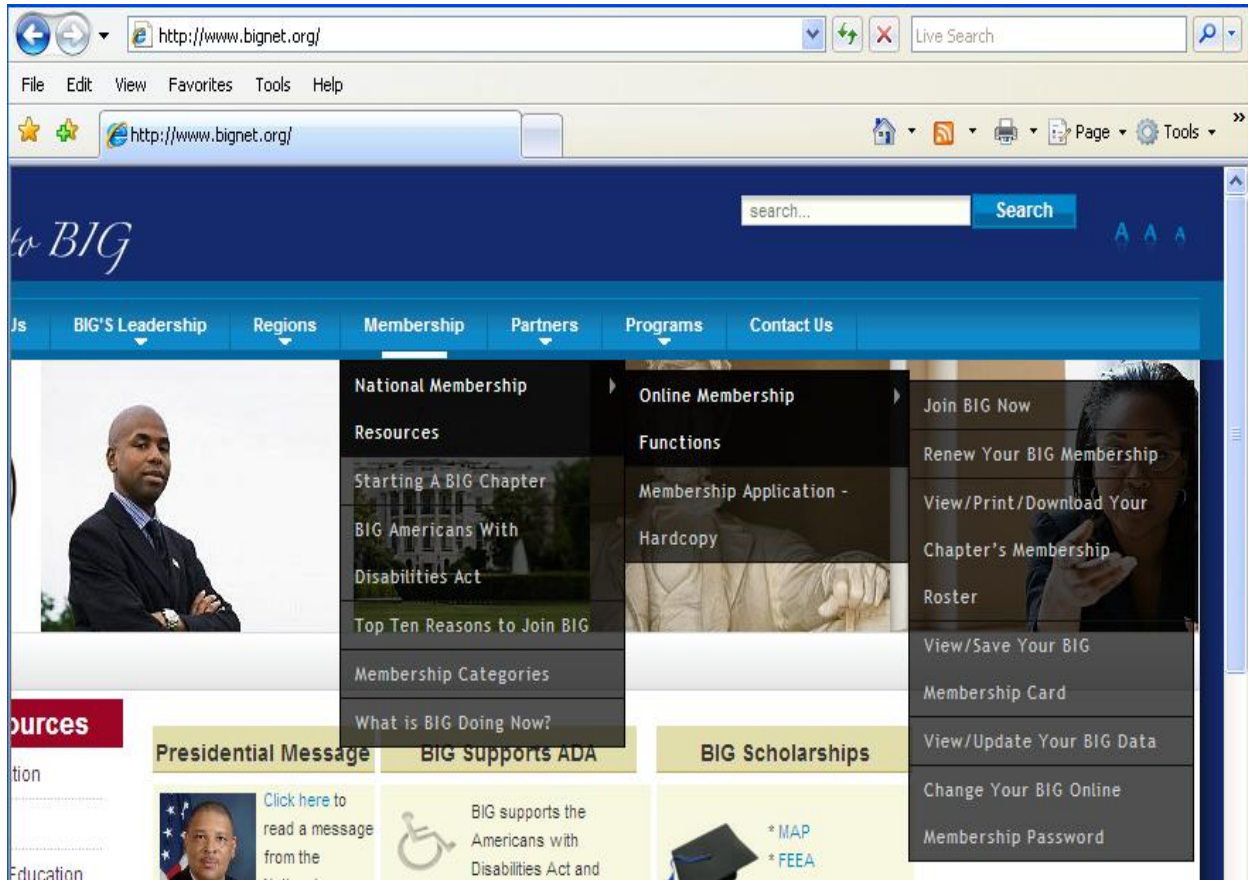# ONLINE MEMBERSHIP FUNCTIONS USER'S GUIDE (version 1.1)

Figure 1: BIGNET.ORG Online Membership Functions

1.0 How to Access BIG's Online Membership Functions

The new Online Membership Functions are available via the BIGNET.ORG website. As illustrated in **Figure 1** above, to access these functions within www.bignet.org:

1. Navigate your mouse pointer to the "Membership" entry on the menu bar then -

2. Navigate your mouse down to the "National Membership Resources" entry within the dropdown menu then -

3. Navigate your mouse over to the "Online Membership Functions" entry within the dropdown menu that appears then -

4. Navigate your mouse to the desired function within the dropdown menu that appears and click the entry to execute the function

Several functions are now available to our members. Additionally, the ability to join BIG online is available to the public. This affords interested individuals the convenience of becoming a BIG member completely via our website. The various functions are explained in the following sections.

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2.0 Join BIG Now

This feature provides those desiring to join Blacks In Government ® the ability to complete and submit their application and associated dues online. No username and password is required to access this functionality. <u>Note: BIG members desiring to renew their membership should use the "Renew Your BIG Member" function</u>. **Figure 2** below is an illustration of what the user can expect to see when the Join BIG Now function is selected:

Not Logged in   **LOGIN**

Personal Information

Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Credentials
[▼]	[ ] *	[ ]	[ ] *	[-- ▼]	[ ]

Birth Date: [   ] mm/dd/yyyy

Phone #: [   ] *

Fax #: [   ]

Contact Email: [   ] *

Title: [   ]

Agency/Company: [   ]

Department: [   ]

Employment Information

Employment Retired Status Indicator: [-- no selection -- ▼]

Employment Sector: [-- no selection -- ▼]

Primary Address: Home ○   Business ◉

Street Address: [   ] *

Apt.# [   ]

[   ] *

City/State/Zip:

-- no selection -- [▼] [   ] *

Country: United States [▼]

Secondary   Home ⊙

Address: Business ○

Street Address: [   ]

Apt.#: [   ]

City/State/Zip: [   ] -- no selection -- [▼] [   ]

Country: United States [▼]

Membership

Category: -- no selection -- [▼] * **Amount:** [   ]

Applicants are strongly encouraged to select a chapter with which to affiliate.

Chapter: -- No Selection -- [▼] **Amount:** 0

Payment Options

Please enter your payment information.

Payment Method	-- no selection -- ▼
Name on Card	[ ] [ ]
Address	[ ]
Address 2	[ ]
City / State / Zip	[ ] -- no selection -- ▼ [ ]
Country	United States ▼
Email Address	[ ]
Card Type/Number	-- no selection -- ▼ [ ]
Expiration Month/Year	-- ▼ -- ▼
Total Due $	0.00

* = Required Field

Post Changes | Reset Form

Figure 2: New Membership Form

Once the applicant has completed and successfully submitted the application online, a confirmation receipt will appear on the screen and the applicant will automatically receive an email confirmation. The transaction will then be finalized by the national office staff within the next few business days. Upon finalization, the new BIG member will receive an email from the system containing the member's BIG Membership Online Functions username and password, membership ID number, and other helpful information. If national office staff has any questions or requires additional information (e.g. – Supporting documentation verifying the retirement status of an applicant when it is indicated within the application that he/she is retired), the applicant will be notified directly. At any stage prior to clicking the "Post" button, the member can choose to end the action by simply closing the web browser window.

3.0 Renew Your BIG Membership

This feature provides a BIG member desiring to renew his/her Blacks In Government ® membership the ability to submit the renew dues online. This function is available only to BIG members and requires the member to enter his/her username and password to access this functionality. **Figure 3** below is an illustration of what the user can expect to see after logging in when this function is selected:

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Dues Invoice Payment

Contributions:	
Corp donor	**Enter Contribution Amount $** ⌷ 0
	Amount of Payment $ ⌷ 35.00

Membership Information:			
Member Category:	Regular Member	**Member Status:**	Active
Expiration Date:	9/1/2011	**Next Billing Date:**	9/1/2012
Current Invoice #:	25424	**Date of Invoice:**	11/17/2011
Amount of Current Invoice:	$35.00		
Balance Due:	$35.00		

Continue   Reset Form

Figure 3: Membership Renewal Dues Invoice

Here, the user can review the invoice for correctness, as well as remit funds as a contribution to the BIG organization. It should be noted that a "Balance Due" amount is not required to remit a donation. In cases where the member enters a donation amount and then decides to remove it, the invoice can be reset to its original state by clicking the "Reset" button. Once the member is ready to continue, if the "Amount of Payment" value is greater the $0.00 he/she can then choose to continue the transaction by clicking the "Continue" button. Below, **Figure 4** illustrates the form where the member provides the necessary payment information:

Please review the following information. If correct, click the "Submit" button to receive your receipt. If you need to make edits, click the back button on your browser.

Outstanding Invoices:

Invoice Number	Invoice Date	Description	Amount	Balance Due
25424	11/17/2011	Regular Member - Renewal	$35.00	**$35.00**
			Total Due:	**$35.00**

Payment Information	
Name on Card	Iam	Member
Address	123 Any Street
Address 2	
City / State / Zip	Any City	Hawaii	▼	99999
Country	United States	▼
Email Address	iam.member@email.com
Card Type/Number	Visa	▼	/	xxxxxxxxxxxxxxxx
Expiration Month/Year	December	▼	2022	▼
Payment Amount:	$	35

Submit Payment

Figure 4: Membership Dues Renewal Payment

Once the member has provided the necessary payment information, clicking the "Submit Payment" button will register the renewal. A confirmation receipt will then appear on the screen and the applicant will automatically receive an email confirmation. The transaction will subsequently be finalized by the national office staff within the next few business days. At any stage prior to clicking the "Submit Payment" button, the member can choose to end the renewal action by simply closing the web browser window.

Members desiring to change membership categories (e.g. – From Regular to Life) or to leverage Life and Gold Plus payment plans shall use preexisting methods to do so, as this functionality is not yet available online. The ability to accomplish these functions via a BIG Membership Online function may be provided in a future software upgrade.

4.0 View/Print /Download Your Chapter Membership Roster

This function provides specific chapter and regional officers identified within the system the ability to view and print membership roster information for their respective organization. Chapter Presidents, Chapter Membership Chairs, Regional Council Presidents, and Regional Council Membership Chairs are the only individuals currently allowed access to this functionality. Chapter officers will have access only to their assigned chapter; regional officers will have access only to their assigned region. The user can elect to receive retrieved membership data as Mailing Labels, Membership Report, MS Excel spreadsheet

export, and Membership Strength Summary Report.   Chapter and regional officer functionality will be discussed separately within the subsections that follow.

4.1 Chapter Officer Functionality

Once signed in, the system will display the chapter the user has access to. **Figure 5** below is an example of what will be displayed:

Logged in as Ms. Latoya Bedgood   **LOGOUT**

Chapter

Chapter List		
Chapter code	**Name**	**Forum**
51	BIG at the Crossroads, Quantico	

Click the chapter name to continue.

Figure 5: List of Available Chapters

When the user clicks the displayed chapter name, a membership listing containing all members recorded in the system as belonging to the chapter, regardless of financial status, will be displayed in alphabetical order by last name. The Membership Id, Postal Address, Phone Number, and Email Address will be displayed on the listing for each member**. Figure 6** below is an example of the membership listing that will be displayed:

Logged in as Ms. LaToya Bedgood   LOGOUT

 BIG at the Crossroads, Quantico

116 records were found. 50 will be displayed per page.
Page: 1 2 3

Chapter Code	Chapter Name	ID	Name	City		ail	View/Edit
51	BIG at the Crossroads, Quantico		Ms. Kimberly Jordan				
51	BIG at the Crossroads, Quantico		Ms. Denise L. Alexander				
51	BIG at the Crossroads, Quantico		Mr. Anthony W. Webster				
51	BIG at the Crossroads, Quantico		Ms. Merlenda M. Harris				
51	BIG at the Crossroads, Quantico		Ms. Barbara H. Speller				
51	BIG at the Crossroads, Quantico		Mr. Virgil Pippens				
51	BIG at the Crossroads, Quantico		Ms. Wanda D. Newby				
51	BIG at the Crossroads, Quantico		Mr. Larry Patrick				
51	BIG at the Crossroads, Quantico		Ms. Sheena Stitt				
51	BIG at the Crossroads, Quantico		Mr. Howard J. Waiters				
51	BIG at the Crossroads, Quantico		Mrs. Vanessa Waiters				

Click the pencil next to the member record to view/edit contact information.

Figure 6: Chapter Member Listing

4.1.1 Viewing and Editing Member Contact Information

Chapter officers also have the ability to view and correct contact information for existing chapter members. Although individual members have the ability to view and update their own information, this capability provides chapter officers the opportunity to correct information on behalf of their members. This can be particularly useful when a chapter member has not received his/her personal BIG Online Membership Functionality username and password due to a missing or incorrect email address, for example.   By clicking the pencil icon on a member record as depicted in **Figure 6** above, the user will be

presented a screen displaying contact information for the selected member in edit mode. **Figure 7** below provides an example of what the user will be presented:

Figure 7: Chapter Member Contact Information Edit Screen

Once viewing/editing has been completed, the user may click 1) "Submit" to record changes made or 2) "Return to Chapter Member List" to ignore changes not submitted and return to the member listing screen.

4.1.2 Retrieving Chapter Membership Data Reports

Users may access the report generation feature by clicking the "Create Reports/Export File" link located at the bottom of the Chapter Member Listing display as depicted in **Figure 8** below:

Figure 8: Chapter Member Listing (Create Reports)

After clicking the link, the search criteria form will be displayed. This form allows the user to specify which members to include in the report based upon the criteria identified by the user within the categories presented on the form. **By default, if the user doesn't specify additional/different search criteria, individuals included in the report will be all chapter members with expiration dates on or after the current date.** The search criteria form allows users to select multiple values for a given search parameter, as well as use any combination of the available parameters. **Figure 9** below is an example of the Search Criteria form the user will be presented:

Figure 9: Search Criteria Form (a)

Once the desired search criteria have been selected, the user can retrieve the membership data by selecting a Report Type and clicking the "Create File" button as depicted in **Figure 9** above. Following are explanations of the available report types:

1. **Labels** – Member Name and Postal Address information is presented in a display that can be saved in PDF format and subsequently printed as mailing labels.

2. **Chapter Roster** – Member Name, Postal Address, Phone Number, Email Address, and Chapter Officer Position (if recorded in the database) information is presented in a display that can be saved in PDF format.

3. **Export** – Extensive member data (e.g. – Membership Id, Member Name, Contact Data, Chapter Name, Membership Category, Join Date, and Membership Expiration Date) are provided and can be downloaded and saved in Microsoft Excel format.

4. **Chapter Strength** – Summary data, by membership category, as illustrated in **Figure 10** below:

| | Chapter Membership Strength
As Of 6/7/2012 | | | | | | | | |

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ID	Region Name	Chapter Name	-Regular	- Life	- Gold Plus	- Associate	- Life Associate	-Associate Studen	- At Large	- Totals
1	REGION XI	BIG at the Crossroads, Quantico	31	9	1	2	0	0	0	43
	REGION XI Total		31	9	1	2	0	0	0	43
	Grand Total		31	9	1	2	0	0	0	43

Figure 10: Chapter Membership Strength Report (a)

4.2 Regional Officer Functionality

Once signed in, the system will display the region the user has access to. **Figure 11** below is an example of what will be displayed:
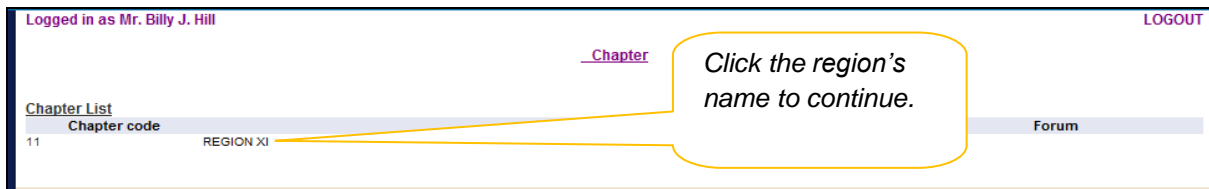

Figure 11: Region Listing

When the user clicks the displayed region name, a membership listing containing all members recorded in the system as belonging to the chapter, regardless of financial status, will be displayed in alphabetical order by last name. The Membership Id, Postal Address, Phone Number, and Email Address will be displayed on the listing for each member. The display also allows the user to limit the listing to members within a selected chapter or chapter. **Figure 12** below is an example of what will be displayed:
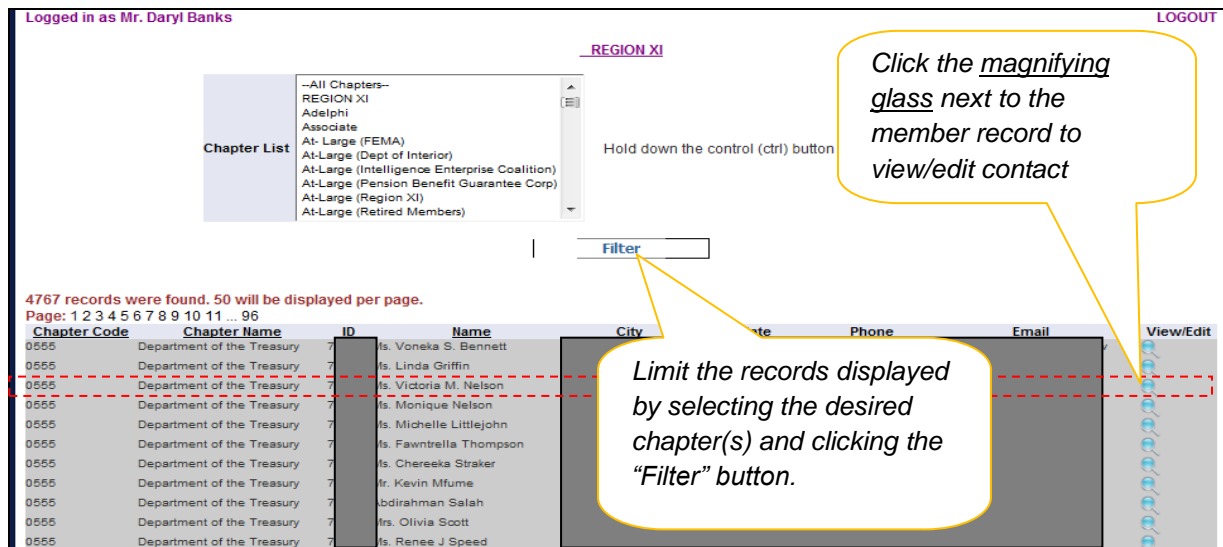

Figure 12: Region Membership Listing

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4.2.1 Viewing Member Contact Information

Regional officers also have the ability to view contact information for existing region members. By clicking the magnifying glass icon on a member record as depicted in **Figure 12** above, the user will be presented a screen displaying contact information for the selected member in view-only mode. **Figure 13** below provides an example of what the user will be presented:

Figure 13: Region Member Contact Information View Screen

4.2.2 Retrieving Region Membership Data Reports

Users may access the report generation feature by clicking the "Create Reports/Export File" link located at the bottom of the Region Member Listing display as depicted in **Figure 14** below:

Figure 14: Region Member Listing (Create Reports)

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After clicking the link, the search criteria form will be displayed. This form allows the user to specify which members to include in the report based upon the criteria identified by the user within the categories presented on the form. **In the "Select Chapter" area, select the region's name located at the top of the list. If specific chapter are desired, select the appropriate chapter names. By default, if the user doesn't specify additional/different search criteria, individuals included in the report will be all members with expiration dates on or after the current date for the region or selected chapter(s).** The search criteria form allows users to select multiple values for a given search parameter, as well as use any combination of the available parameters. **Figure 14** below is an example of the Search Criteria form the user will be presented:

Figure 14: Search Criteria Form (b)

Once the desired search criteria have been selected, the user can retrieve the membership data by selecting a Report Type and clicking the "Create File" button as depicted in **Figure 14** above. Following are explanations of the available report types:

1. **Labels** – Member Name and Postal Address information is presented, by chapter name, in a display that can be saved in PDF format and subsequently printed as mailing labels.

2. **Chapter Roster** – Member Name, Postal Address, Phone Number, Email Address, and Chapter Officer Position (if recorded in the database) information, by chapter name, is presented in a display that can be saved in PDF format.

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3. **Export** – Extensive member data (e.g. – Membership Id, Member Name, Contact Data, Chapter Name, Membership Category, Join Date, and Membership Expiration Date) are provided and can be downloaded and saved in Microsoft Excel format.

4. **Chapter Strength** – Summary data, by chapter and membership category, as illustrated in **Figure 15** below:

6/7/2012 — Chapter Membership Strength As Of 6/7/2012 — Page 1 of 2

ID	Region Name	Chapter Name	-Regular	- Life	- Gold Plus	- Associate	- Life Associate	-Associate Studen	- At Large	- Totals
1	Orphans	REGION XI	0	1	0	0	0	0	1	2
	Orphans Total		0	1	0	0	0	0	1	2
2	REGION XI	Adelphi	11	0	3	0	0	0	0	14
		At-Large (Region XI)	4	195	16	10	0	4	132	361
		Benjamin Banneker	36	48	11	0	0	0	0	95
		BIG @ IMA	0	3	2	0	0	0	0	5
		BIG @ PBGC	16	0	0	0	0	2	0	18
		BIG at the Crossroads, Quantico	31	9	1	2	0	0	0	43
		BIG CNCS	4	0	0	0	0	0	0	4
		BIG Pentagon	18	69	24	2	2	0	0	115
		Carl T. Rowan	21	18	3	1	0	0	0	43
		Catalyst	15	1	0	0	0	0	0	16
		Coast Guard	19	47	6	0	0	0	0	72
		Defense Intelligence Agency	25	68	14	2	2	0	0	111
		Department of the Treasury	17	2	0	0	0	0	0	19
		Dept of Interior	22	3	0	0	0	0	0	25
		DOT	1	12	1	0	0	0	0	14
		Education	11	11	3	0	0	0	0	25
		Energy	18	38	2	0	0	0	0	58
		EPA-William D. Barber	3	63	12	0	0	0	0	78
		FCA	6	1	0	1	0	0	0	8
		FCC Benjamin Hooks	20	11	1	0	0	0	0	32
		FMS	32	45	9	1	0	0	0	87
		Foreign Affairs Global	1	32	2	0	0	0	0	35
		GAO-USACE	16	33	0	0	0	0	0	49
		Heritage	0	10	1	0	0	0	0	11
		HHS WDC/College Park Complex	24	21	2	1	0	0	0	48
		Intelligence Enterprise Coalition	2	5	1	0	0	0	0	8
		IRS Chisholm Hughes	7	12	1	0	0	0	0	20
		IRS/NCFB	36	21	8	0	0	0	0	65
		Khalfani	5	9	1	1	0	0	0	16
		Labor	29	50	18	0	2	0	0	99
		Library of Congress	28	14	0	0	0	0	1	43
		NASA Emmett W. Chappelle	4	15	1	3	0	0	0	23
		NASA Hqtrs	14	1	0	1	0	0	0	16
		National Geospatial-Intelligence Ag	5	8	1	0	0	0	0	14
		Navy Metro	3	10	1	0	0	0	0	14
		NIH	27	51	8	0	0	0	0	86
		NMIC	6	12	8	0	0	0	0	26
		NOAA	27	21	2	4	0	0	0	54
		NRC	6	15	0	0	0	0	0	21
		OPM	16	17	0	1	0	0	0	34
		Parklawn	14	48	4	0	0	0	0	66
		Patent and Trademark	28	37	5	0	0	0	0	70
		Prince George's Center	9	9	0	0	0	0	0	18
		R H Brown DOC	1	13	5	0	0	0	0	19
		Retired Members	2	7	4	0	0	0	0	13
		Robert C. Weaver	7	57	11	0	0	0	0	75
		Sankofa	8	19	0	0	0	0	0	27
		Suitland Federal Center	33	3	0	0	0	0	0	36
		Tri-City	16	13	5	0	0	0	0	34
		U.S. Customs and Border Protectio	23	13	0	0	0	0	0	36
		UMOJA	10	57	1	0	0	0	0	68
		USAID	41	22	0	0	0	0	0	63
		USDA George Washington Carver	21	50	5	0	0	0	0	76
		VA	32	20	4	0	0	0	0	56
		Washington Navy Yard	5	31	3	0	0	0	0	39
	REGION XI Total		836	1400	210	30	6	6	133	2621
	Grand Total		836	1401	210	30	6	6	134	2623

Figure 15: Chapter Membership Strength Report (b)

5.0 View/Save/Print Your BIG Membership Card

This feature provides BIG members the ability to retrieve and print their own Blacks In Government® Membership Card. This function is available only to BIG members and requires the member to enter his/her username and password to access this functionality. After entering a valid username and password, the system will provide a display from which the member can select to print his/her own membership card (see **Figure 16** below).

Logged in as Mr. Daryl Banks   **LOGOUT**

Membership Card

Select button below to print Membership Card.
Top of Form
Print Membership Card

Figure 16: Membership Card Print Function

After the member clicks the "Print Membership Card" button, the system will display the most current membership card available for the member. When a member joins or renews his/her membership, the up-to-date membership card information will be available online within 3-5 business days after the submission date. **Figure 17** below is an example of what the member can expect to see:

BLACKS IN GOVERNMENT
3005 Georgia Avenue, NW
Washington, DC 20001-3807
202-667-3280 Fax: 202-667-3705

Daryl Banks
is a member in good standing of the National Organization
having paid all financial obligations for the period

April 11, 2011 Through April 01, 2012

12345

Figure 17: Sample Electronic Membership Card

6.0 View/Update Your BIG Data

This feature provides a BIG member the ability to maintain his/her own contact information online. This function is available only to BIG members and requires the member to enter his/her username and

password to access this functionality. **Figure 18** below is an illustration of what the user can expect to see after logging in when this function is selected:

Logged in as Mr. Daryl Banks   **LOGOUT**

Personal Information

To edit your contact information please change the values displayed below and click the 'Post Changes' button.

Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Credentials
Mr. ▼	Daryl *		Banks *	-- ▼	

Birth Date: [ ] mm/dd/yyyy

Phone #: 703-784-xxxx *

Fax #: [ ]

Email: dlxxxxx@yahoo.com *

Company: DOD

Primary Address: Home ◉ Business ○

Street Address: 21 Any Street *

Apt.# [ ]

City/State/Zip: Stafford * Virginia ▼ 22554 *

Country: United States ▼

Secondary Address: Home ◉ Business ○   Make This Address Primary ☐

Street Address: [ ]

Apt.#: [ ]

City/State/Zip: [ ] -- no selection -- ▼ [ ]

Country: United States ▼

No Additional Fields Found.

$*$ = Required Field

Post Changes   Reset Form

Figure 18: Personal Contact Information Maintenance Form

Once the member has completed updating his/her information, the member can save the changes by clicking the "Post Changes" button. If the member can erase any changes made to the data in the form … prior to clicking the "Post Changes" button … by clicking the "Reset Form" button.

7.0 Change Your BIG Username and Password

This function will provide a member to change his/her BIG Online Membership Functions username and password. After selecting this function and successfully logging in to the system using your current username and password, the system will display a form requesting you to enter a new username and password of your choice. The form will require the member to enter the new password twice. This is done to help ensure correctness. **Figure 19** below is an illustration of the form presented when this feature is selected:

Logged in as Mr. Daryl Banks   **LOGOUT**

Password Update

Please enter your new desired username and password in the boxes below. You are asked to enter your password twice to verify spelling and to eliminate errors. Valid passwords may contain any combination of letters and numbers.

New Username: My New Name

New Password: *********

Retype Password: *********

Submit

Figure 19: Username and Password Update Form

After clicking submit, if the password entries within the form are not the same, the system will display an error message and require the member reenter the information. However, if there are no errors, the system will save your new username and password and display a message to that effect.

8.0 Retrieve Your BIG Online Membership Password

This online function will allow a member to request his/her password be sent as a reminder to the email address listed in their contact data. See **Figure 20** below:

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Password Reminder

Return To Login

Please enter your email address and click the submit button. If a record of your email address is found, you will be sent an email with your password. If our records do not have your current email address or you are not currently a member, you will need to contact us at bignational@aol.com or 202-667-3280 with a correction prior to accessing this online update utility.

Email: myname@email.com

Submit

Figure 20: Password Retrieval Request

9.0 Points of Contact

The discussed BIG Online Membership Functions are intended to help further improve the BIG membership experience. To help ensure this goal is achieved, please do not hesitate to contact BIG National Membership Services at:

Toll Free: 1-800-433-3280

Commercial: (202) 667-3280

Email: membership.inquiries@bignet.org

Document Modification History

Modification Date:	Location: (Section/page#)	Modification Summary	Modified By:
6/12/2012	Section 4.0 / Pages 7-14	Provided greater detail regarding chapter and regional officer functionality.	Daryl Banks
6/12/2012	Cover Page	Added a cover page.	Daryl Banks
6/12/2012	Table of Contents	Updated to include section numbers and references to Section 4's new subsections.	Daryl Banks