BLACKS IN GOVERNMENT®

Online Membership Functions User's Guide

[Version 1.1]

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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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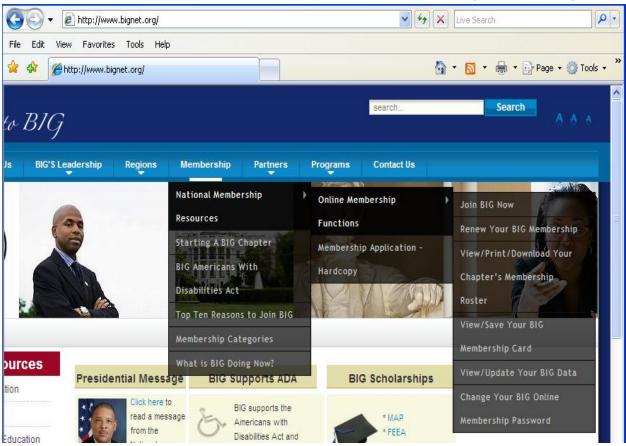


Figure 1: BIGNET.ORG Online Membership Functions

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 <u>www.bignet.org</u>:

- 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.

ONLINE MEMBERSHIP FUNCTIONS USER'S GUIDE (version 1.1) 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

Contact Info	rmation:				
Prefix	First Name	M.I.	Last Name	Suffix	Credentials
-]	*		*	•
Birth Date:	mm/dc	l/yyyy			
Phone #:	*				
Fax #:					
Contact					
Email:			*		
Title:					
Agency/Com	pany:				
Department:					
Employment	Information				
Employment	Retired Status Indic	ator: no selec	ction		
Employment	Sector:	no selec	ction		
Primary	Home				
Address:	Business				

Personal Information

Street Address:	*	
Apt.#		
City/State/Zip:	* no selection *	
Country:	United States	
<u>Secondary</u>	Home	
Address:	Business	
Street Address:		
Apt.#:		
City/State/Zip:	no selection	
Country:	United States	
<u>Membership</u>	Applicants are strongly encouraged to select a chapter	
Category: no	selection * Amount: with which to affiliate.	
Chapter: No	Selection Amount: 0	
Payment Options	<u>S</u>	
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:

ONLINE MEMBERSHIP FUNCTIONS USER'S GUIDE (version 1.1) Logged in as Ms. Iam A. Member LOGOUT

Dues Invoice Payment

Contributions:								
Corp donor	Enter Contribution Amount \$							
	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 Fo	orm						

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:

Dues Invoice Payment

Logged in as Ms. Iam A. Member

LOGOUT

Please review the f	ollowing inform	nation. If correct, click the "Su	bmit'' button to	o receive your
receipt. l	lf you need to m	nake edits, click the back butto	n on your brow	ser.
Outstanding Invoic	<u>es:</u>			
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	lam	Member					
Address	123 Any Street						
Address 2							
City / State / Zip	Any City	Haw aii	99999				
Country	United States	•					
Email Address	iam.member@e	email.com					
Card Type/Number	Visa	▼/ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	xxx				
Expiration Month/Year	December	✓ 2022					
Payment Amount:	\$ 35						
	<u>S</u> u	omit Payment					
Fig	ure 4: Members	hip Dues Renewal Payme	ent				

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

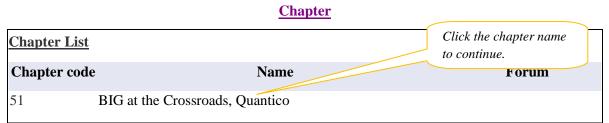


Figure 5: List of Available Chapters

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:

			BIG at the C	rossroads, Quantico	
116 records we Page: 1 2 3 Chapter Code 51 51	ere found. 50 will be displayed p Chapter Name BIG at the Crossroads, Quantico BIG at the Crossroads, Quantico	er pag	e. <u>Name</u> Ms. Kimberly Jordan Ms. Denise L. Alexander	Click the <u>pencil</u> next to the member record to	View 1
51 51 51 51	BIG at the Crossroads, Quantico BIG at the Crossroads, Quantico BIG at the Crossroads, Quantico BIG at the Crossroads, Quantico		Mr. Anthony W. Webster Ms. Merlenda M. Harris Ms. Barbara H. Speller Mr. Virgil Pippens	view/edit contact information.	111
51 51 51	BIG at the Crossroads, Quantico BIG at the Crossroads, Quantico BIG at the Crossroads, Quantico		Ms. Wanda D. Newby Mr. Larry Patrick Ms. Sheena Stitt		100
51	BIG at the Crossroads, Quantico		Mr. Howard J. Waiters Mrs. Vanessa Waiters		Ĺ

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:

Loggea	in as Ms	. La loya Beagooa							LOGOUT
					BIG at the	e Crossro	oads, Quantico	2	Confirms the selected record is now in edit
Id #:	50 50	sa Waiters							
iu #:	Prefix	First	Middle	Last		Suffix	Credentials		mode.
Name:	Mrs.	Vanessa		Waiters	5				
Sort Na	me: WAI	TERS VANESSA Nic	k Name:						
Salutat	ion:								
Contact	t Informa	tion:							
Inc. Ind	lividual In	Directory?: Yes	 Directory Order: 		Inc. Individu	ual In Exte	rnal Mailings?:	Yes 🔻	Click "Submit" to save
Prefer	red Metho	od Of Communicatio	on: Mail 🔻						
Phone	Number:		Extension:		Inc. In Direct	ory?: Ye	s 🔻		changes; "Clear Form"
Home I	Phone:		Inc. In Directory?:	No 🔻					to start over; or "Return
Cell Ph	one:								
Fax Nu	mber:		Hold Fax?:	No 🔻	Inc. In Direct	ory?: Ye	s 🔻		to Chapter Member List"
Email:					Inc. In Direct	ory?: Ye	s 🔻	J	to cancel changes.
Bad Em	nail?:	No 🔻	Hold Email?:	No 🔻					to cancer changes.
Web:					Inc. In Direct	ory?: No	-		
	Address								
	dress?:)
Street	Address:						/		
City/Sta	ate/Zip:				·				
County			Congr	essional	District:				
Provine	ce:								
Countr	y:	United States	•		Submit Return to	D Chapter	Clear For	m	

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:

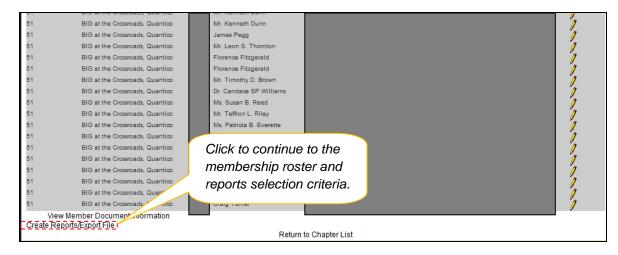


Figure 8: Chapter Member Listing (Create Reports)

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:

ogged in as Ms. LaToya Bedgood			LOGOUT
	BIG at 1	the Crossroads, Quantico	
Search Criteria			
Search Chiefia			
		utton to select multiple options BIG at the Crossroads, Quantico	
	Select Chapter: Select Member Type:	- no selection - Life Associate Life Associate Payment Plan Associate Member ASSC Undergraduate Student	For example: Holding down the "Ctrl" key while selecting Member Types
Once the Report Type	Select Employment Sector:	Federal GVT Local GVT Non-Government State GVT	will allow you to select one or more of them.
has been selected,	Select Retiree Status:		
nas been selected,		- no selection - Armed Forces America	
click the "Create File"	Select State(s)/Province(s):	Alberta	
		Armed Forces Europe	
button to generate the		Alaska	
a clasted report	ember Financial As Of Date		
selected report.	t Payment Status:	no Selection 🔻	
	posit Date Range:		
		End Date:	
	Select	Active -	
	Report Type:	Labels	
		Chapter Roster	
	Return	Export st	
🧉 IMPak - 🛛 BIG at the 🦷 🁔 Blacks in Gov	rernment	Chapter Strength	(a) Yahoo! S

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. <u>Labels</u> Member Name and Postal Address information is presented in a display that can be saved in PDF format and subsequently printed as mailing labels.
- <u>Chapter Roster</u> 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. <u>Export</u> 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. <u>Chapter Strength</u> Summary data, by membership category, as illustrated in Figure 10 below:

1 /	1 🖲 🖲 71.8%	Find	•							
6/7/2012 Chapter Membership Strength Page 1 of 1 As Of 6/7/2012										
D	Region Name	Chapter Name	-Regular	-Life -G	old Plus	- Associate	- Life Associate	-Associate Studen - A	t Large	- Totals
1	REGION XI REGION XI Total	BIG at the Crossroads, Quantico	31 31	9 9	1 1	2 2	0	0	0	43 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:

Logged in as Mr. Billy J. Hill	LOGOUT
Chapter List Click the region's name to continue.	
Chapter code	Forum
11 REGION XI	1

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:

Logged in as M	Ir. Daryl Banks		LOGOU
			Click the magnifying
	Chapter List	-All Chapters- REGION XI Adelphi Associate At-Large (FEMA) At-Large (FEMA) At-Large (Pension Benefit Guarantee C At-Large (Region XI) At-Large (Region XI) At-Large (Region XI)	Hold down the control (ctrl) button
Page: 1 2 3 4 5	were found. 50 will be d 6 7 8 9 10 11 96		Filter
Chapter Code 0555	Chapter Name Department of the Treasur	V 7 Is Voneka S. Bennett	City te Phone Email View/Ed
0555	Department of the Treasur		
0555	Department of the Treasur		Limit the records displayed
0555	Department of the Treasur		by selecting the desired
0555	Department of the Treasur		
0555	Department of the Treasur	ry 7 Is. Fawntrella Thompson	chapter(s) and clicking the
0555	Department of the Treasur	ry 7 Is. Chereeka Straker	
0555	Department of the Treasur	ry 7 /r. Kevin Mfume	"Filter" button.
0555	Department of the Treasur	ny 7 ubdirahman Salah	
0555	Department of the Treasur	ry 7 Irs. Olivia Scott	
0555	Department of the Treasur	ry 7 Is. Renee J Speed	

Figure 12: Region Membership Listing

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:

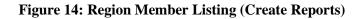
Logged in as Mr. Billy J. Hill					LOGO	DUT
View: Ms. Victoria M. Nelson⊢			REGIO	<u>N XI</u>	Confirms the selected record is now in <u>view</u>	
Id #: 72					mode.	
Prefix First	Middle	Last	Suffix	Credentials		
Name: Ms. Victoria	М.	Nelson				
Sort Name: NELSON VICTORIA	Nick Name:					
Salutation:						
Contact Information:						
Inc. Individual In Directory?:	Yes Virectory Order:	Inc. Inc	dividual In Exte	ernal Mailings?: Ye	≘s ▼	
Preferred Method Of Commu	nication: Mail 🔻					
Phone Number:	Extension:	Inc. In E	irectory?: Ye	25 🔻		
Home Phone:	Inc. In Directory?:	No 🔻				
Cell Phone:						
Fax Number:	Hold Fax?:	No 🔻 Inc. In E	irectory?: Ye	25 🔻		
Email:		Inc. In E	irectory?: Ye	25 🔻	Click to go back to the	
Bad Email?: No 🔻	Hold Email?:	No 🔻			member list window.	
Web:		Inc. In E	irectory?: No	~	mombol not window.	
Primary Address						
Bad Address?: No 🔻						
Street Address:	d					
			_			
City/State/Zip:		2		. /		
County:	Congr	essional District:				
Province:						
Country: United States	-					
		Ret	urn to Chapte	r Member List		

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:

Logged in as Mr. Daryl Bank	ks		LOGOUT
		_REGION XI	
Ch	hapter List	-All Chapters REGION XI Adelphi Associate At-Large (FEMA) At-Large (FEMA) At-Large (Region XI) At-Large (Region XI) At-Large (Region XI) At-Large (Region XI)	
4767 records were found. 5 Page: 1 2 3 4 5 6 7 8 9 10 11		Click to continue to the membership roster and	
	ter Name of the Treasury of the Trea	reports selection criteria window.	View/Edit
Create Reports/Export File	-	Return to Chapter List	



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

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:

Logged in as Mr. Billy J. Hill			LOGOUT
		REGION XI	
Search Criteria			
	Hold down the control (ctrl) b	utton to select multiple options	ī.
	Select Chapter:	Adelphi Associate As-Large (Dept of Interior) At-Large (Dept of Interior) At-Large (Intelligence Enterprise Coslition) At-Large (Region XI) At-Large (Region XI) At-Large (Retired Members) AT-LARGE Two	For example: Holding
Once the Report Type	Select Member Type:	Life Associate Life Associate Payment Plan Associate Member ASSC Undergraduate Student	down the "Ctrl" key while selecting Chapter Names will allow you to
has been selected, click the "Create File"	lect Employment Sector:	Federal GVT Local GVT Non-Government State GVT	select one or more of them.
button to generate the selected report.	lect Retiree Status: -t State(s)/Province(s):	no selection Armed Forces America (=) Alberta Armed Forces Europe Alaska	
	nancial As Of Date	6/7/2012	
	select nt Status:	no Selection 🔻	
	Enter Dep ate Range:		
	Start Date:	End Date:	
	Select Status:	Active -	
			-
	Report Type:	Chapter Strength -	
		Labels Chapter Roster	
	Retu	Export List	
» 🧉 IMPak - 🛛 REGION X 🛛 👔 Blacks in	Government 📄 Documents	Chapter Strength	(p) Yahoo!

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. <u>Labels</u> 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.
- <u>Chapter Roster</u> 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.

- 3. <u>Export</u> 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. <u>Chapter Strength</u> Summary data, by chapter and membership category, as illustrated in Figure 15 below:

I Orphans REGION XI 0 1 0 2 REGION XI Adelphi 11 0 3 2 REGION XI Adelphi 11 0 3 2 REGION XI Adelphi 11 0 3 3 AtLarge (Region XI) 4 195 16 BIG (R) PBGC 16 0 0 3 BIG (R) PBGC 16 0 0 0 BIG (R) PBGC 16 0 0 0 BIG (R) PBGC 16 0 0 0 Cart T. Rowan 21 18 3 0 Cartityt 15 1 0 0 0 Department of the Treasury 22 3 0 0 0 DOT 1 12 1 1 3 2 Gradigues 24 9 7 2 0 0 1 1 2		2012	с	hapter Men As O	nbershij f 6/7/20				Page 1 of 2	2	
Orphans Total 0 1 0 2 REGION XI Adelapite (Region XI) 1 105 16 Benjamin Banneker 30 48 111 105 10 2 BiG (B) MA 0 3 2 105 10 0 10 10 BiG (B) CROSC 10 0 10 10 10 10 BiG (CNCS Quantico 11 10 0 11 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 11 10 10 10 10 10 10 11 10	D	Region Name	Chapter Name	-Regular	- Life	- Gold Plus	- Associate	- Life Associate	-Associate Studen -	At Large	- Totals
2 REGION XI Adelphi 11 0 3 AL-Large (Region XI) 4 105 10 Benjamin Banneker 30 48 11 BIG (B) PBGC 16 0 0 BIG (B) PBGC 16 0 0 BIG (B) PEntagon 18 0 2 Cart T. Rovan 21 18 3 Cart T. Rovan 16 1 0 Coast Stard 19 47 6 Dept of Interior 22 3 0 DoT 1 11 3 2 Energy 18 3 2 1 Dept of Interior 22 3 0 PCC Benjamin Hooks 20 11 1 FCA 6 1 0 PCA 6 1 0 Hertage 7 12 1 Itsoin 13 2 2 GAO-USACE <t< td=""><td></td><td></td><td>REGION XI</td><td></td><td></td><td></td><td>0</td><td>0</td><td>0</td><td>1</td><td>2</td></t<>			REGION XI				0	0	0	1	2
At-Large (Region XI) 4 105 16 Benjami Banneker 36 48 11 BIG gt (MA 0 3 2 BIG gt (MA 0 3 2 BIG gt (MA 0 3 2 BIG gt (MA 0 3 1 BIG St (MC) 4 0 0 BIG St (MC) 4 0 0 BIG Pertagin 18 69 24 Carlayst 15 1 0 Cast/yst 15 1 0 Cast/yst 15 1 0 Cast/yst 15 1 0 Dept of Interior 22 3 0 DoT 1 12 1 1 Education 11 13 2 1 Bid Advisor 10 1 1 2 2 DoT 1 12 1 1 1 Eduation			A				0	0	0	0	14
Benjamin Barneker 30 48 11 BiG (g) PBGC 16 0 0 BiG (g) PBGC 16 0 0 BiG (g) PBGC 18 60 24 Carl T. Rowan 21 18 3 Catalyst 15 1 0 Catalyst 16 47 6 Catalyst 16 1 0 Coast Guard 19 47 6 Defernse Intelligence Agency 25 68 14 Deparime for the Treasury 17 2 0 DOT 1 12 1 1 Energy 18 2 2 7 FCA 6 1 0 1 32 2 GAO-USACE 18 33 0 11 1 Heritage 0 10 1 14 1 VOCIOlege Park Complex 24 21 2 16 <td< td=""><td></td><td>REGION XI</td><td></td><td></td><td></td><td></td><td>10</td><td>0</td><td>4</td><td>132</td><td>361</td></td<>		REGION XI					10	0	4	132	361
BIG gr MA 0 3 2 BIG gt PBGC 10 0 0 BIG at the Crossroads, Quantico 31 9 1 BIG Pentagon 18 68 24 Carl T. Rowan 21 18 3 Catalyst 16 1 0 Coast Guard 9 47 6 Defense Intelligence Agency 26 68 14 Department of the Treasury 17 2 0 Dot T 1 11 13 3 2 ERA-William D. Barber 3 83 2 2 6 FCA 6 1 0 1 1 1 FCA 7 10 1 1 1 1 FMS 32 46 9 1 1 <t< td=""><td></td><td></td><td>Benjamin Banneker</td><td></td><td></td><td></td><td>0</td><td>ŏ</td><td>0</td><td>0</td><td>95</td></t<>			Benjamin Banneker				0	ŏ	0	0	95
BIG at the Crossrads, Quantico 31 9 1 BIG CNCS 60 24 Cart T. Rowan 21 18 3 Catalyst 15 1 0 Coart Staard 19 47 6 Defense Intelligence Agency 25 68 14 Department of the Treasury 77 2 0 Dott 1 11 38 2 ERA-William D. Barber 3 63 12 FCA 6 1 0 10 FCC Benjamin Hooks 20 11 1 FMS 32 46 9 FOR Eign Atfairs Global 1 32 2 GAC-USACE 16 33 0 Hertage 6 1 12 1 IRS Chishoim Hughes 26 26 1 12 IRS Chishoim Hughes 36 21 2 1 12 IRS Chishoim Hughes 36 21 2 1 1 IRS Chishoim Hughes 36							0	0	0	0	5
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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:

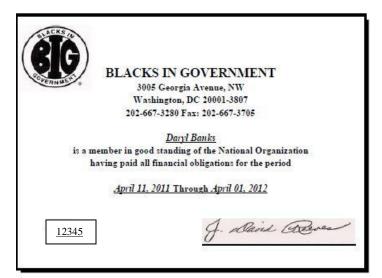


Figure 17: Sample Electronic Membership Card

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

To edit your cor	ntact information ple	ase change the values	displayed below an	d click the 'Post			
Changes' button.							
<u>Contact Inform</u>	ation:						
Prefix	First Name M.I	. Last Name	Suffix	Credentials			
Mr. 💌	Daryl *	Banks	* •				
Birth Date:	mm/dd/y	уууу					
Phone #:	703-784-xxxx *						
Fax #:							
Email:	dlxxxxx@yahoo.com		*				
Company:	DOD						
Primary Addres	<u>ss:</u>	Home Busin	ess				
Street Address:	21 Any Street	*					
Apt.#							
City/State/Zip:	Stafford	* Virginia	▼ 22	2554 <mark>*</mark>			
Country:	United States	•					
Secondary Add	ress: Home	Business ^O M	ake This Address Pri	mary			
Street Address:							
Apt.#:							
City/State/Zip:		no selection	n				
Country:	United States	•					

Personal Information

No Additional Fields Found.	
	* = Required Field
Po <u>s</u> t 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	r new desired userr	name and password in the boxes below.	You are asked to			
enter your passw	ord twice to verify	spelling and to eliminate errors. Valid	passwords may			
contain any com	bination of letters a	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:

ONLINE MEMBERSHIP FUNCTIONS USER'S GUIDE (version 1.1) Not Logged in LOGIN

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								
atility.								
Email: myname@email.com								

Figure 20: Password Retrieval Request

<u>S</u>ubmit

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

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

Document Modification History