

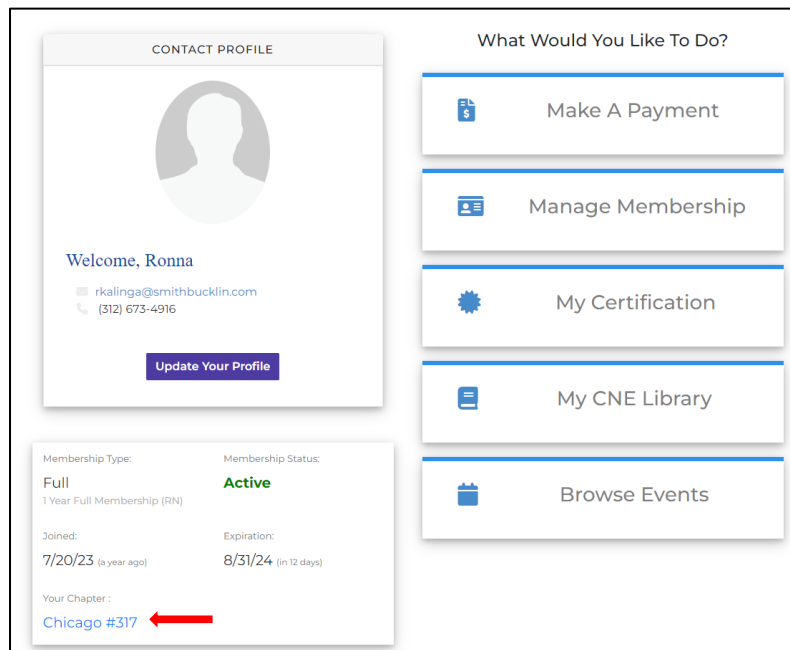
# AMSN Chapter Administrator Guide

Version: August 18, 2024

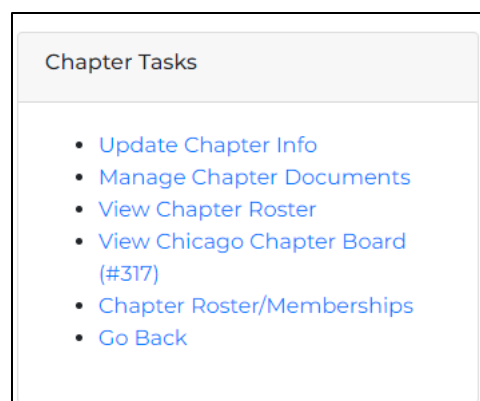
This guide will provide you with instructions on how to use the features accessible to Chapter Administrators. If you have any questions, please reach out to AMSN staff at [amsn@amsn.org](mailto:amsn@amsn.org).

## Accessing your Chapter Profile Page

Log into your [AMSN member portal](#). On your main profile page, click on your chapter name.



From this page you will be able to see all the tasks you are able to complete as a Chapter Administrator.



**Update Chapter Info:** Add a detailed description of your chapter, an email address for a main contact, and website/social media url.

**Manage Chapter Documents:** Create folders to house various chapter documents that can be viewed by all

your chapter members.

**View Chapter Roster:** View a quick list of individuals who self-selected to join your chapter. This list includes the names, membership type, membership status, and membership expiration dates.

**View Chapter Board:** Keep track of your chapter officers and term limits. Add new officers and term limits when they rotate.

**Chapter Roster/Membership:** Download a report of your chapter members. This report includes names, email addresses, membership type, membership status, and expiration dates. The report will download as an excel spreadsheet.