

2019 AIAAA CONFERENCE & MEMBERSHIP REGISTRATION INFORMATION

FOR AIAAA MEMBERS: ALL ARIZONA ATHLETIC DIRECTORS MUST REGISTER ON THE AMP SITE FOR AIAAA/NIAAA MEMBERSHIP REGARDLESS OF WHETHER OR NOT YOU WILL ATTEND THE 2019 ANNUAL AIAAA STATE CONFERENCE.

AIAAA: MEMBERSHIP, CONFERENCE, LTI, PAYMENTS & COMMUNICATION

AIAAA is proud to launch a new system called AMP to **boost membership, improve communication, streamline events** and **centralize payments**. AMP, Association Management Platform, was designed by FinalForms in order to empower both Association leadership and members with useful features.

Ohio, Indiana, California, Washington, New York, North Carolina and Michigan are using AMP's revolutionary features to achieve record membership, event attendance and LTI participation. We look forward to joining this group, as a leader, to provide a first-class membership experience for all of our Athletic Directors.

First and foremost, the #1 member benefit enhances communication throughout the state. Members will be able to contact other members by individual email or group (Conference, Class, Region, District) email. Think of the possibilities: Open Dates, Equipment, Coaching Openings, etc.

Beyond communication, membership, event registration and payments (online or check) will be run through AIAAA AMP. LTI will also be managed and coordinated with NIAAA via AMP.

IMPORTANT: Early next week, the 'AIAAA AMP Mailman' will send you an email.

1. Click the 'click here to confirm your account' link
2. Enter and confirm your password
3. Login to AMP to:
 - a. Renew/Pay Membership
 - b. View/Update Forms (*contact information, school, chapter, etc.*)
 - c. Register for Events
 - d. Communicate with fellow ADs

Here are some simple directions to follow when completing forms or registering for events within the AIAAA AMP site:

CONFIRMATION EMAIL

Q: I have my 'Account Confirmation Email', what should I do?

1. Click the 'click here to confirm your account' link
2. Enter and confirm your password

3. Login to AMP to: 1) Update Membership 2) View/Update Your Forms (*personal profile, school, sports, classes, etc.*) 3) Register for the Conference and LTI 4) Communicate with fellow ADs

CONTACT SUPPORT

Q: I've tried everything, how do I contact AMP support?

1. Click <https://aiaaa.finalforms-amp.com/>
2. Click 'Use Support' located in the lower right-hand corner of the screen

2a. Complete My Forms

1. Login <https://aiaaa.finalforms-amp.com/vendors>
2. Click 'View My Forms'
3. Input all required information and sign and submit each form
NOTE: Forms are complete when they are 'green' in the forms list on the left.

2b. Edit My Forms

1. Login <https://aiaaa.finalforms-amp.com/vendors>
2. Click 'View My Forms'
3. Click any form
4. Update any inaccurate information, then sign and submit the form
NOTE: Forms are complete when they are 'green' in the forms list on the left.

2c. Edit My Contact Information

1. Login <https://aiaaa.finalforms-amp.com/vendors>
2. Click 'View My Forms'
3. Click the 'Contact Information' form
4. Update any inaccurate information, then sign and submit the form
NOTE: Forms are complete when they are 'green' in the forms list on the left.

2d. Edit My Group Assignments

1. Login <https://aiaaa.finalforms-amp.com/vendors>
2. Click 'View My Forms'
3. Click the 'Member Groups' form
4. Click the 'Assign Groups' button
5. Update any inaccurate information, then click 'Update Group Assignments'
6. Sign and submit the form
NOTE: Forms are complete when they are 'green' in the forms list on the left.

2e. Edit My School

7. Login <https://aiaaa.finalforms-amp.com/vendors>
8. Click 'View My Forms'
9. Click the 'Member Groups' form
10. Click the 'Edit' Button in the 'School' area
11. Update any inaccurate information, then click 'Update'
12. Sign and submit the form
NOTE: Forms are complete when they are 'green' in the forms list on the left.

3a. Register for an Event (*Pay Online or By Check*)

1. Login <https://aiaaa.finalforms-amp.com/vendors>
2. Locate the 'My Events' area and click 'Register for Events'
3. Locate the appropriate event and click 'Register'
NOTE: You may be required to complete existing or additional 'Forms' prior to registering for the event. If so, sign and submit all forms and follow on-screen instructions until you arrive at the

'Forms Complete' page.

WHY?: *The Association requires accurate attendee information and selections.*

4. Click 'Yes, Register'
 - a. Locate the 'Pay Online by Credit Card' and 'Pay by Check' options on the event information form.
 - i. Pay Online by Credit Card
 1. Sign and submit the form then follow on-screen instructions.
 2. You will immediately be registered and paid!
 - ii. Pay by Check
 1. Download and complete the PDF and follow mailing instructions.
 2. Sign and submit the form
 3. You will immediately be registered, but remain unpaid until your check is received.

4a Search for another AD by Name/Email

1. Login <https://aiaaa.finalforms-amp.com/vendors>
2. Click the 'View Members' link near the top of your screen
3. Locate the 'By Name or Email' area
4. Type a Name or Email address and click 'Return' on your keyboard

4b. Email another AD

1. Login <https://aiaaa.finalforms-amp.com/vendors>
2. Click the 'View Members' link near the top of your screen
3. Locate the 'By Name or Email' area
4. Type a Name or Email address and click 'Return' on your keyboard
5. Click 'Email' and select 'Email this List' in the top right corner of the members area
6. Type your 'Subject' and 'Message'
7. Click 'Send Email'

4c. Filter groups of ADs by Class, Region, District, etc.

1. Login <https://aiaaa.finalforms-amp.com/vendors>
2. Click the 'View Members' link near the top of your screen
3. Locate the 'Filter by Group' area
4. Type the title of a School, Class, Region, District and select the appropriate option
NOTE: Repeat #4 to combine different types of groups, i.e. 'Region 1' and 'Class 2'

4d. Email a group of ADs

1. Login <https://aiaaa.finalforms-amp.com/vendors>
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