

# AMS - Update Chapter Information

Log into AMS.

Select Officer Portal.

The screenshot shows the NARFE Officer Portal for chapter 0131 VANCOUVER. The page includes a navigation bar with links for Home, NARFE Home Page, My Account, Officer Portal (highlighted), Support NARFE, and Find Local Chapter. Below the navigation bar, there are buttons for various state federations, with WASHINGTON STATE FEDERATION selected. The main content area displays chapter details such as Federation (WASHINGTON STATE FEDERATION), Region (Region IX), Charter Date (03/01/1952), Chapter Dues Amount (\$10.00), Chapter Status (Active/Open), Meeting Place (American Legion, 4607 St. James Road, Vancouver, WA 98663), and Meeting Information (First Tuesday of the month, from September through June). A table shows the current chapter members breakdown as of 8-9-2019: Total Current Chapter Members (257), Total National Members in Chapter Area (219), and Total Chapter plus National Members (476). The navigation menu at the bottom includes buttons for Add Chapter Officer, Update Chapter (highlighted with a red arrow), Online Reports Module (ORM), Online Activities Module (OAM), NARFE Email System (NES), and NARFE Webhosting.

Select Update Chapter (red arrow).

The screenshot shows the 'Update Chapter' form in the AMS system. The form is titled 'UPDATE BASIC CHAPTER INFORMATION' and contains the following fields:

- Chapter: 0131 VANCOUVER
- Dues Amount (\$): \$10.00
- MEETING PLACE
- Meeting Place Name: American Legion
- Address Line 1: 4607 St. James Road
- State/Province: WA
- Address Line 2:
- Zip Code: 98663
- City: Vancouver
- Country: United States
- Meeting Place Description: First Tuesday of the month, from September through June. No meetings in July/August. Social Hour 11:30-12:45. Soup/Sandwich lunch can be purchased. General meeting begins at 12:45. Speakers are announced in the newsletter, and on the Chapter website and Facebook page. Email wallersi@yahoo.com for more information.
- WEBSITES:

Fill in the necessary blanks and select SAVE and Update, at the bottom of the page.