

## DUES TRACKER DATABASE [USE OF]

1. The AMGA Dues Tracker database is the repository for membership information for local association and AMGA members. The members' records in the database will be populated from information entered by individuals in the ACES Service Report database. Individuals with access to the Dues Tracker database also can add members if no record exists in the database.
2. To access Dues Tracker, the individual must be registered in the ACES Service Report database. The Service Report may be accessed through the Alabama Master Gardener website at [www.alabamamg.org](http://www.alabamamg.org) or through the ACES website (select Resource Areas; Home & Garden; Lawn & Garden; Master Gardener; Program Resources; Volunteer Reporting).
3. At the Master Gardener Service Report Login page, enter the same password as that used for reporting volunteer hours. On the next page, select the "My Page" tab at the top of the page. Select "AMGA Dues Tracker" on the next page at the bottom of the Your Contact Info section. This will open the Dues Tracker database.
4. Dues Tracker administrators are assigned either Local (their primary local association) or State (all local associations) access permission by the AMGA Membership Chair or a designated alternate. Request access or changes by contacting the AMGA Membership Chair at [amgamembership@gmail.com](mailto:amgamembership@gmail.com).
5. Each association should have at least two members with access to Dues Tracker. The recommendations for access for most associations will be the membership chair (or the member who is responsible for posting dues payments) and the treasurer. Other individuals may be granted access if required by local association operations.
6. The site will open with an information page and an option to select an association. Selecting the association will open the local association membership directory with current year information. To enter or view information for a year other than the current calendar year, select the year tab at the top of the page. There are two separate directories for each association—the Local Association Dues page and the AMGA Dues page and three options in each directory: Members Only, Unpaid Members and Show All. The Members Only directory displays all individuals registered for the association with a status other than inactive, blank or ?. The Unpaid Members directory displays individuals not showing a dues payment for the year. The Show All directory displays all individuals registered for the association who have not had their records marked as "unpublish."
7. Select the individual's name in the directory list to open the individual's record with the current database information.
  - a. If the individual has not entered contact information or if it is incorrect, the information may be updated by entering the correct information and selecting "Save Updates."
  - b. The individual's record will indicate if they have registered for the ACES Service Report and, if registered, the county in which they registered. This information is not editable.
  - c. The Association Participation section of the member's record will show the associations for which the member is registered and their status in those associations and AMGA.
  - d. The Start Year in the Active Years section should reflect the first year the member was eligible for membership. The End Year should reflect the year the membership ends. For continuing memberships, select "still active" as the End Year.

- e. If the member pays AMGA dues, check the block of the association which is responsible for collecting and submitting their AMGA dues payment.
  - f. In the Publish section, selecting "yes" will display the member's information in the association and AMGA directories. Selecting "no" will remove the individual's information from the directories.
  - g. If the member is registered in more than one association, the registration information will be reflected in the member's directory page. The secondary association will enter the status and active years information. If the Dues Tracker administrator is posting information for the member's primary association registration and the member wishes to register for a secondary association, the secondary association should be selected and the current year should be entered as the start year. The status should be indicated as Active. (The status may be changed by the secondary association when the dues payment is posted.) The secondary association will post the dues payment and correct the status and the start year if needed.
8. To post association and AMGA dues payments, select the "dues manager" link on the member's directory page and enter the payment information. Selecting the "member control panel" link on the dues payment page will reopen the member's record.
  9. The "officer settings" link on the member's directory record should be used to post the local association and AMGA official positions the member holds. Selecting the "Return to Officials List" link will display the officials information which has been entered for the association. The "Return to Directory" link will reopen the association directory.
  10. To view or print a membership list, select "Download Assoc. List" or "Download AMGA List" near the top of the association directory page.
  11. The Add Member tab allows a Dues Tracker administrator to create a record for a member who has not registered for the ACES Service Report. Prior to creating the record and to avoid creating duplicate records, use the search feature to ensure a record doesn't exist for the member.
  12. Selecting the Admins tab will display a listing of all current Dues Tracker administrators.
  13. Selecting the Officials tab will show information which has been entered for the association.
  14. The search feature will display the names of all individuals with records in Dues Tracker that meet the search criteria.

Master Gardeners of North Alabama, Mary Howe, 2018