AAPN Members Only

Help/FAQs

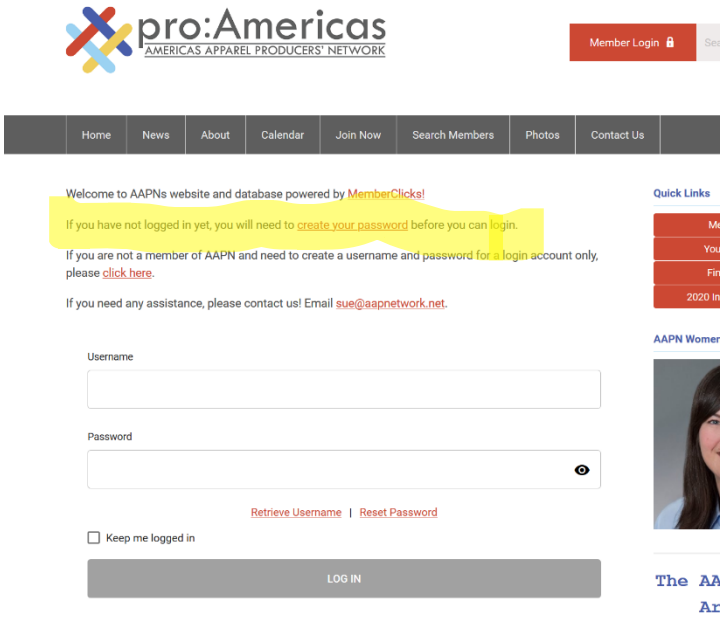
Refer to the FAQs below for tips on using the AAPN Member Portal. If you need assistance, please contact Sue Strickland at sue@aapnetwork.net or 404 843 3171.

General

- What is my username/password?
- How do I update my contact information?
- How do I edit my Organization's information?
- How can I tell if I've already registered for an AAPN event?
- Do I have any outstanding invoices …. Have I paid them?

Q. *What is my username/password?*

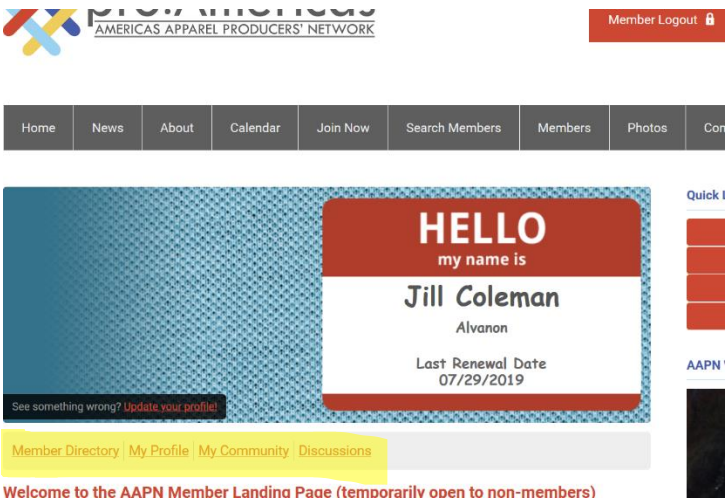
A. From the AAPN website (www.aapnetwork.net) click on the Red Button (upper right corner of page) and click to Log In. Note --- if this is your first time logging in you will need to create a password.



Q. How do I update my contact information and other helpful information?

A. From **Member Landing Page** (see screen capture (1) below), click "**Update your profile**" or click on the **My Profile** tab. A drop down menu will appear below the **My Profile** tab after you click on it with several options including (see screen capture (2) below):

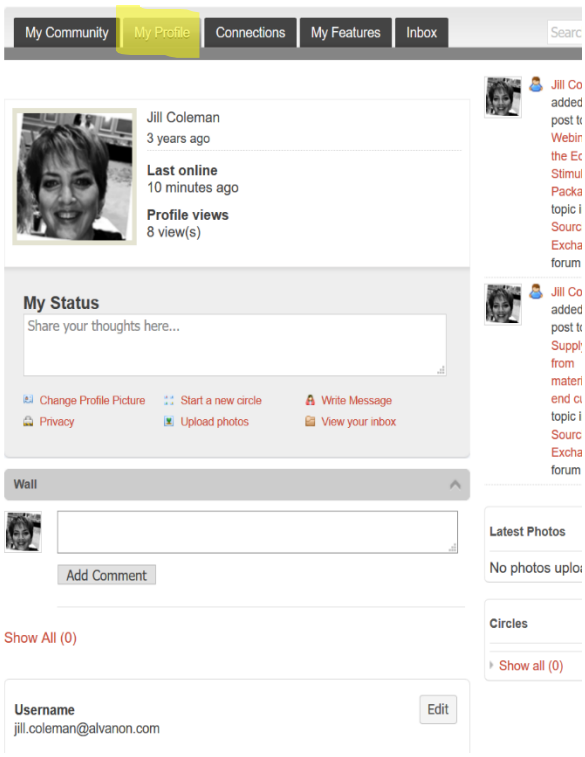
- Change Profile Picture
- Privacy
- Change Password
- Contact Preferences * screen capture (3) below
- Message History – AAPN Broadcast emails
- Invoices – Open & Paid
- Submissions – Registration forms for AAPN events
- Your Organization – Will appear for Key Contacts, only



Screen Capture (1)

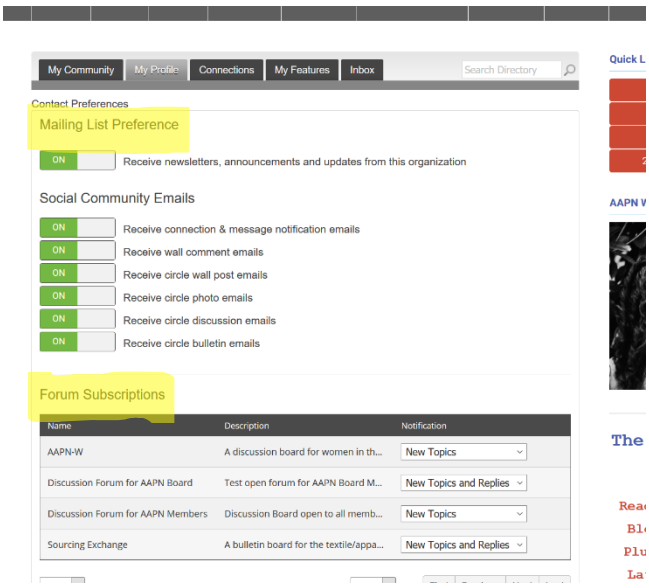
Member Landing Page for Jill Coleman. The date on her name badge is Alvanon's last renewal date.

The gray toolbar will take you to added features.



Screen Capture (2) – My Profile

Click on My Profile tab to change your photo and/or edit your personal information. Key Contacts may also edit the Organization's profile from this tab. (See page 5 for more information about Key Contacts.)



Screen Capture (3) – Contact Preferences

- You may unsubscribe from our email broadcasts
- You may subscribe to available Discussion Forums. You may choose to receive no email, new topics only or new topics + replies

Search for Companies/Contacts

Q. *How do I find other members?*

A. We still have our free, online searchable database available for anyone to search from our home page but there is another option available for Members Only.

Refer to Screen Capture (1)

1. Click on Member Directory for an alphabetical list of executives with contact information OR ….
2. Click on My Community → Connections … a drop down menu will allow you to conduct an Advanced Search of our membership.

Communities/Discussions

Your membership includes access to our exclusive Community Forum. This member benefit allows you to create topics to discuss the latest industry and membership news. Post messages, documents, and subscribe to the topics that interest you the most! Ready, set, engage!

- Post topics to the community forum to discuss with your peers
- Browse previous discussions to catch up on recent happenings.
- Ask your peers questions that are most important you.
- Subscribe to topics of choice to receive updates by email.
- Add topics that interest you the most to your Favorites for easy access later

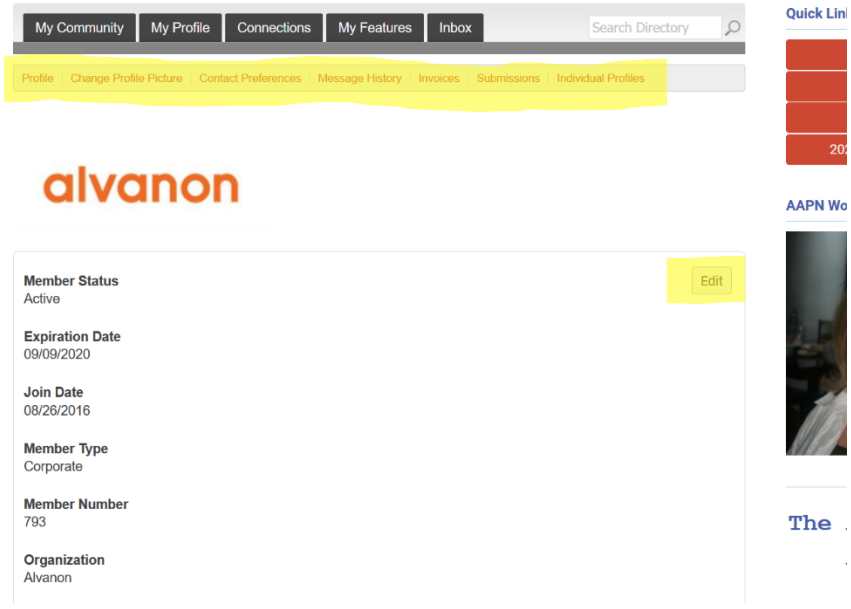
To get started

- Log into the member section of the website
- Navigate to Discussions in the member section
- Post a topic you want to discuss
- Respond to previous posts
- Share attachments when creating new posts
- Subscribe to topics of interest
- Favorite topics you want to read later

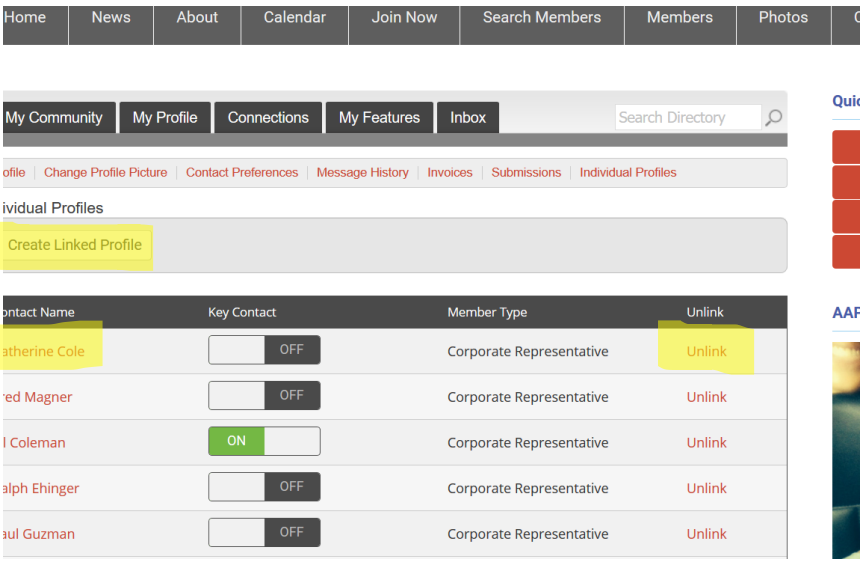
Key Contacts

Each Corporate Member has one person who is AAPN's primary contact. It is usually the person who completed the membership application and/or pays our dues invoice.

The Key Contact may also edit the Organization's profile, view organization invoices/submissions and add/delete other contacts from their organization who interact (receive our email broadcasts/attend our events) with AAPN. When registering for an AAPN event, the Key Contact is allowed to register multiple executives with one registration form.



Editing an Organization's profile. Click Edit button.



This screen shows the individuals who are linked to the organization profile. The Key Contact is able to add contacts (Create Linked Profile), delete a profile (Unlink) and edit an exec's information (click on their name).