



American Legion Auxiliary Management Information System (ALAMIS)

What Unit Access Includes:

- Ability to receive national announcements including updates on system improvements, dates and times for planned system maintenance, deadline reminders, etc.
- Ability to add new members to your unit
- Ability to edit member information such as: First/Middle/Last Name/Informal First Name, Home Phone/Cell Phone/Email, Permanent Address/Alternate Address/Seasonal Address, Volunteer Interests, Marital Status and Date of Birth
- Ability to view individual member activities such as: dues payments, changes to leadership positions and committees, continuous year adjustments, and event attendance.
- Ability to view individual member record change history
- Ability to view unit information such as # Jr Members, # Sr Members, # VIM members, # Paid Dues Members, # Unpaid Dues Members, Unit EIN Number, Unit Legal Name, Charter Date, Unit Number and Department
- Ability to add or change the unit leadership positions of individual members
- Ability to view, print & export your unit membership roster
- Ability to filter membership roster by member type (i.e. Jr, Sr, Deceased)
- Ability to view, print & export your unit leadership roster
- Ability to view, print & export unit paid dues roster
- Ability to view, print & export unit unpaid dues roster
- Ability to view, print & export unit dues activity for a certain time period
- Ability to view, print & export list of unit members who paid dues online

Benefits of Unit Access:

- Membership information is at the unit's fingertips allowing Membership Chairmen to actively manage their membership
- Important information is available in a timely manner
- Up-to-date information -- address, phone number & email changes made via the alaforveterans.org member portal are automatically updated in ALAMIS
- Less mistakes in member information when a unit enters vs. department
- Membership roster exports can be used for mailing labels or email distribution lists to communicate with your members
- Leadership roster exports can be used for mailing labels or email distribution lists to communicate with your leadership
- Units can check for members' birthdays to honor them on their special day. *(Please note that not all members' birth dates are in the system. However, you can ask members to update their own profile or collect members' dates of birth and add to their profile for them.)*
- Reduces the need to keep extensive paper records that sometimes get lost or damaged

Unit access to ALAMIS:

- To gain access to ALAMIS, contact your Dept Secretary who will work with National Headquarters to get you set up. Units are limited to 2 users. There is a \$10 fee for each user. User access is good for a calendar year.
- Once set up, Units are sent a user guide and can access online tutorials.

UNIT AUTHORIZATION TO USE ALA MIS

The American Legion Auxiliary Management Information System (ALA MIS) is used by units and departments to manage members, units, departments and leadership information. **Units are only allowed to designate up to two users for login access.** The ALA Department of New Jersey charges an annual fee of \$10 per login for each unit that has an online ALA MIS account. The department headquarters authorizes who has access. Units must contact **Department** with the name of the member who should have access to ALA MIS along with the member's email address, member ID number, and phone number for the person at the unit who will be using the account (**see form attached**).

Units can stay informed of important reminders from National Headquarters by viewing their announcements on ALA MIS. Units are also able to make updates, perform searches, and view unit reports.

Make Updates

Add new members

Update member information (name, address, phone number, email address, birthday, and marital status)

Update *Auxiliary* magazine preference (mail, online, or no magazine)

Update solicitation preference

Request to have no mail/phone calls

Add unit leadership positions

Perform Searches

See if dues have been applied to a member in the unit

View a member's join date

View a member's membership activity

Search for members in the unit

Filter and view only expired, junior, or adult members

View a member's continuous years of membership

View a member's member ID number

View a member's paid through date

See if a member is in a special category such as Paid Up For Life (PUFL) member or Honorary Life member (HLM)

View Reports

View Unit Reports to export into Excel, Word, or as a PDF document

Use Excel exports to do mail merges if the unit needs to send letters, emails, or make labels for members

Use Membership Roster to view all members in their unit

Use Leadership Roster to view all leaders in their unit

View the members who have paid dues report

View the members who have not paid dues report

Important: The system will complete an automated process. Please remember that units cannot pay dues, but department can pay the member's dues after the automated process is completed. Your unit is still required to send a transmittal and dues payment to Department Headquarters.

UNIT AUTHORIZATION TO USE ALA MIS

UNIT INFORMATION

COUNTY: _____

UNIT NO.: _____

UNIT PRESIDENT NAME: _____

UNIT MAILING ADDRESS: _____

CITY: _____ **ZIP CODE:** _____

ACCESS INFORMATION

MEMBER NAME FOR ACCESS: _____

MEMBER ID NUMBER: _____

MEMBER EMAIL ADDRESS: _____

MEMBER PHONE NUMBER: _____

Unit President signature: _____

Date: _____

Access fee is \$10.00. Please note this will be an annual fee and each year your unit will be billed.

Initial fee enclosed \$10.00 check number _____

**Please make checks payable to American Legion Auxiliary
Department of New Jersey**

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