Updating the Officer Roster
Step 1: Login to ONCARD

Login at www.agohq.org

Click on Member Login
Step 2: Enter your credentials

ONCARD Login

Enter your username and password to continue. First time login: Your username is the first letter of your first name followed by your last name, with no space in between. (For example, Jane Doe's username would be J Doe). Do not include apostrophes or hyphens. If your last name has a space, leave the space. (For example, Dick Van Dyke's username would be (D Van Dyke).

Your default password is your member ID which is found just to the left of the date on the address label of The American Organist magazine.

Username

Password

Log In
Step 3: Click on Chapter Administration

<table>
<thead>
<tr>
<th>Menu Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renew Dues &amp; Subscriptions</td>
</tr>
<tr>
<td>Make a Contribution</td>
</tr>
<tr>
<td>Shop the AGO Store</td>
</tr>
<tr>
<td>Find A Job</td>
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<tr>
<td>Update Personal Information</td>
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<tr>
<td>Find A Guild Member</td>
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<tr>
<td>Username &amp; Password Change</td>
</tr>
<tr>
<td>Password Reminder</td>
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<tr>
<td>Chapter Administration</td>
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</table>
Step 4: Click on Officer Roster

Chapter Set-Up
- Chapter Information
- Remove Chapter Members
- Officer Roster

Chapter Management
- Member Roster
- Export Member Data
- Print Chapter Data Collection Form
- Member Change Logs

Chapter Finances
- Pay Chapter-Sponsored Member Invoices
- Print/Email Member Invoices
- Review Remit Reports
Step 5: Read the Helpful Hints

- Before adding a new officer, use the scissors icon to DELETE the record of the incumbent.

- Before adding a new Dean, create a Past Dean record for the outgoing dean. Term dates should be left blank on the Past Dean record.

- Never update name or contact information on an officer record.
Step 6: Update The Term End Date For Officers Remaining In The Same Position

- Click on the pencil icon

| Dean *** | 8/24/2018 | 7/1/2020 |

- Update the term end date

This position has access and edit rights to the Chapter Administration Module.

- Click Post Changes
- Return to the officer roster by clicking View Officers at the top of the page.
Step 7: Delete All Officers Who Will No Longer Be Serving On The Board

- Click the scissors icon

- When asked to confirm, click ok

- Note: This text is a little scary. Don’t worry, you are only removing this person from the officer roster. You aren’t removing them from the “current chapter”
**Step 8: Add All Officers New To The Board**

- Click the green plus sign

- Follow the instructions in red on this page.

- Remember to click post changes before leaving this page.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Term Started</th>
<th>Term Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

(1 - 16 of 16 records found)
Step 9: Call If You Need Help

- We are always here for you and can be reached at (212) 870-2310