

# 2023 Membership Renewal Instructions for RCCs & Affiliate Members

- 1 Navigate to [oaesv.coalitionmanager.org/Account/Login](https://oaesv.coalitionmanager.org/Account/Login)

- 2 Enter your email and password to log into your OAESV Member Portal account. If you forgot your password, select "Forgot Password". If you are an Affiliate or Rape Crisis Center Organizational Member, please have the staff member who has administrator access login to renew membership. If you need administrator access, please email: [info@oaesv.org](mailto:info@oaesv.org).

Ohio Alliance to End Sexual Violence

## Welcome to Coalition Manager!

Login to your account

Email

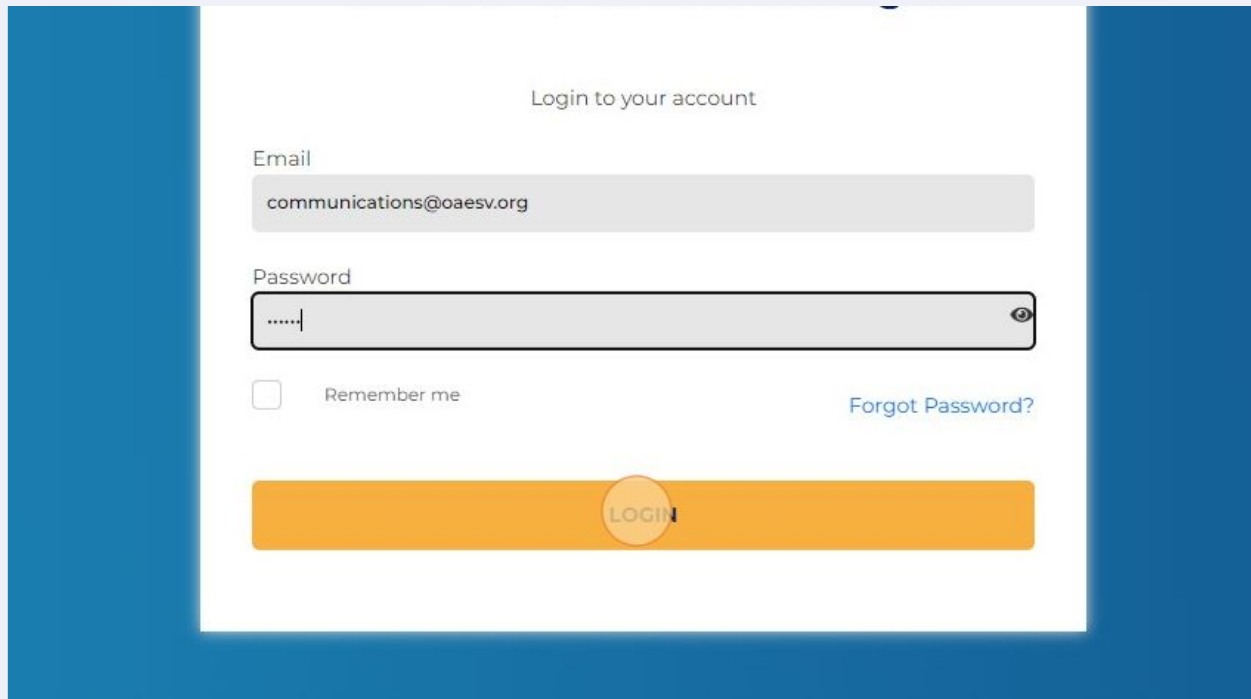
The Email field is required.

Password

☐ Remember me

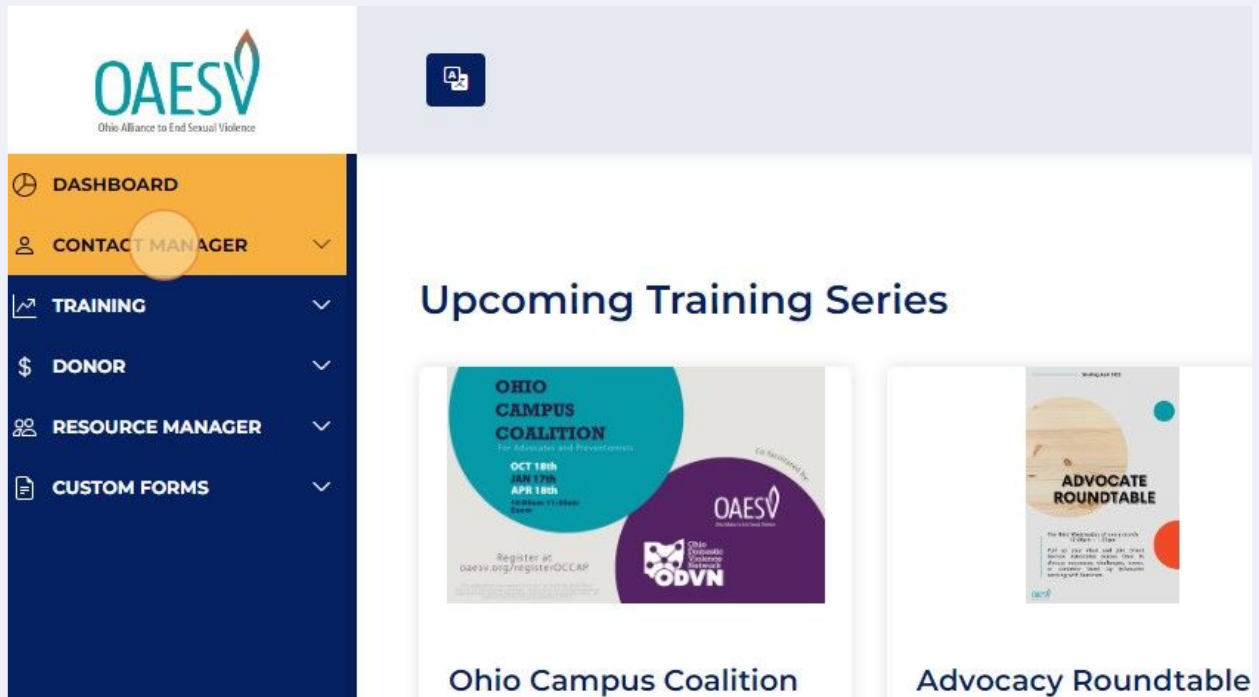
[Forgot Password?](#)

3 Click "LOGIN".



The screenshot shows a login form titled "Login to your account". It includes an "Email" field with the text "communications@oaesv.org", a "Password" field with masked characters ".....", and a "Remember me" checkbox. A "Forgot Password?" link is located to the right of the password field. A large orange "LOGIN" button is at the bottom of the form.

4 Click "CONTACT MANAGER".



The screenshot displays the OAESV dashboard. On the left is a dark blue sidebar with a menu: "DASHBOARD", "CONTACT MANAGER" (highlighted with an orange circle), "TRAINING", "DONOR", "RESOURCE MANAGER", and "CUSTOM FORMS". The main content area has a header with the OAESV logo and a "CONTACT" button. Below the header, the section "Upcoming Training Series" features two event cards: "OHIO CAMPUS COALITION" (OCT 18th - JAN 17th) and "ADVOCATE ROUNDTABLE".

5 Click "Details"

The screenshot shows the OAESV (Ohio Alliance to End Sexual Violence) dashboard. On the left is a sidebar with a navigation menu. The 'Details' option under 'CONTACT MANAGER' is highlighted with a blue circle. The main content area is titled 'Upcoming Training Series' and features two event cards: 'OHIO CAMPUS COALITION' and 'ADVOCATE ROUNDTABLE'. The 'OHIO CAMPUS COALITION' card includes dates (OCT 18th, JAN 17th, APR 18th) and a registration link. The 'ADVOCATE ROUNDTABLE' card includes a date (OCT 18th) and a registration link. Below the cards are the titles 'Ohio Campus Coalition' and 'Advocacy Roundtable'.

6 If you need to update any Basic Information click "EDIT BASIC INFORMATION", update the information, then click "SAVE".

The screenshot shows the 'Basic Information' form in the OAESV system. The sidebar on the left has the 'Details' option highlighted. The form fields are as follows:

- Contact Type:** A dropdown menu with 'Affiliate Member Organization' selected.
- Prefix:** A text input field.
- First Name:** A text input field with 'Jenn' entered.
- Middle Name:** A text input field.
- Last Name:** A text input field with 'Eidemiller' entered.
- Email:** A text input field with 'communications@oesv.org' entered.
- Display contact in public directory?:** A dropdown menu with 'No' selected.
- Job Title:** A text input field.
- Occupation:** A text input field with 'Community Advocacy Organization Staff' entered.

At the bottom of the form are three buttons: 'EDIT BASIC INFORMATION', 'RENEW', and 'VIEW INVOICE'.

7

(Required) To update your Contact Address. Click "EDIT"

**CONTACT MANAGER**

- Details
- Staff
- Documents
- My Info
- TRAINING
- DONOR
- RESOURCE MANAGER
- CUSTOM FORMS

## - Contact Address

Provide all addresses for the contact. Check the box for each address that should be included in the public directory.

**Satellite Office**  
 Test Affiliate Organization  
 5 East Long St., Suite 500  
 Columbus, OH 43215, US

**EDIT** **ARCHIVE**

**ADD CONTACT ADDRESS**

## - Staff List

8

Click this dropdown, to select Address Type.

**Details**

- Staff
- Documents
- My Info
- TRAINING
- DONOR
- RESOURCE MANAGER
- CUSTOM FORMS

## Contact Address - Test Affiliate Organization

Edit address information

### - Contact Address Information

Address Type: Satellite Office

Address Name: Test Affiliate Organization

Street Line 1: 5 East Long St,

City: Columbus

State: Ohio

Is Receiving Paper Mailing? ☒

Is Public Address? ☐

9

Click the "Is Receiving Paper Mailing?" field. This will allow OAESV to send you important Member Benefits and reminders via mail.

**- Contact Address Information**

Address Type: Satellite Office

Address Name: Test Affiliate Organization

Street Line 1: 5 East Long St,

City: Columbus

State: Ohio

Is Receiving Paper Mailing? ☒

Is Public Address? ☐

**SAVE**

10

Click the "Is Public Address?" checkbox if your address is available to the public. If this is not a public address, such as a shelter, please leave box unclicked. Please ensure at least one address can receive paper mail and is a public address for OAESV to send important Member Benefits and updates via the mail.

**Contact Address Information**

Address Type: Satellite Office

Address Name: Test Affiliate Organization

Street Line 1: 5 East Long St,

Street Line 2: Suite 500

City: Columbus

State: Ohio

Country: United States

Is Receiving Paper Mailing? ☒

Is Public Address? ☒

**SAVE**

11

Click this button when Contact Address Information is complete. Please note you can add multiple addresses for multiple locations.

**- Contact Address Information**

Address Type: Satellite Office

Address Name: Test Affiliate Organization

Street Line 1: 5 East Long St,

City: Columbus

State: Ohio

Is Receiving Paper Mailing? ☒

Is Public Address? ☐

**SAVE**

12

(Required) Click "UPDATE COUNTY"

**ADD SOCIAL MEDIA INFORMATION**

**- County**

Provide all the counties this organization serves.

Franklin

**UPDATE COUNTY**

**- Regions**

Select all regions served by the organization.

No Regions saved yet.

13

Click "County" dropdown to select all counties that your Program provides services. Click "SAVE" when completed.

The screenshot shows the 'County Information' form in the Coalition Manager system. On the left is a dark blue sidebar with an orange header 'My Info'. The sidebar contains a menu with 'TRAINING', 'DONOR', 'RESOURCE MANAGER', and 'CUSTOM FORMS', each with a dropdown arrow. At the bottom of the sidebar is the 'COALITION MANAGER' logo. The main content area has a title '- County Information'. Below the title is a 'County' label and a dropdown menu showing 'Franklin' with a close button 'X'. Below the dropdown is a large orange 'SAVE' button.

14

(Required) Click "ADD PROGRAM TYPES"

The screenshot shows the 'Program Types' and 'Program Services' forms in the Coalition Manager system. On the left is a dark blue sidebar with an orange header 'Details'. The sidebar contains a menu with 'Staff', 'Documents', 'My Info', 'TRAINING', 'DONOR', 'RESOURCE MANAGER', and 'CUSTOM FORMS', each with a dropdown arrow. At the bottom of the sidebar is the 'COALITION MANAGER' logo. The main content area has a title '- Program Types'. Below the title is the text 'Select the organization's Program Types.' and 'No Program Types saved yet.' Below this is a large orange 'ADD PROGRAM TYPES' button. Below the button is a title '- Program Services'. Below the title is the text 'Select all services the organization provides.' and 'No Program Services saved yet.'



15

(Required) Click this field and select Program Types that best describe your Program.

Staff

Documents

My Info

TRAINING

DONOR

RESOURCE MANAGER

CUSTOM FORMS

## Contact Program Types - Test Affiliate Or

Save Program Types Information for this contact

### - Contact Program Types Information

Program Types

- Sexual Violence Program ( No Domestic Violence Services)
- Domestic Violence
- Human Trafficking
- Legal Services
- Social Service
- Child Advocacy Center
- State Organization/Coalition
- Campus Program
- Healthcare/Hospital

16

Click "SAVE".

Documents

My Info

TRAINING

DONOR

RESOURCE MANAGER

CUSTOM FORMS

## - Contact Program Types Information

Program Types

Sexual Violence Program ( No Domestic Violence Services) X

SAVE

COALITION MANAGER



17

(Annual Budget Required for Rape Crisis Centers) Click "UPDATE ADDITIONAL INFORMATION"

**My Info**

**TRAINING** ▼

**DONOR** ▼

**RESOURCE MANAGER** ▼

**CUSTOM FORMS** ▼

**COALITION MANAGER**

Mission Statement  
Please provide your organization's mission statement  
Mission Statement

Payment Reminder Email  
Please provide all email addresses separated by commas who should receive communications@oaesv.org

**UPDATE ADDITIONAL INFORMATION**

**- Payment Logs**

Success Error

Export to Excel Export to PDF

18

Click this text field to update Annual Budget amount for 2023.

**CONTACT MANAGER** ▼

**CONTACT MANAGER** ▼

**FORMS** ▼

**COALITION MANAGER**

**Contact Additional Information - Test Affiliate C**

Please provide additional information for the contact

**- Contact Additional Information**

Annual Budget  
Enter annual budget amount

\$500,000.00

Has Custom Membership Fee

Payment Plan Option

Pay In Full

Mission Statement  
Please provide your organization's mission statement

Format B I U

19 Click "SAVE".

COALITION MANAGER

TRAINING

DONOR

RESOURCE MANAGER

CUSTOM FORMS

Payment Reminder Email

Please provide all email addresses separated by commas who should receive

communications@oaesv.org

SAVE

20 Click "Staff" to add or update your organizations staff information.

OAESV  
Ohio Alliance to End Sexual Violence

DASHBOARD

CONTACT MANAGER

Details

Staff

Documents

My Info

TRAINING

DONOR

RESOURCE MANAGER

Contact Details - Test Affiliate Organization

Following is the detail about the contact. Please complete and update the information.

Basic Information

Contact Address

Staff List

Phone Numbers

Program Languages

Documents

Additional Information

21

Under Staff List section, Click here to edit individual staff information. Or click button on the right to archive staff who are no longer at your organization.

ADD CONTACT ADDRESS

## - Staff List

Add/Update staff information. Select the addresses associated with each staff person.

Active

Archived

Pending

Denied

Export to Excel

Export to PDF

Drag a column header and drop it here to group by that column

| Name            | Email  | Job Title | Phone Number(s) | Occupation                            |  |  |
|-----------------|--|-----------|-----------------|---------------------------------------|--|--|
| Jenn Eidemiller | <a href="mailto:communications@oaesv.org">communications@oaesv.org</a> |           |                 | Community Advocacy Organization Staff |  |  |

◀

1

▶

10

items per page

IMPORT STAFF

ADD STAFF LIST

## - Phone Numbers

22

If you would like staff to have access to update your organizational information or renew membership in OAESV's Member Portal. Click the "Is Administrator?" field.

DASHBOARD

CONTACT MANAGER

Details

Staff

Documents

My Info

TRAINING

DONOR

RESOURCE MANAGER

CUSTOM FORMS

COALITION MANAGER

Home > Contact Manager > Add New Contact

« BACK TO DETAIL

Information

Location Associated with this staff?

Test Affiliate Organization

Prefix

First Name

Middle Name

Last Name

Suffix

Pronouns

Jenn

Eidemiller

Job Title

Occupation

Email

Community Advocacy Organization Staff

communications@oaesv.org

Is Administrator?

Display Info On Directory?

Hire Date

Termination Date

☒

☐

Certificate Id

Mailing List

Affiliate Member Organization

Ohio Lawmakers

ADD PHONE

23 Click the "Is Administrator?" field.

The screenshot shows the 'My Info' section of the Coalition Manager interface. The left sidebar contains navigation links: Documents, My Info, TRAINING, DONOR, RESOURCE MANAGER, and CUSTOM FORMS. The main content area is titled 'Location Associated with this staff?' and contains a dropdown menu set to 'Test Affiliate Organization'. Below this are input fields for Prefix, First Name (containing 'Jenn'), Middle Name, and Last Name (containing 'Eide'). There are also fields for Job Title and Occupation (a dropdown menu set to 'Community Advocacy Organization Staff'). The 'Is Administrator?' checkbox is highlighted with an orange circle. Other fields include 'Display Info On Directory?' (checkbox), 'Certificate Id', and 'Modules'. The Coalition Manager logo is visible in the bottom left corner.

24 Click this button to save staff information changes.

The screenshot shows the same 'My Info' section of the Coalition Manager interface. The 'Is Administrator?' checkbox is now checked. The 'UPDATE' button is highlighted with an orange circle. The 'ADD PHONE' button is also visible. The Coalition Manager logo is visible in the bottom left corner.

25

Click "ADD NEW" to add individual new staff to your organization. This will send new staff an email invitation to access OAESV's Member Portal and give them access to member benefits like: registering for OAESV Members-only trainings, accessing the Members-only resource library, tracking their training certificates and more.

The screenshot shows the OAESV (Ohio Alliance to End Sexual Violence) Staff List interface for a "Test Affiliate Organization". On the left is a dark blue sidebar with the OAESV logo and a menu containing "DASHBOARD", "CONTACT MANAGER", "TRAINING", "DONOR", and "RESOURCE MANAGER". The main content area has a header with a back button and the title "Staff List". Below the title are two buttons: "IMPORT STAFF" (dark blue) and "ADD NEW" (orange). There are four filter tabs: "Active" (selected), "Archived", "Pending", and "Denied". Below the tabs are two buttons: "Export to Excel" and "Export to PDF". A message says "Drag a column header and drop it here to group by that column". At the bottom is a table with columns "Name", "Email", and "Job Title".

« BACK TO CONTACT DASHBOARD

## Staff List

### Test Affiliate Organization

IMPORT STAFF ADD NEW

Active Archived Pending Denied

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

| Name | Email | Job Title |
|------|-------|-----------|
|------|-------|-----------|

- 26 Click each field to add the staff members information. SAVE when completed.

**Staff List Information**  
Create a Staff List under this contact

Location Associated with this staff?  
Select Location

Prefix First Name Middle Name Last Name

Job Title Occupation  
--- Select Occupation ---

Is Administrator? Display Info On Directory?

Certificate Id

- 27 Click "IMPORT STAFF" to add multiple staff at once.

My Info

TRAINING DONOR RESOURCE MANAGER CUSTOM FORMS

Drag a column header and drop it here to group by that column

| Name            | Email                    | Job Title |
|-----------------|--------------------------|-----------|
| Jenn Eidemiller | communications@oaesv.org |           |

1 10 items per page

IMPORT STAFF ADD STAFF LIST

**- Phone Numbers**  
Provide all phone numbers that the contact has. Check the box for each num

Personal  
(216) 407-3978



28

Click "INSTRUCTIONS VIDEO" to view additional instructions. Click "DOWNLOAD TEMPLATE" to download an excel template to import your list of staff information into. When ready select "Select Files" to upload your staff template. Click "IMPORT" to complete.

**Import Staff**

Please note that .csv templates are no longer able to be uploaded. Please download the new .xlsx template if needed.

**INSTRUCTION VIDEO**

1. Download the template
2. Enter staff information to the appropriate columns
3. Save the completed template as a .xlsx document
  - Do **NOT** change the column headers
  - First Name, Last Name, and Email are required
  - Please note that .csv templates are no longer able to be uploaded. Please download the new .xlsx template if needed.
4. Select the .xlsx template
5. Select the associated Address/Location
6. Select the appropriate mailing list to assign to **ALL** staff
7. Select import
8. Double check that all staff have been uploaded correctly by viewing **Contact Manager > Details > Staff List**.

Please note that .csv templates are no longer able to be uploaded. Please download the new .xlsx template if needed.

**IMPORT**

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To see or download your OAESV Affiliate Organization or Rape Crisis Member invoice for 2023, click "VIEW INVOICE". Save for your records.

**OAESV**  
Ohio Alliance to End Sexual Violence

**- Basic Information**

Contact Type: Affiliate Member Organization

Organization/Employer: Test Affiliate Organization

Prefix: First Name: Jenn Middle Name: Last Name: Eidemiller Suffix: Pronoun:

Email: communications@oaesv.org Send Email?: Yes Display Name Priority: Organization

Display contact in public directory?: No

Job Title: Occupation: Community Advocacy Organization Staff

**EDIT BASIC INFORMATION** **RENEW** **VIEW INVOICE**

**- Contact Address**

Provide all addresses for the contact. Check the box for each address that should receive paper mailings. Check the box for each address that should be in the public directory.

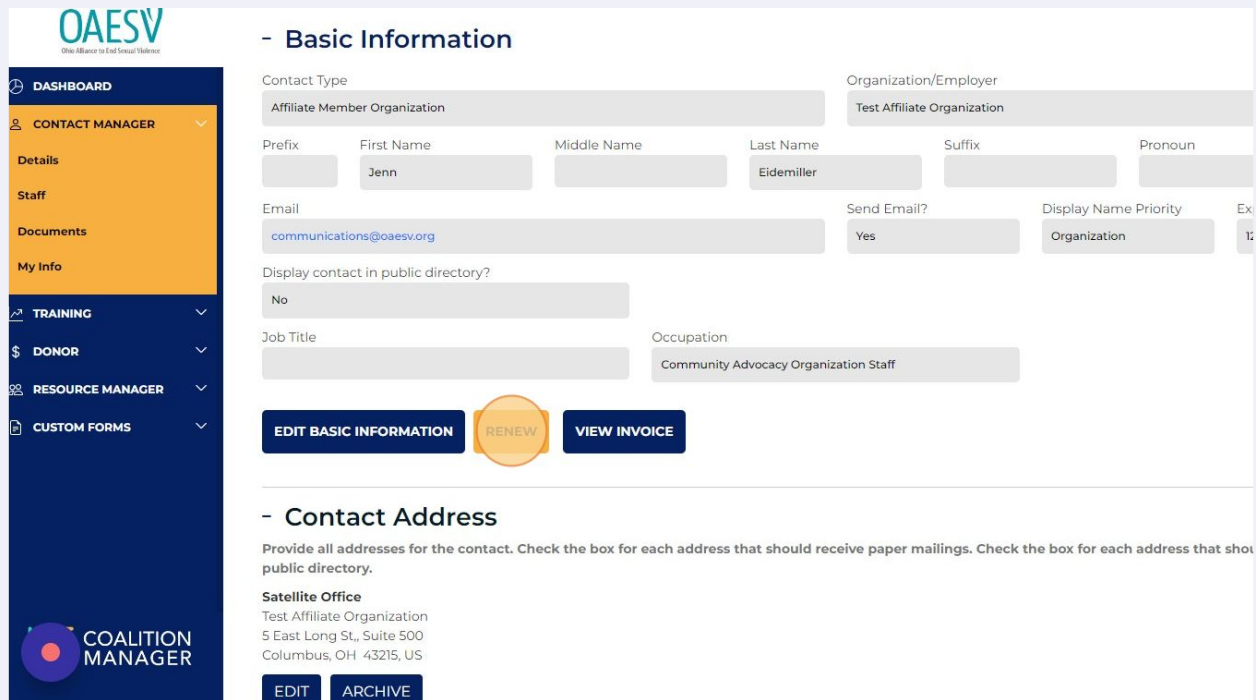
**Satellite Office**  
Test Affiliate Organization  
5 East Long St., Suite 500  
Columbus, OH 43215, US

**EDIT** **ARCHIVE**



30

When you are ready to complete your membership application and pay your member dues click "RENEW"



**OAESV**  
Ohio Alliance to End Sexual Violence

**DASHBOARD**

**CONTACT MANAGER**

- Details
- Staff
- Documents
- My Info

**TRAINING**

**DONOR**

**RESOURCE MANAGER**

**CUSTOM FORMS**

**COALITION MANAGER**

### - Basic Information

Contact Type: Affiliate Member Organization

Organization/Employer: Test Affiliate Organization

Prefix: First Name: Jenn Middle Name: Last Name: Eidemiller Suffix: Pronoun:

Email: communications@oaesv.org Send Email? Yes Display Name Priority Organization

Display contact in public directory? No

Job Title: Occupation: Community Advocacy Organization Staff

[EDIT BASIC INFORMATION](#) [RENEW](#) [VIEW INVOICE](#)

### - Contact Address

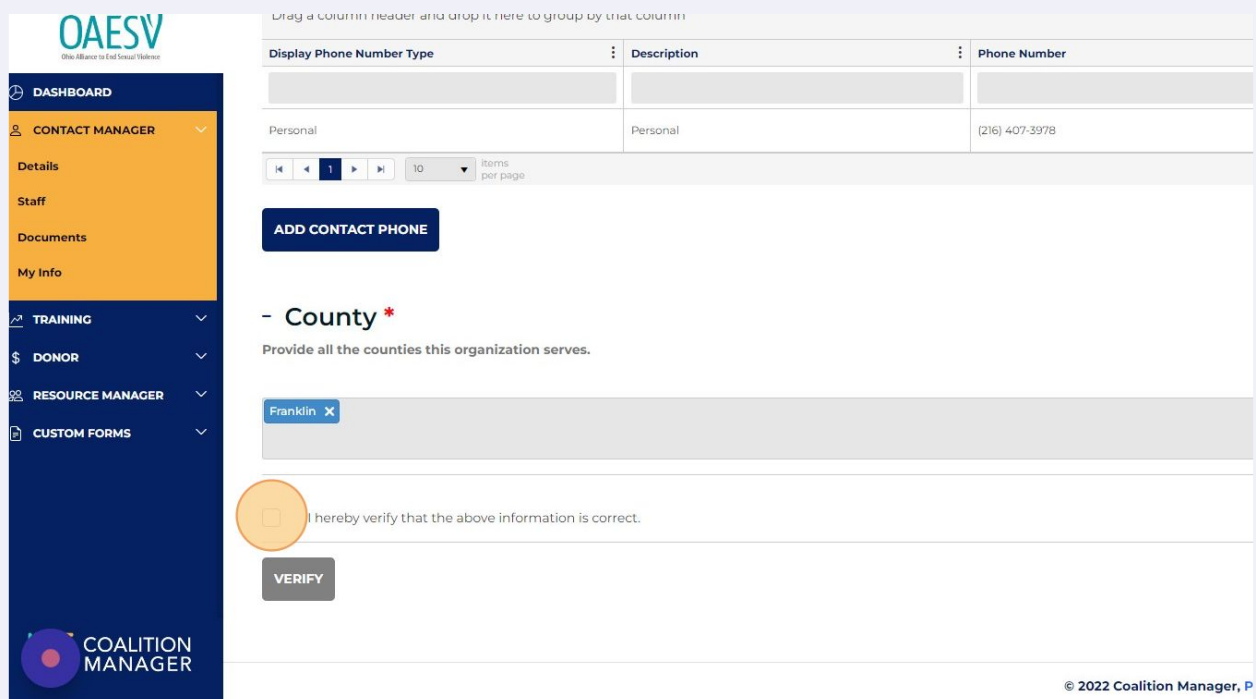
Provide all addresses for the contact. Check the box for each address that should receive paper mailings. Check the box for each address that should be displayed in the public directory.

**Satellite Office**  
Test Affiliate Organization  
5 East Long St., Suite 500  
Columbus, OH 43215, US

[EDIT](#) [ARCHIVE](#)

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Ensure all required information is complete and correct. Click the "I hereby verify that the above information is correct." field. Then click "VERIFY"



**OAESV**  
Ohio Alliance to End Sexual Violence

**DASHBOARD**

**CONTACT MANAGER**

- Details
- Staff
- Documents
- My Info

**TRAINING**

**DONOR**

**RESOURCE MANAGER**

**CUSTOM FORMS**

**COALITION MANAGER**

Drag a column header and drop it here to group by that column

| Display Phone Number Type | Description | Phone Number   |
|---------------------------|-------------|----------------|
| Personal                  | Personal    | (216) 407-3978 |

10 items per page

[ADD CONTACT PHONE](#)

### - County \*

Provide all the counties this organization serves.

Franklin X

☐ I hereby verify that the above information is correct.

[VERIFY](#)

© 2022 Coalition Manager, P

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To pay online: Click the fields to complete Personal Information, Payment Information, and Billing Address sections.

**OAESV**  
Ohio Alliance to End Sexual Violence

**DASHBOARD**

**CONTACT MANAGER**

Details

Staff

Documents

My Info

**TRAINING**

**DONOR**

**RESOURCE MANAGER**

**CUSTOM FORMS**

**COALITION MANAGER**

### - Payment Options

Payment Term  
Pay In Full

Amount You Pay Today  
**\$225.00**

Next Due Date  
**12/13/2024**

Discount Code

**APPLY**

### - Personal Information

Prefix First Name \* Middle Name Last Name \* Suffix Pronouns

Email \* Phone \*

### - Payment Information

Credit Card # \* Expiration Month \* Expiration Year \* CVV \*

Credit Card Number December 2022 123

### - Billing Address

Street Address 1 \* Street Address 2

Street Address 3

⬆

33

Type "communications@oaesv.org"

34

Click "Membership Agreement." to view and save the 2023 Membership Agreement for your records.

The screenshot shows a web form with a header containing dropdown menus for "Ohio", "00000", and "United States". Below the header is a section titled "ed to this payment". Under this title is a rich text editor with a toolbar and the text "Organization Test Affiliate Organization". Below the editor is a checkbox with the text "I understand that by submitting payment for membership, I agree to follow this [Membership Agreement](#)." The checkbox is currently unchecked. At the bottom right, there is a copyright notice "© 2022 Coalition Manager, Powered by Element 74" and an upward arrow icon.

35

Click this checkbox to verify you understand.

The screenshot shows a web form with a sidebar on the left. The sidebar is dark blue with white text and icons. The main content area has a header with a "Format" dropdown and a toolbar. Below the header is a section titled "Renewal for Affiliate Member Organization Test Affiliate Organization". Below this title is a rich text editor. Below the editor is a checkbox with the text "I understand that by submitting payment for membership". Below the checkbox is a "SUBMIT" button. The checkbox is currently unchecked.

36

Click SUBMIT to complete your membership application and online payment. If you need to mail in a check for member payment, please mail to: Ohio Alliance to End Sexual Violence, 6111 Oak Tree Blvd, Suite 140, Independence, OH 44131. OAESV Staff will mark your membership application complete when payment is received and email you a confirmation.

**TRAINING**

**DONOR**

**RESOURCE MANAGER**

**CUSTOM FORMS**

Coalition Manager

Renewal for Affiliate Member Organization Test Affiliate Organization

☒ I understand that by submitting payment information, you agree to have your credit card billed.

**SUBMIT**