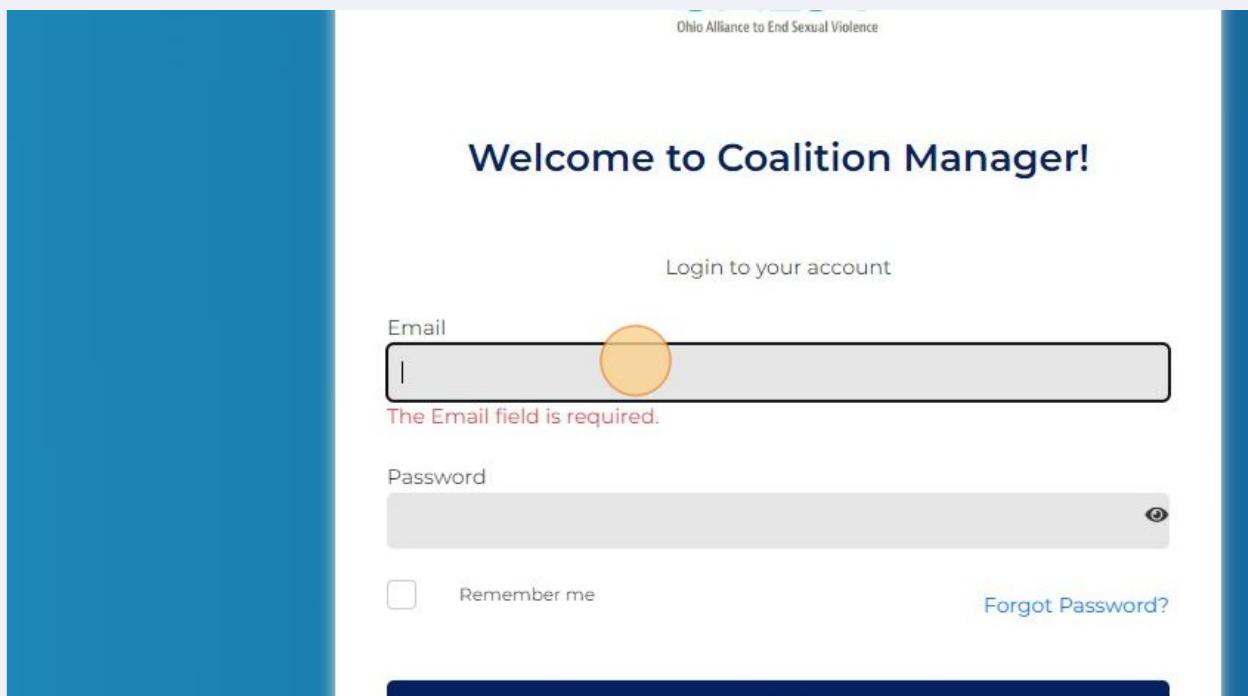


# Membership Renewal Instructions for RCCs & Affiliate Members

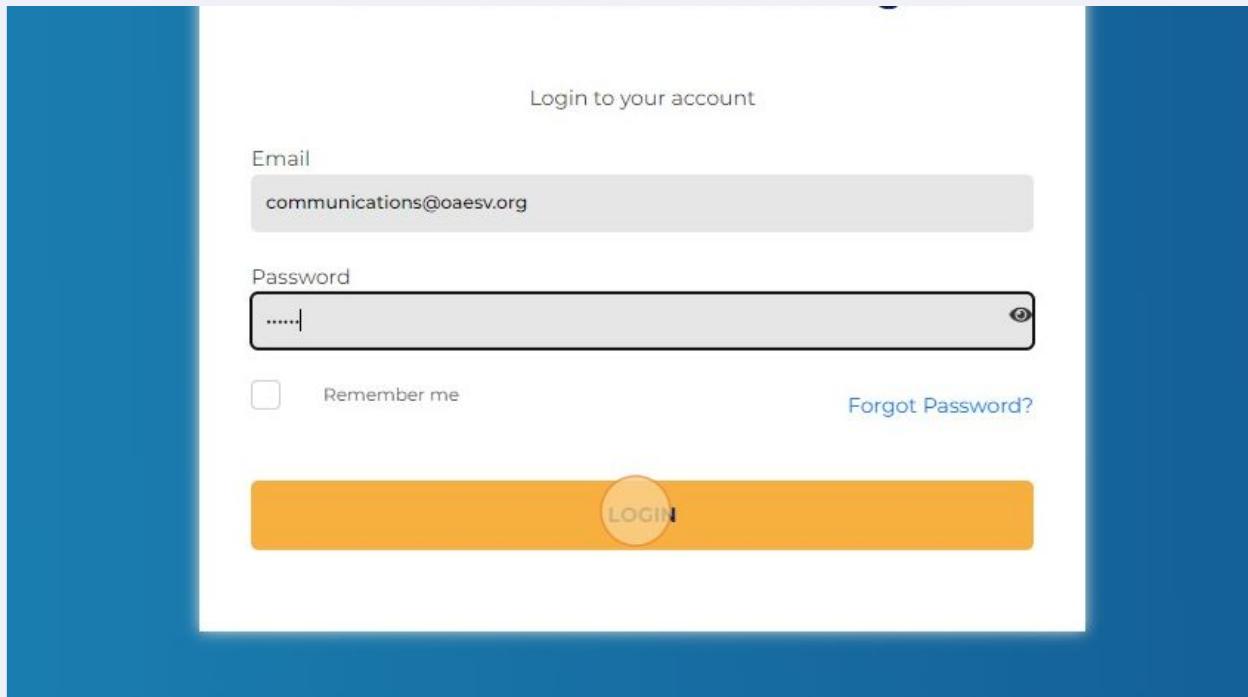
1 Navigate to [oaesv.coalitionmanager.org/Account/Login](https://oaesv.coalitionmanager.org/Account/Login)

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.



3

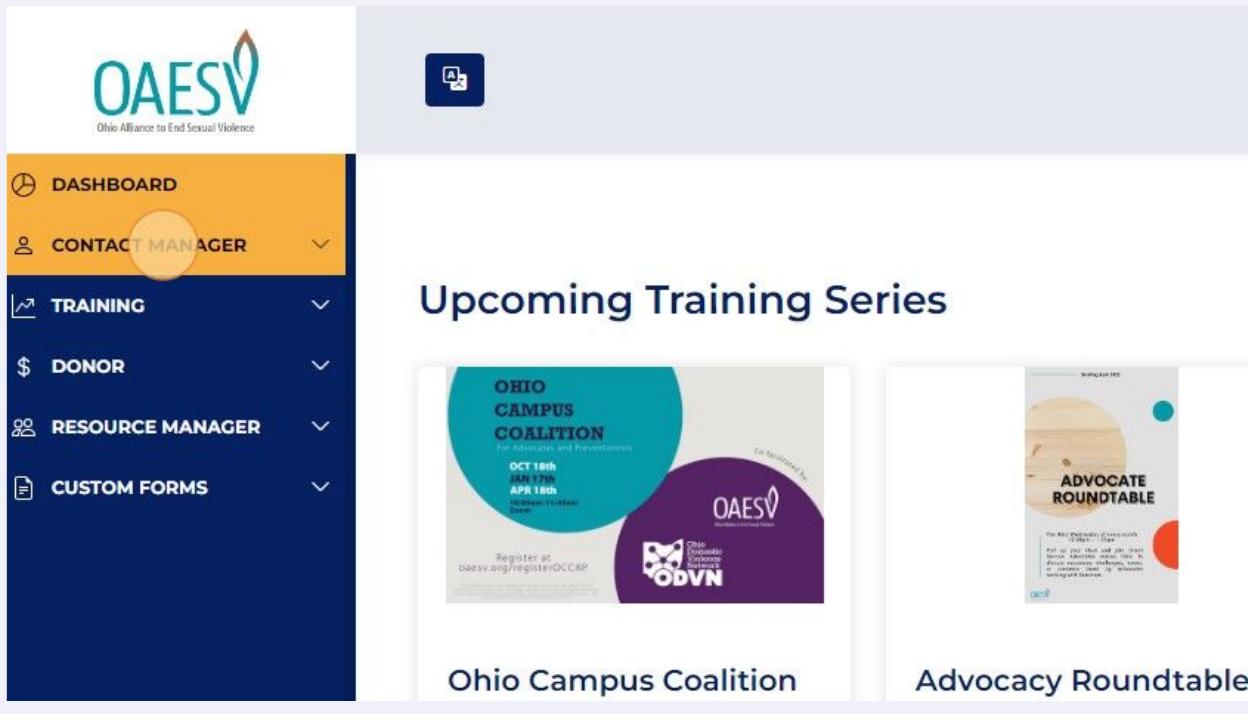
Click "LOGIN".



The image shows a login page for an OAESV account. The background is white with a blue sidebar on the left and a blue vertical bar on the right. At the top center, it says "Login to your account". Below that is an "Email" field containing "communications@oaesv.org". Below the email field is a "Password" field with a placeholder of ".....". To the left of the password field is a "Remember me" checkbox. To the right is a "Forgot Password?" link. At the bottom center is a large orange "LOGIN" button with a white circle containing a smaller orange circle.

4

Click "CONTACT MANAGER"



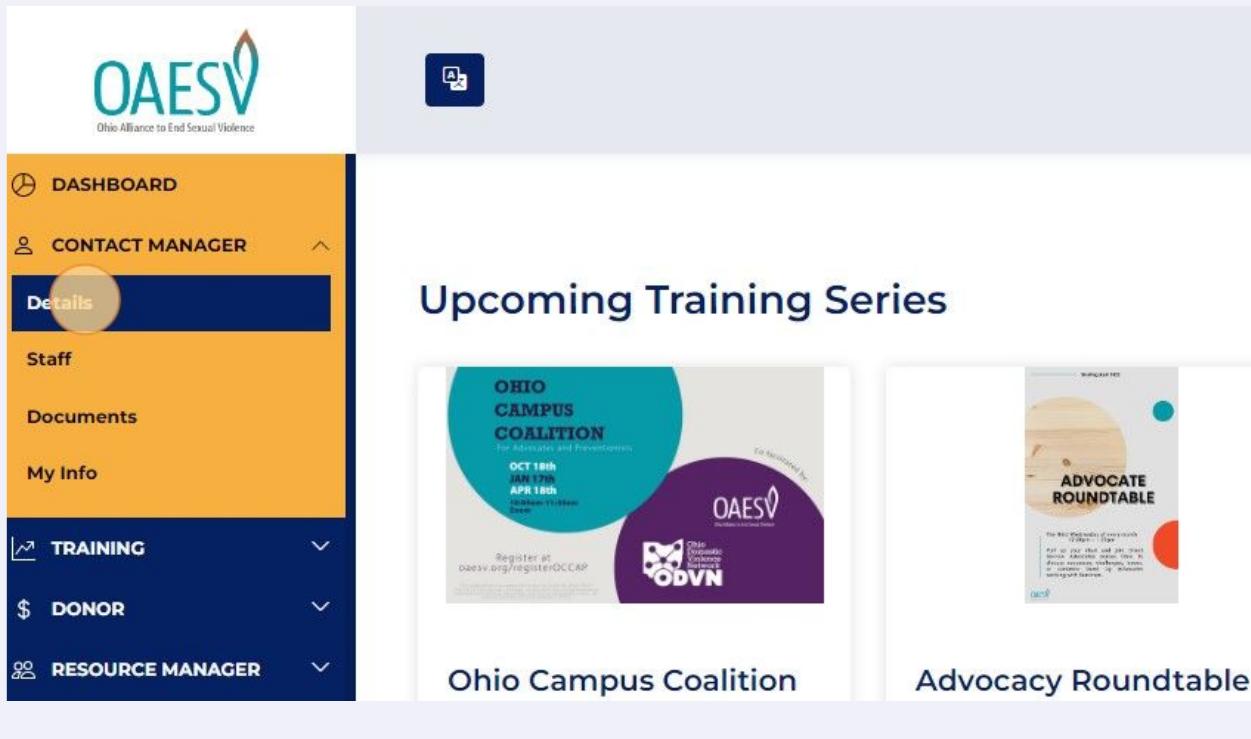
The image shows a dashboard for OAESV. On the left is a sidebar with a yellow header containing "DASHBOARD", "CONTACT MANAGER" (which is highlighted with a yellow circle), "TRAINING", "DONOR", "RESOURCE MANAGER", and "CUSTOM FORMS". The main content area has a blue header with a small OAESV logo. Below the header, the text "Upcoming Training Series" is displayed. Under this, there are two cards: "Ohio Campus Coalition" and "Advocacy Roundtable".

**Upcoming Training Series**

**Ohio Campus Coalition**

**Advocacy Roundtable**

5 Click "Details"



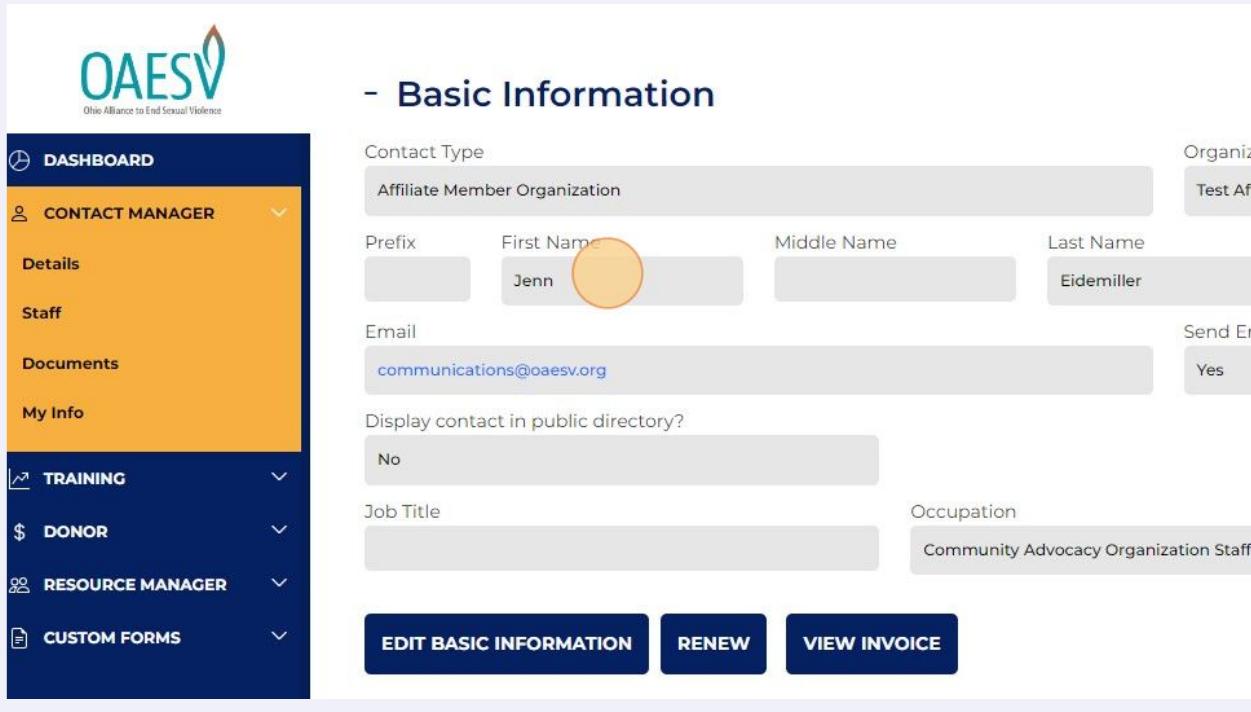
The screenshot shows the OAESV website's main interface. On the left, a sidebar menu includes 'DASHBOARD', 'CONTACT MANAGER' (with 'Details' highlighted), 'Staff', 'Documents', 'My Info', 'TRAINING' (with 'Upcoming Training Series' visible), 'DONOR', and 'RESOURCE MANAGER'. The main content area features a section titled 'Upcoming Training Series' with two cards: 'Ohio Campus Coalition' and 'Advocacy Roundtable'.

**Upcoming Training Series**

**Ohio Campus Coalition**

**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 within the OAESV website. The sidebar on the left is identical to the previous screenshot. The main form includes fields for 'Contact Type' (set to 'Affiliate Member Organization'), 'Prefix' (empty), 'First Name' (highlighted with a yellow circle and containing 'Jenn'), 'Middle Name' (empty), 'Last Name' (containing 'Eidemiller'), 'Email' (containing 'communications@oaesv.org'), 'Display contact in public directory?' (set to 'No'), 'Job Title' (empty), 'Occupation' (containing 'Community Advocacy Organization Staff'), and 'Send Email' (set to 'Yes'). At the bottom are buttons for 'EDIT BASIC INFORMATION', 'RENEW', and 'VIEW INVOICE'.

**- Basic Information**

Contact Type: Affiliate Member Organization

Prefix: First Name: **Jenn** Middle Name: Last Name: Eidemiller

Email: communications@oaesv.org

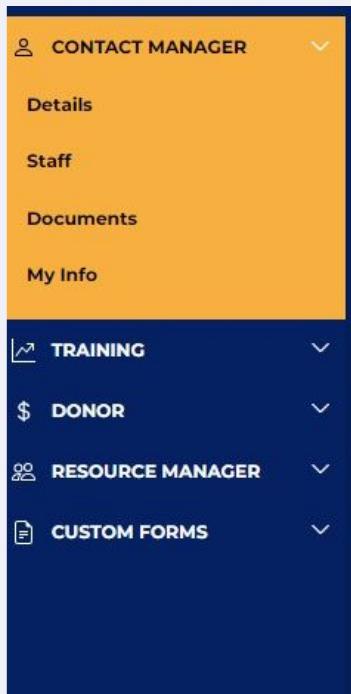
Display contact in public directory?: No

Job Title: Occupation: Community Advocacy Organization Staff

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

7

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



## - 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

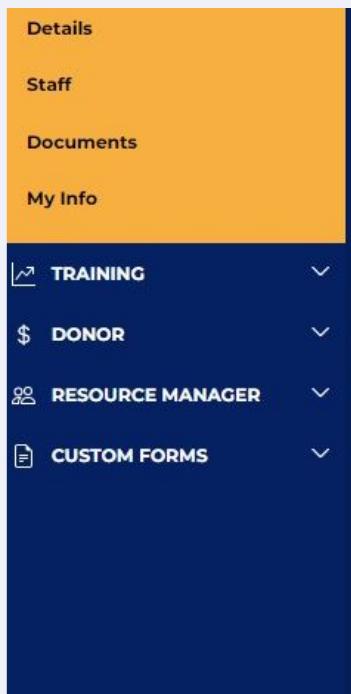
ARCHIVE

[ADD CONTACT ADDRESS](#)

## - Staff List

8

Click this dropdown, to select Address Type.



## 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?

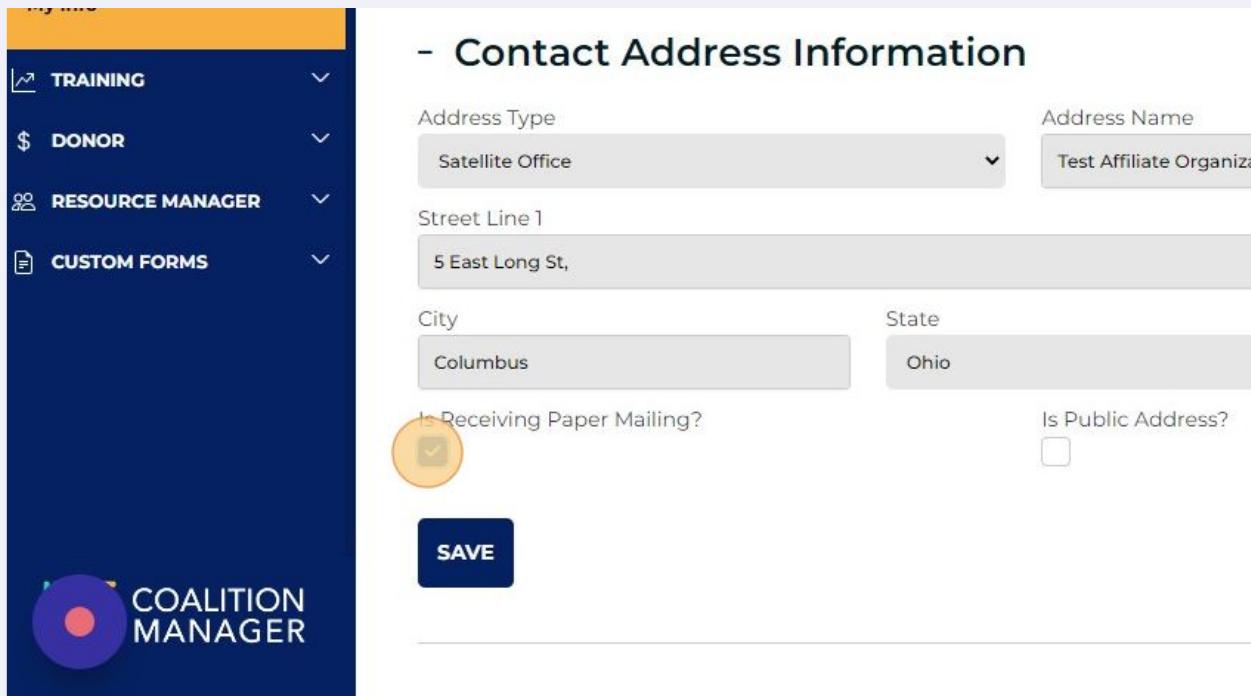


#### Is Public Address?



9

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

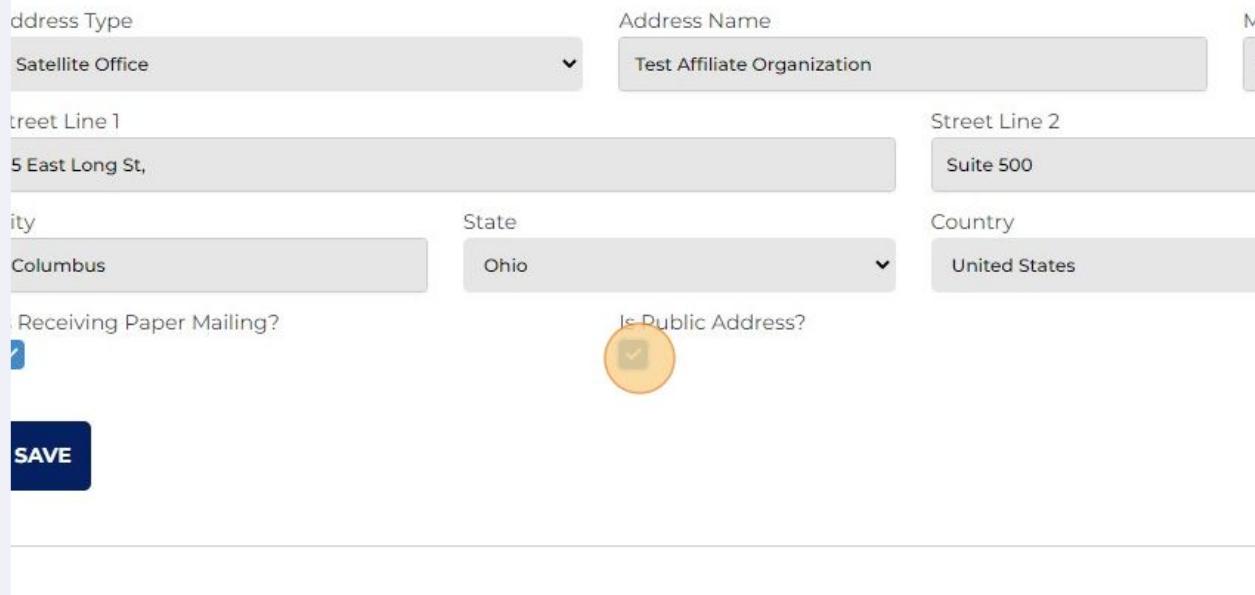


The screenshot shows the 'Contact Address Information' form within the Coalition Manager application. The sidebar on the left lists 'TRAINING', 'DONOR', 'RESOURCE MANAGER', and 'CUSTOM FORMS'. The main form has the following fields: 'Address Type' (dropdown: Satellite Office), 'Address Name' (text: Test Affiliate Organization), 'Street Line 1' (text: 5 East Long St,), 'City' (text: Columbus), 'State' (dropdown: Ohio), 'Is Receiving Paper Mailing?' (checkbox checked and highlighted with a yellow circle), 'Is Public Address?' (checkbox uncheckable), and a 'SAVE' button.

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.

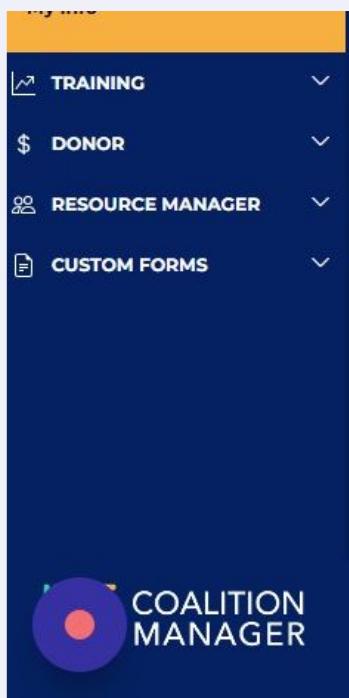
## Contact Address Information



The screenshot shows the 'Contact Address Information' form. The fields are: 'Address Type' (dropdown: Satellite Office), 'Address Name' (text: Test Affiliate Organization), 'Street Line 1' (text: 5 East Long St,), 'Street Line 2' (text: Suite 500), 'City' (text: Columbus), 'State' (dropdown: Ohio), 'Country' (dropdown: United States), 'Is Receiving Paper Mailing?' (checkbox checked), 'Is Public Address?' (checkbox checked and highlighted with a yellow circle), and a 'SAVE' button.

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  Address Name

Street Line 1

City  State

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**

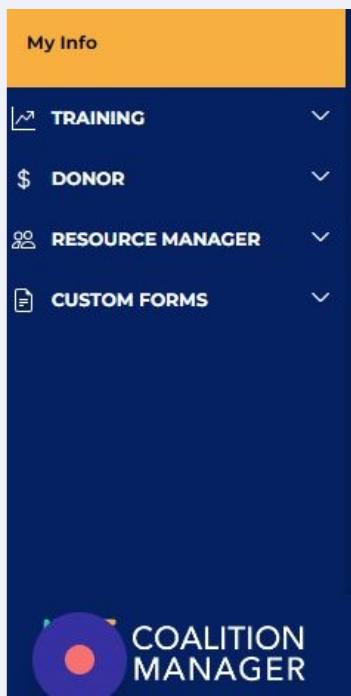
### - Regions

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.



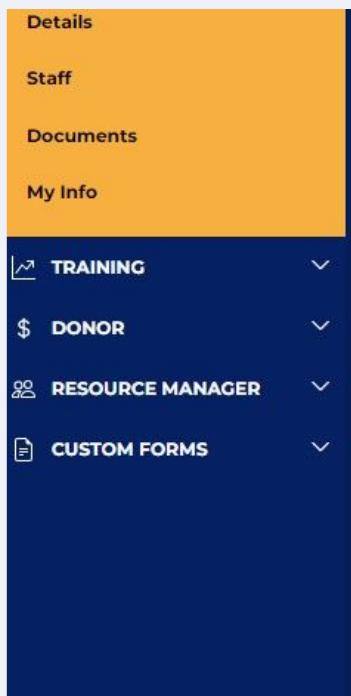
## - County Information

County

Franklin

14

(Required) Click "ADD PROGRAM TYPES"



## - Program Types

Select the organization's Program Types.

No Program Types saved yet.

## - Program Services

Select all services the organization provides.

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

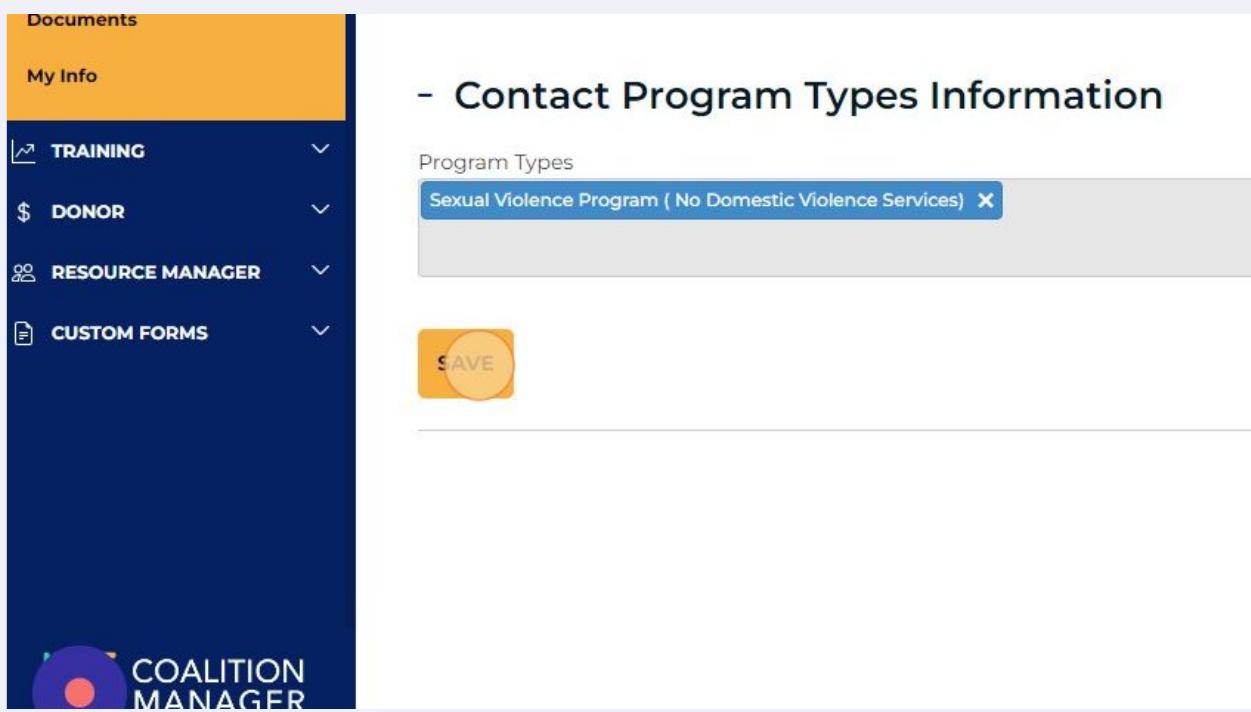
### - Contact Program Types Information

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 - Test Affiliate Or

Save Program Types Information for this contact

### - Contact Program Types Information

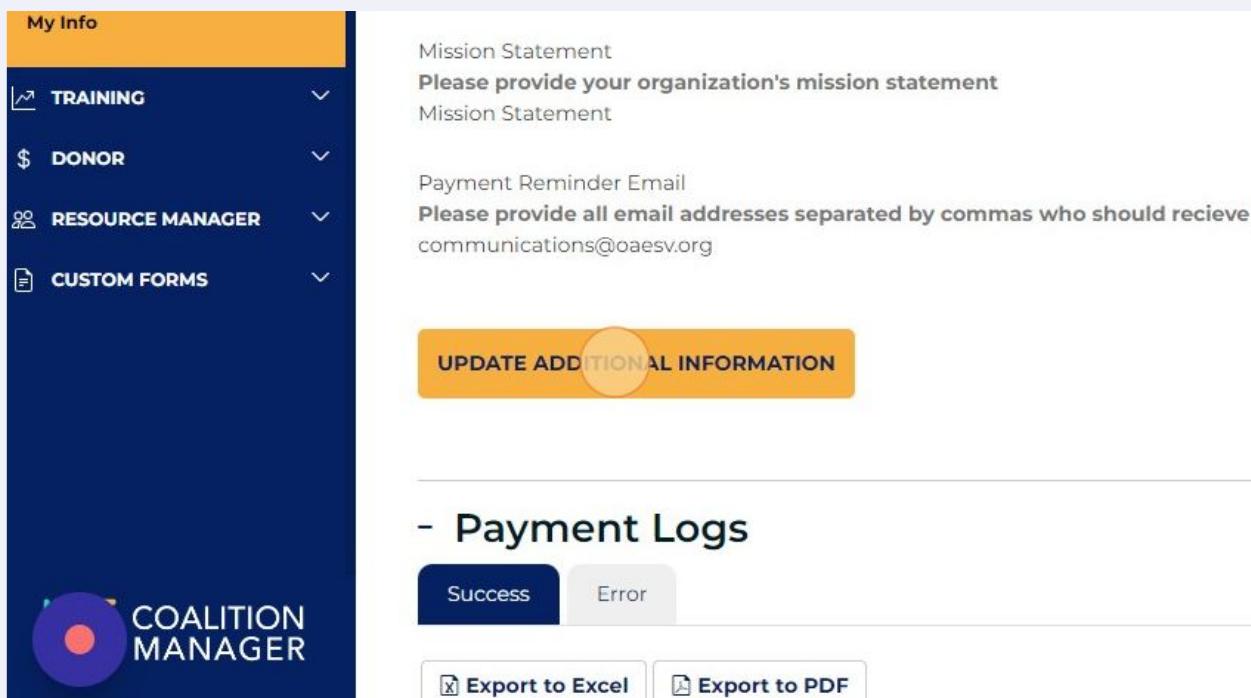
Program Types

- Sexual Violence Program ( No Domestic Violence Services) X

SAVE

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

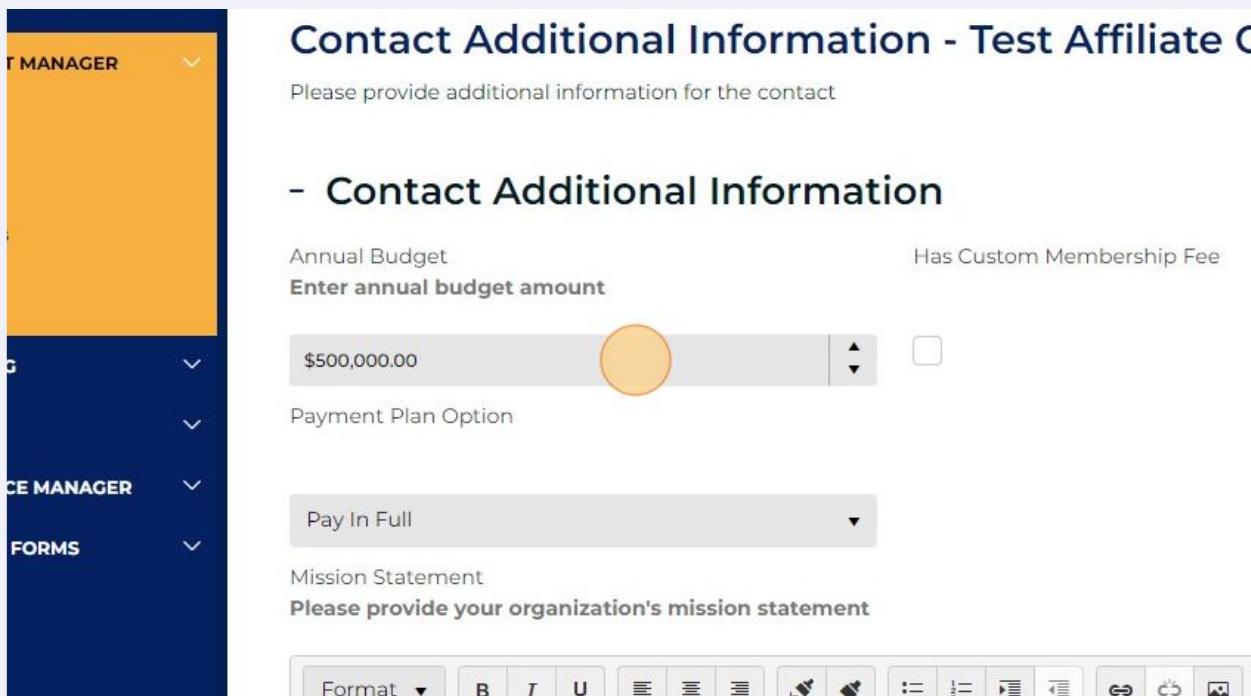
Error

 Export to Excel

 Export to PDF

18

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



**MANAGER**

**CE MANAGER**

**FORMS**

**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

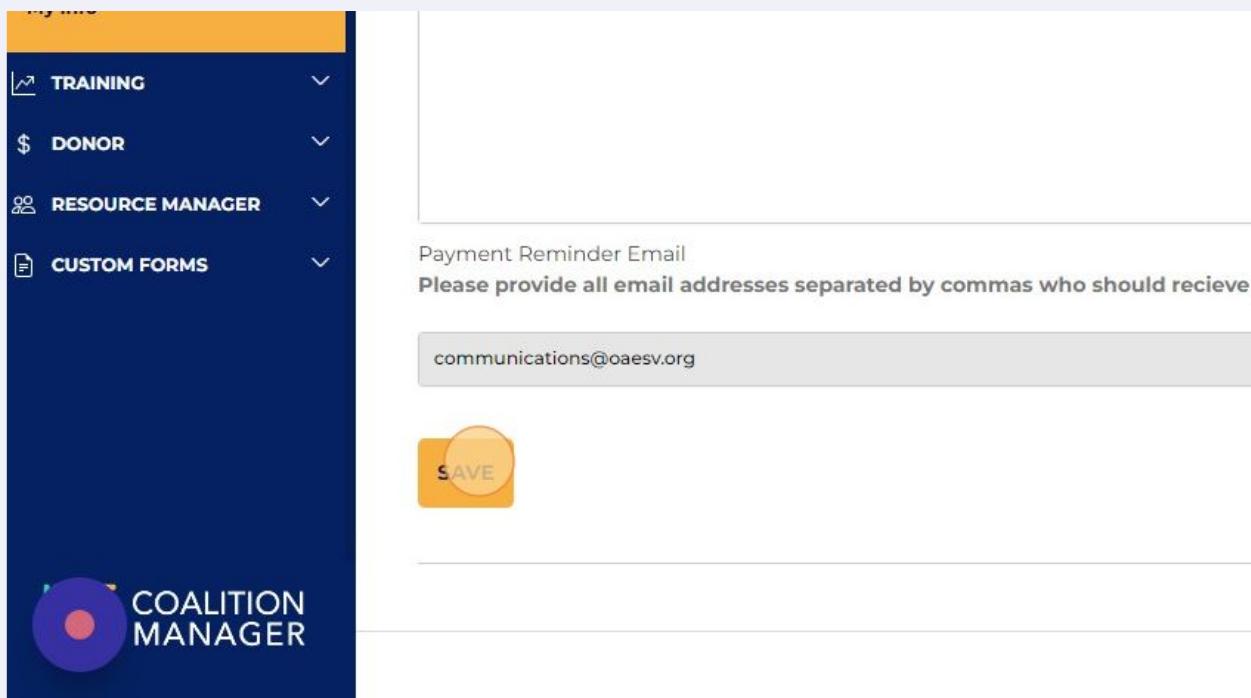
Pay In Full

Mission Statement

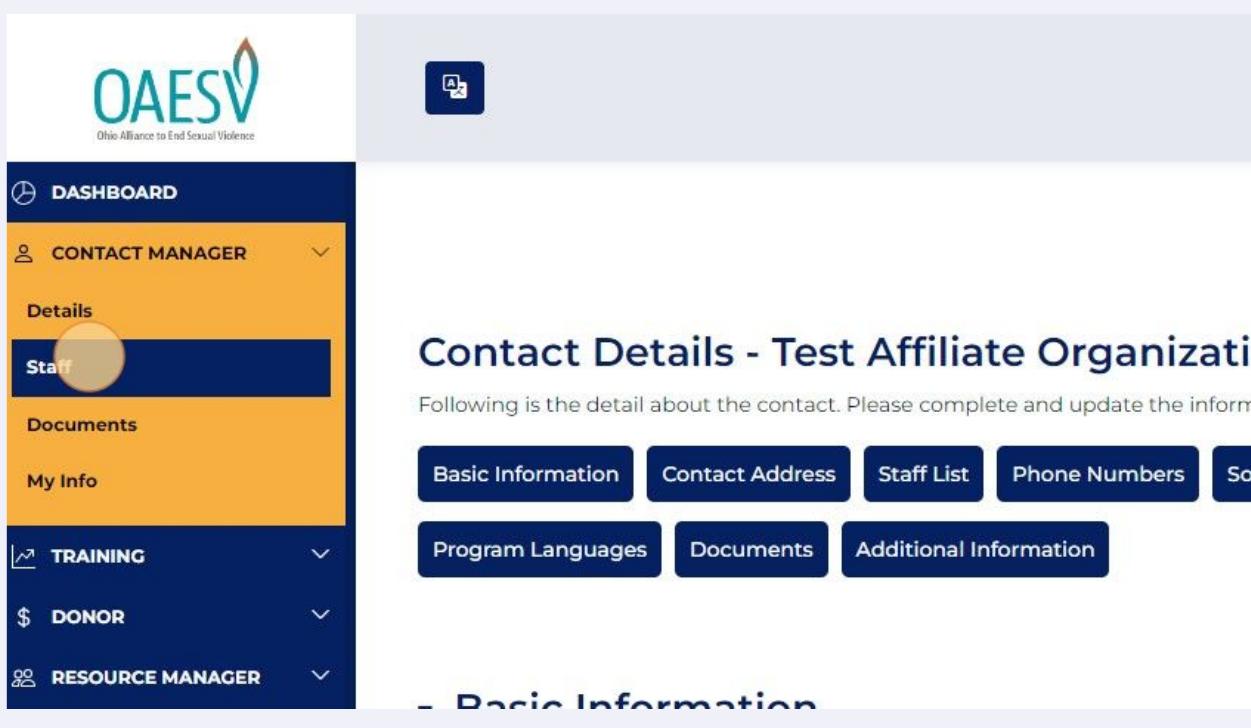
Please provide your organization's mission statement

Format 

19 Click "SAVE".

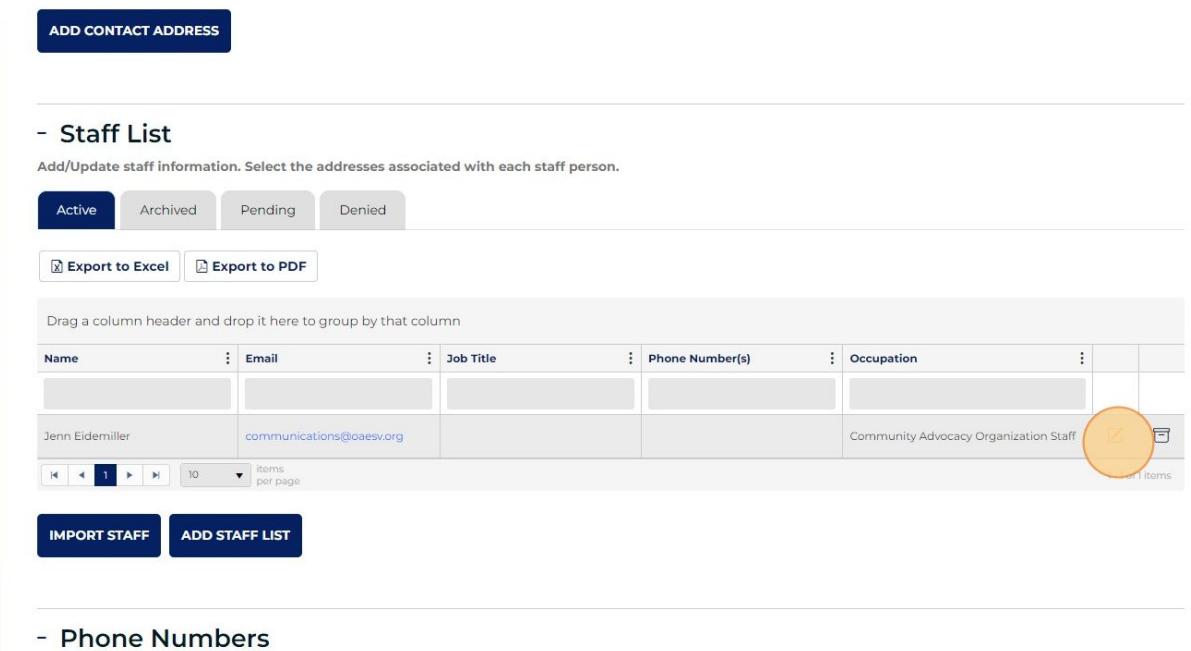


20 Click "Staff" to add or update your organizations staff information.



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.



**- Staff List**

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

Active Archived Pending Denied

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

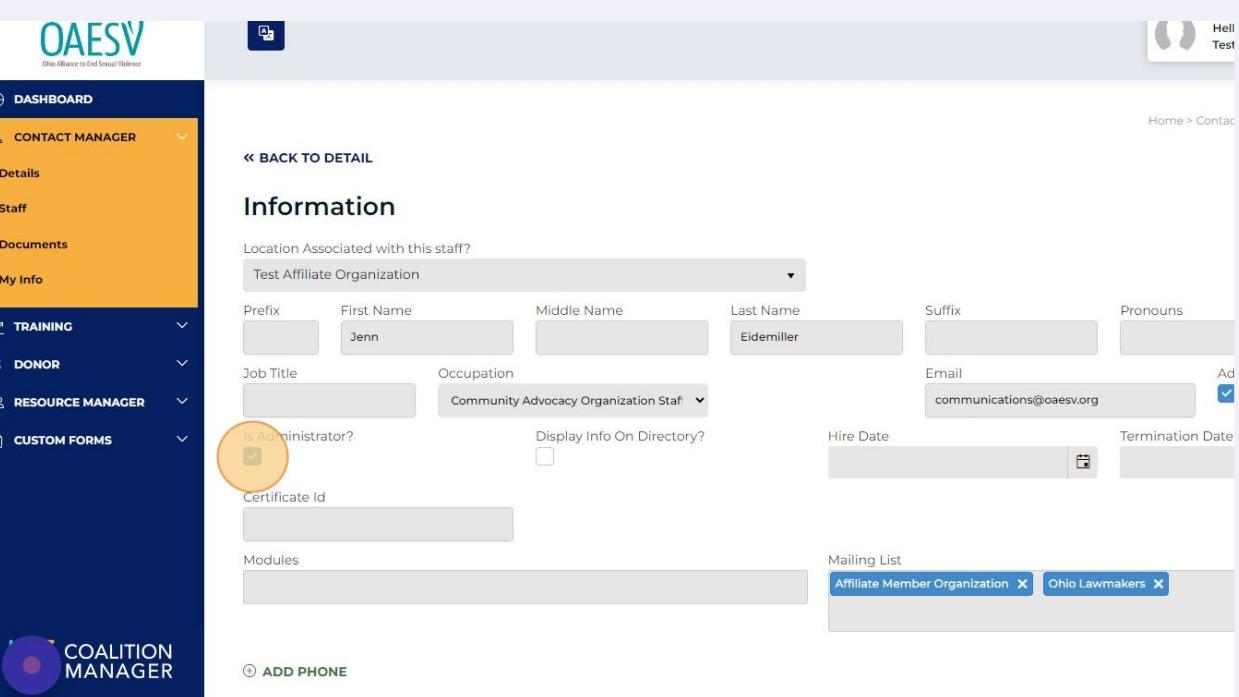
Name	Email	Job Title	Phone Number(s)	Occupation	
Jenn Eidemiller	communications@oaesv.org			Community Advocacy Organization Staff	

10 items per page

**- 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.



**OAESV** Ohio Alliance to End Social Violence

**DASHBOARD**

**CONTACT MANAGER**

Details

Staff

Documents

My Info

TRAINING

DONOR

RESOURCE MANAGER

CUSTOM FORMS

COALITION MANAGER

**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

Community Advocacy Organization Staff

Email

communications@oaesv.org

Is Administrator?

Display Info On Directory?

Hire Date Termination Date

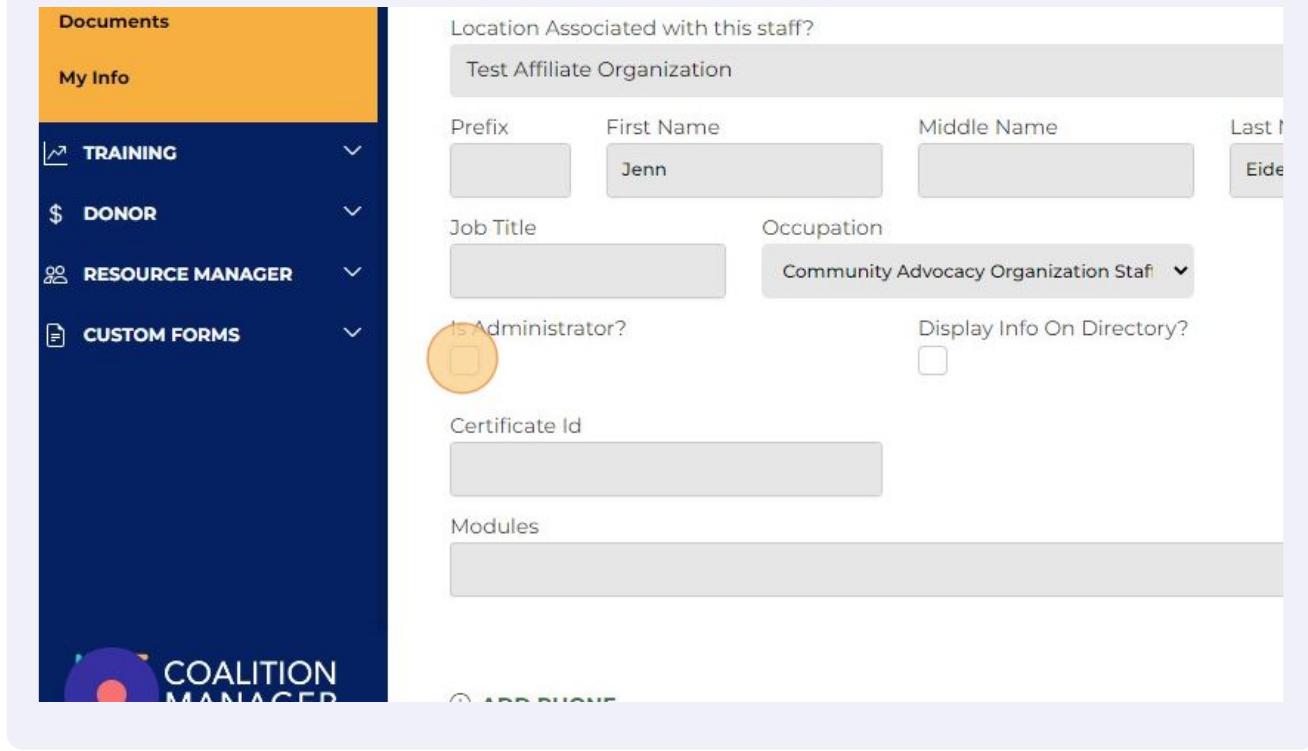
Certificate Id

Modules

Mailing List

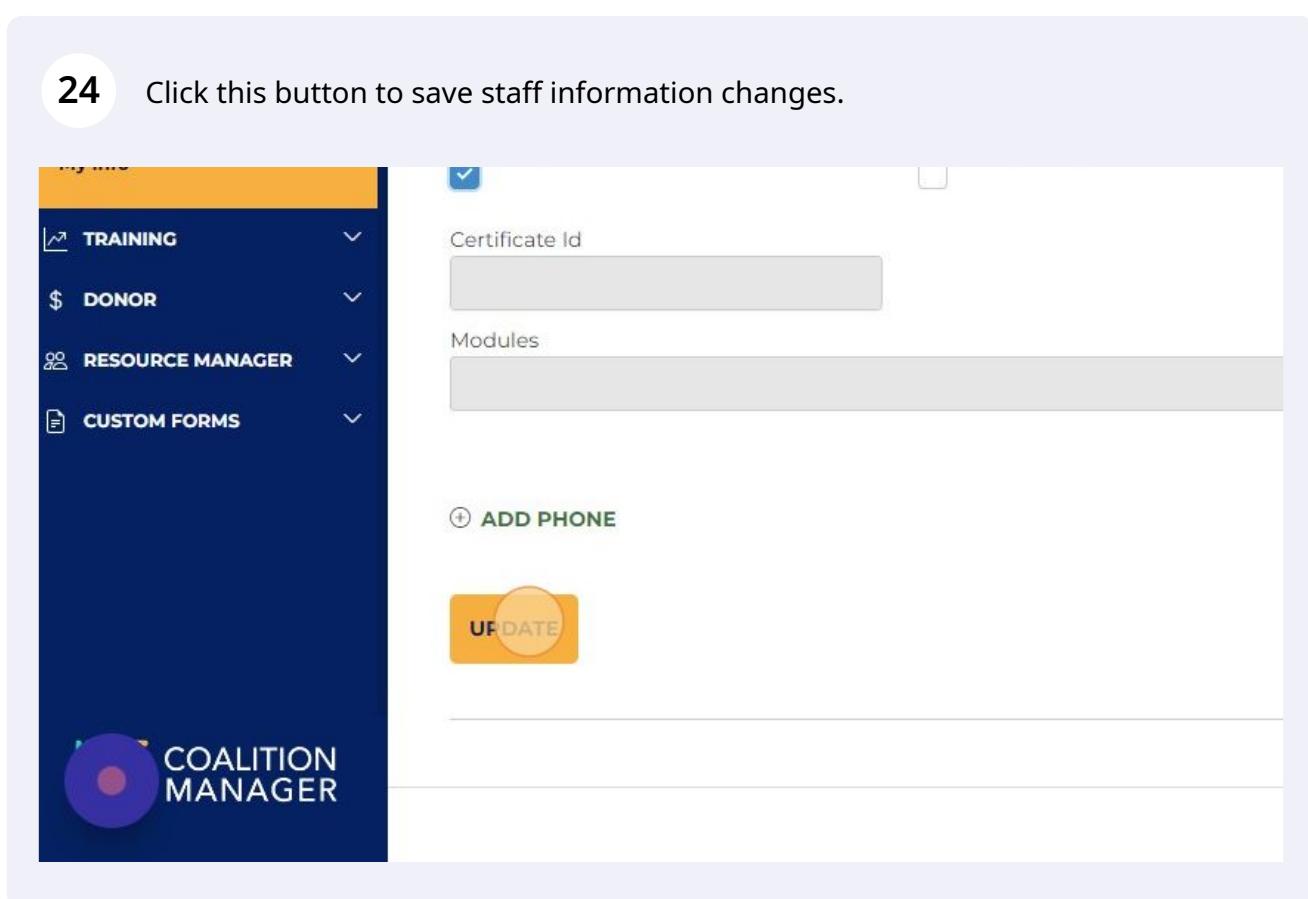
Affiliate Member Organization  Ohio Lawmakers

23 Click the "Is Administrator?" field.



The screenshot shows the Coalition Manager software interface. On the left, a sidebar menu includes 'Documents', 'My Info', 'TRAINING', 'DONOR', 'RESOURCE MANAGER', and 'CUSTOM FORMS'. The main area displays staff information for 'Jenn' with the following fields: 'Location Associated with this staff?' (Test Affiliate Organization), 'Prefix' (empty), 'First Name' (Jenn), 'Middle Name' (empty), 'Last Name' (empty), 'Job Title' (empty), 'Occupation' (Community Advocacy Organization Staff), 'Is Administrator?' (checkbox checked), 'Display Info On Directory?' (checkbox empty), 'Certificate Id' (empty), and 'Modules' (empty). At the bottom are 'ADD PHONE' and 'UPDATE' buttons.

24 Click this button to save staff information changes.



The screenshot shows the Coalition Manager software interface. The staff information for 'Jenn' is displayed, including the 'Is Administrator?' field which is checked. At the bottom of the form, the 'UPDATE' button is highlighted with a yellow circle, indicating it is the button to click to save changes.

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 Staff List page. At the top, there is a navigation bar with the OAESV logo and a link to 'BACK TO CONTACT DASHBOARD'. Below the navigation, the page title is 'Staff List' and the subtitle is 'Test Affiliate Organization'. There are two main buttons: 'IMPORT STAFF' (dark blue) and 'ADD NEW' (yellow). Below these buttons are four status filters: 'Active' (dark blue), 'Archived' (light gray), 'Pending' (light gray), and 'Denied' (light gray). Further down, there are two export options: 'Export to Excel' and 'Export to PDF'. A placeholder text 'Drag a column header and drop it here to group by that column' is present. At the bottom, there is a table header with columns for 'Name', 'Email', and '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

First Name

Middle Name

Last Name

Job Title

Occupation

--- Select Occupation ---

Is Administrator?

Display Info On Directory?

Certificate Id

Address

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

Import Staff

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

Name	Email	Job Title
Jenn Eidemiller	communications@oaesv.org	

IMPORT STAFF

ADD STAFF LIST

- Phone Numbers

Provide all phone numbers that the contact has. Check the box for each number

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**

**DOWNLOAD TEMPLATE**

Select Files...

Select Address/Location Associated

Select Address/Location Associated

Select Common Mailing Lists

Affiliate Member Organization  Ohio Lawmakers

**IMPORT**

29

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

**OAESV**  
Our Alliance in End Local Violence

**DASHBOARD**

**CONTACT MANAGER**

Details

Staff

Documents

My Info

TRAINING

DONOR

RESOURCE MANAGER

CUSTOM FORMS

**Basic Information**

Contact Type: Affiliate Member Organization

Organization/Employer: Test Affiliate Organization

Prefix: Jenn

First Name: Jenn

Middle Name:

Last Name: Eidemiller

Suffix:

Pronoun:

Email: communications@oaesv.org

Send Email?: Yes

Display Name Priority: Organization

Occupation: Community Advocacy Organization Staff

Display contact in public directory?: No

**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 not receive paper mailings.

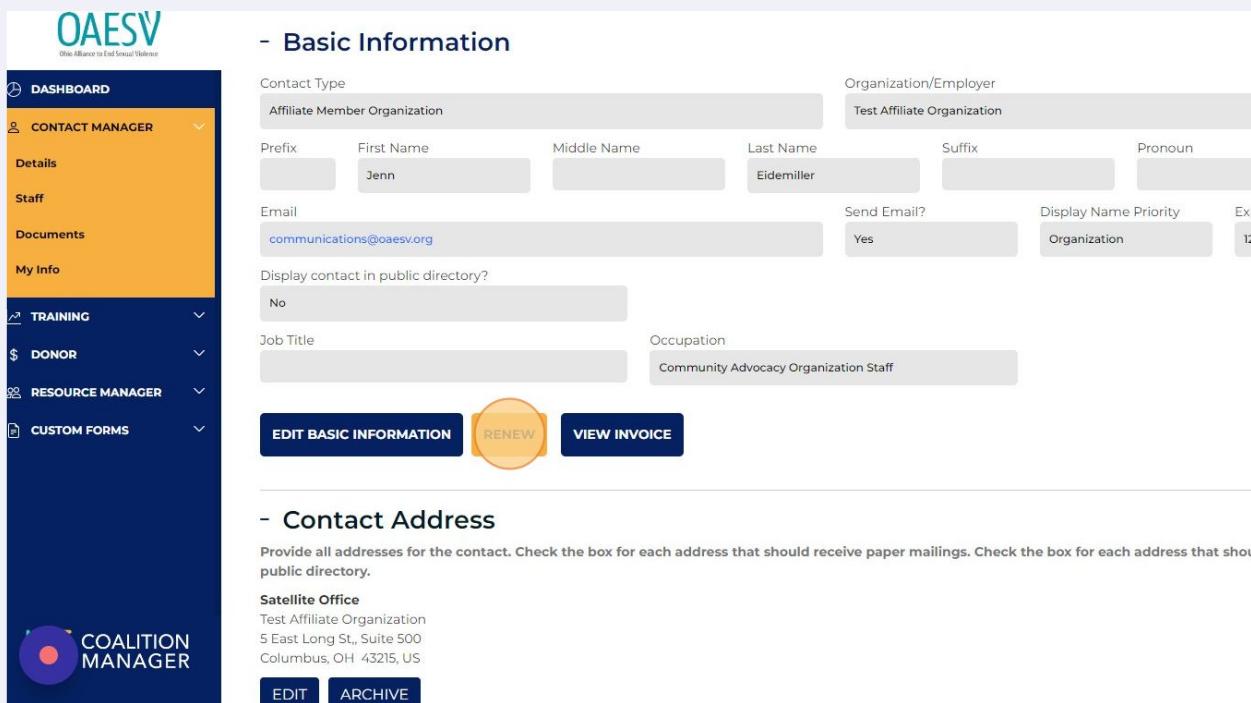
**Satellite Office**

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"



**- 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: Ex:

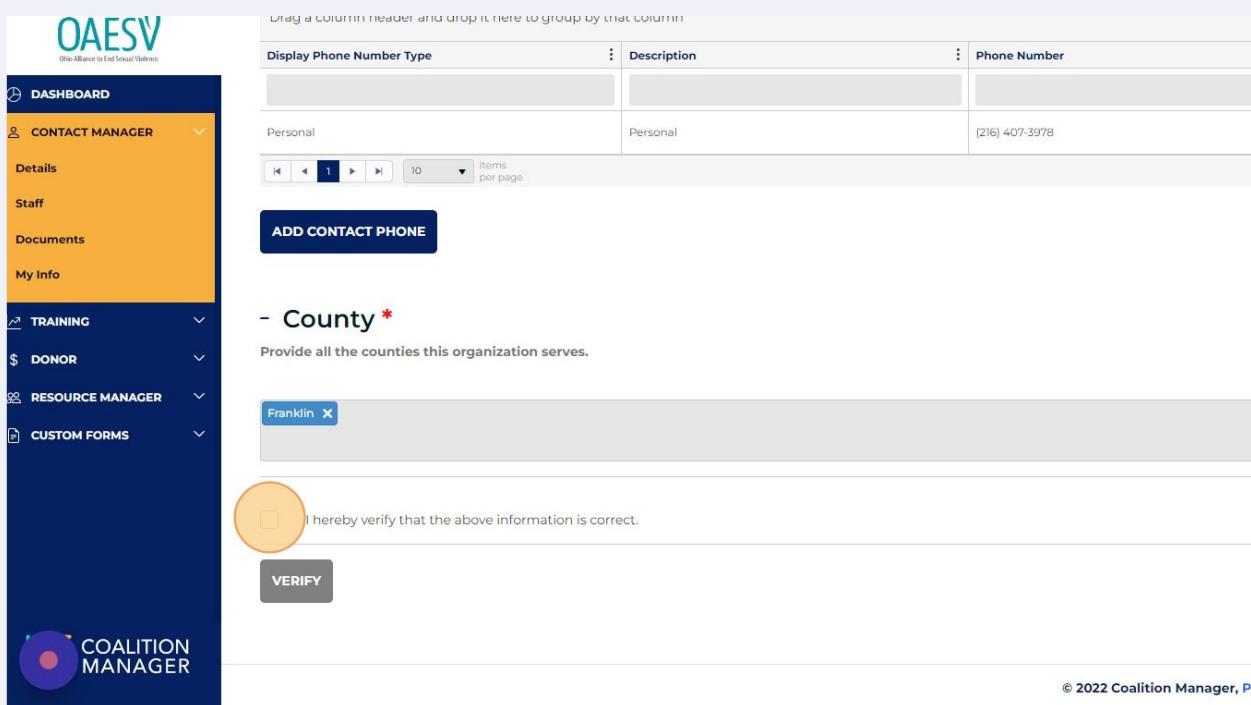
Display contact in public directory? No

Job Title: Occupation: Community Advocacy Organization Staff

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

31

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



Display Phone Number Type: Description: Phone Number:

Personal	Personal	(216) 407-3978
----------	----------	----------------

**ADD CONTACT PHONE**

**- County \***

Provide all the counties this organization serves.

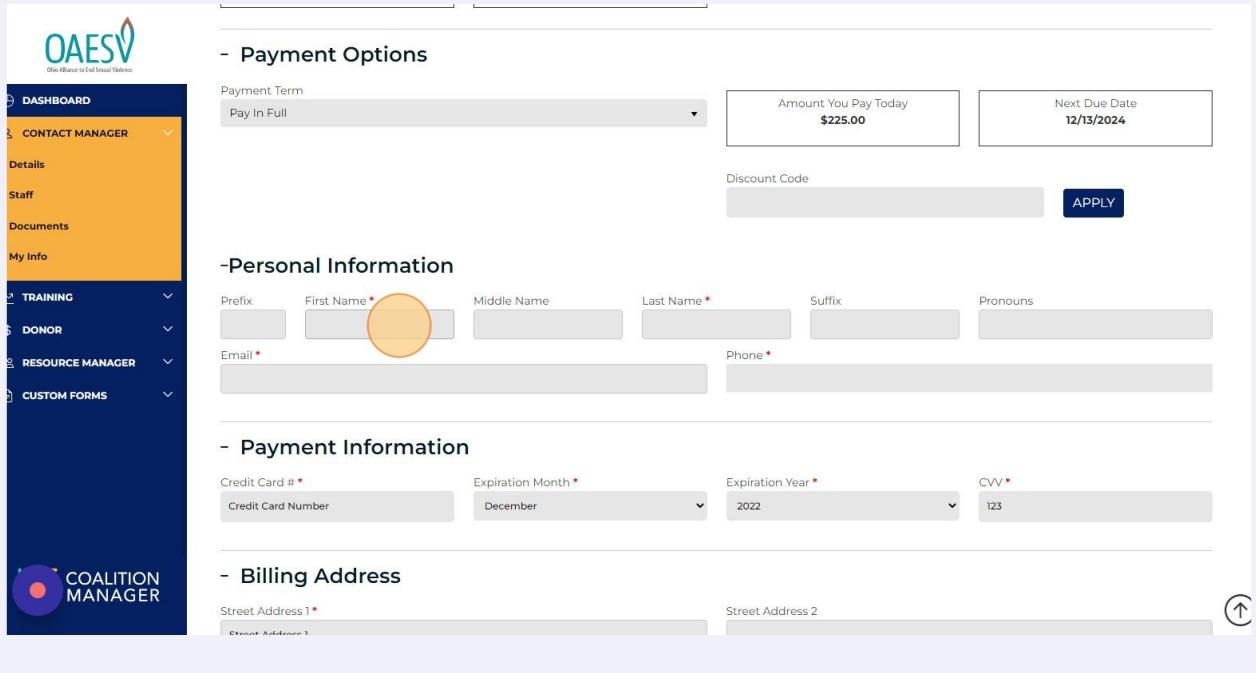
Franklin

I hereby verify that the above information is correct.

**VERIFY**

32

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



The screenshot shows a user interface for OAESV (Ohio Alliance to End Sexual Violence) with a sidebar on the left containing links for Dashboard, Contact Manager, Details, Staff, Documents, My Info, Training, Donor, Resource Manager, and Custom Forms. The main area is a payment form with the following sections:

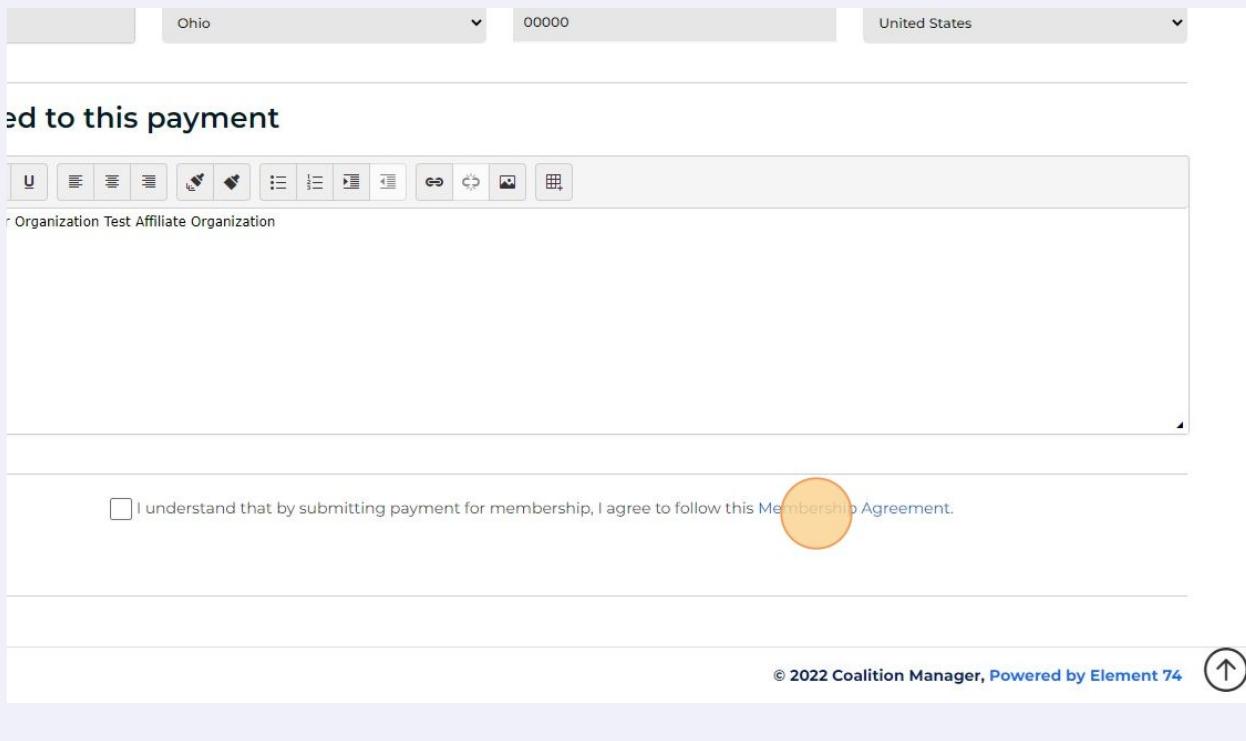
- Payment Options**
  - Payment Term: Pay In Full
  - Amount You Pay Today: \$225.00
  - Next Due Date: 12/13/2024
  - Discount Code: (input field)
  - APPLY button
- Personal Information**
  - Prefix, First Name (highlighted with an orange circle), Middle Name, Last Name, Suffix, Pronouns
  - Email and Phone fields
- Payment Information**
  - Credit Card #: (input field)
  - Expiration Month: December
  - Expiration Year: 2022
  - CVV: 123
- Billing Address**
  - Street Address 1: (input field)
  - Street Address 2: (input field)

33

Type "communications@oaesv.org"

34

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



ed to this payment

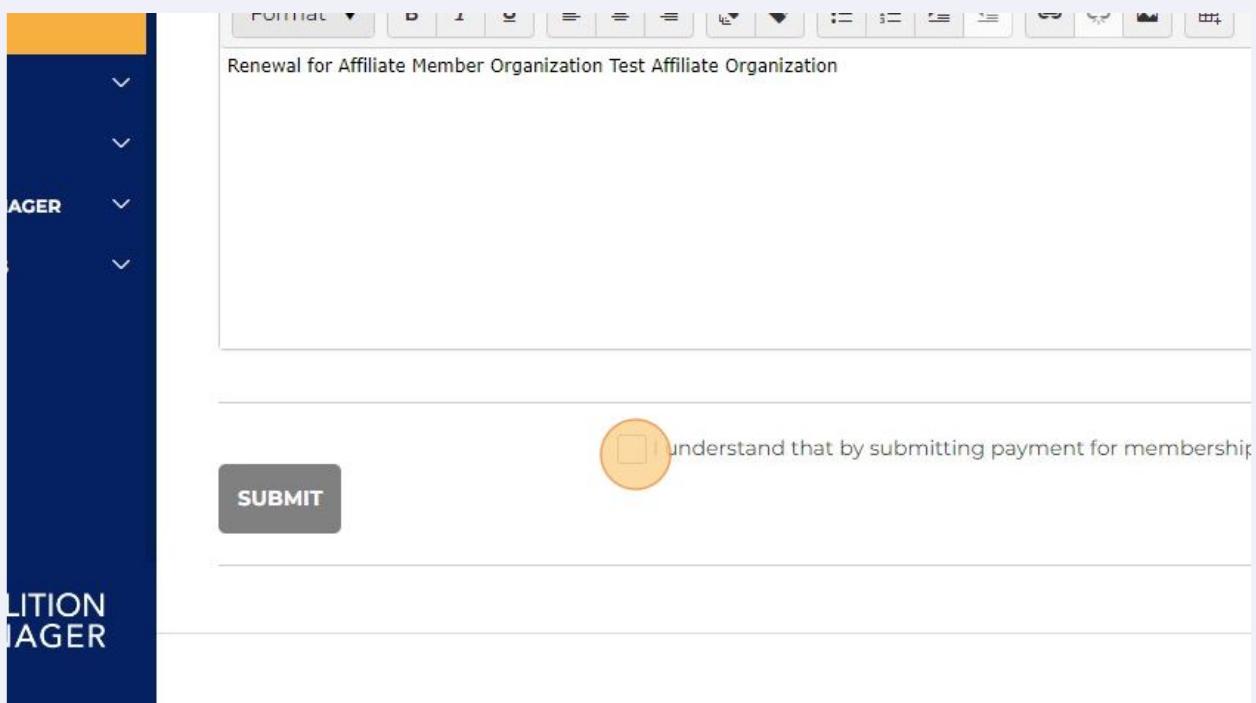
Organization Test Affiliate Organization

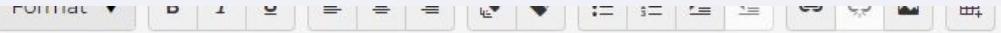
I understand that by submitting payment for membership, I agree to follow this [Membership Agreement](#).

© 2022 Coalition Manager, Powered by Element 74 

35

Click this checkbox to verify you understand.



FORMAT 

Renewal for Affiliate Member Organization Test Affiliate Organization

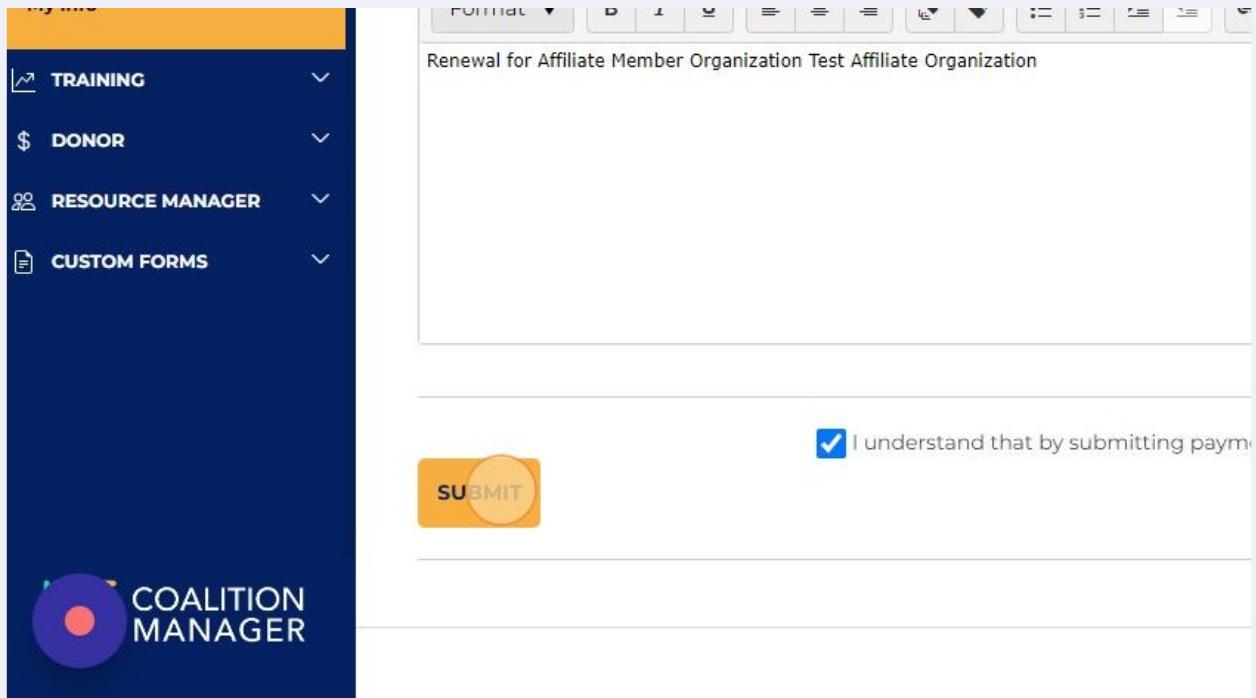
I understand that by submitting payment for membership

**SUBMIT**

COALITION MANAGER

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.



The screenshot shows the Coalition Manager software interface. On the left, a dark sidebar lists navigation options: TRAINING, DONOR, RESOURCE MANAGER, and CUSTOM FORMS. The RESOURCE MANAGER option is currently selected. On the right, a form titled "Renewal for Affiliate Member Organization Test Affiliate Organization" is displayed. The form includes several input fields and a large text area. At the bottom, there is a yellow "SUBMIT" button and a checkbox labeled "I understand that by submitting payment..." with a checked checkbox.