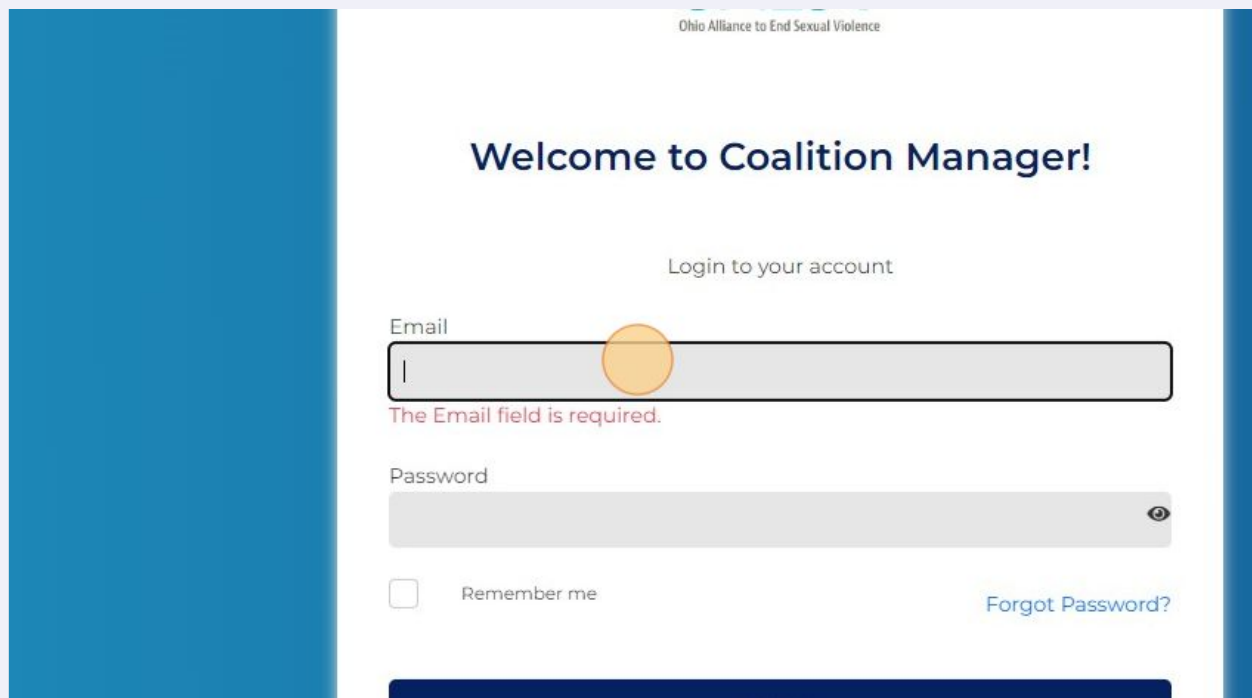


# Membership Renewal Instructions for RCCs & Affiliate Members

- 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".

Login to your account

Email  
communications@oaesv.org

Password  
.....

☐ Remember me [Forgot Password?](#)

LOGIN

4 Click "CONTACT MANAGER".

OAESV  
Ohio Alliance to End Sexual Violence

**DASHBOARD**

**CONTACT MANAGER**

**TRAINING**

**DONOR**

**RESOURCE MANAGER**

**CUSTOM FORMS**

### Upcoming Training Series

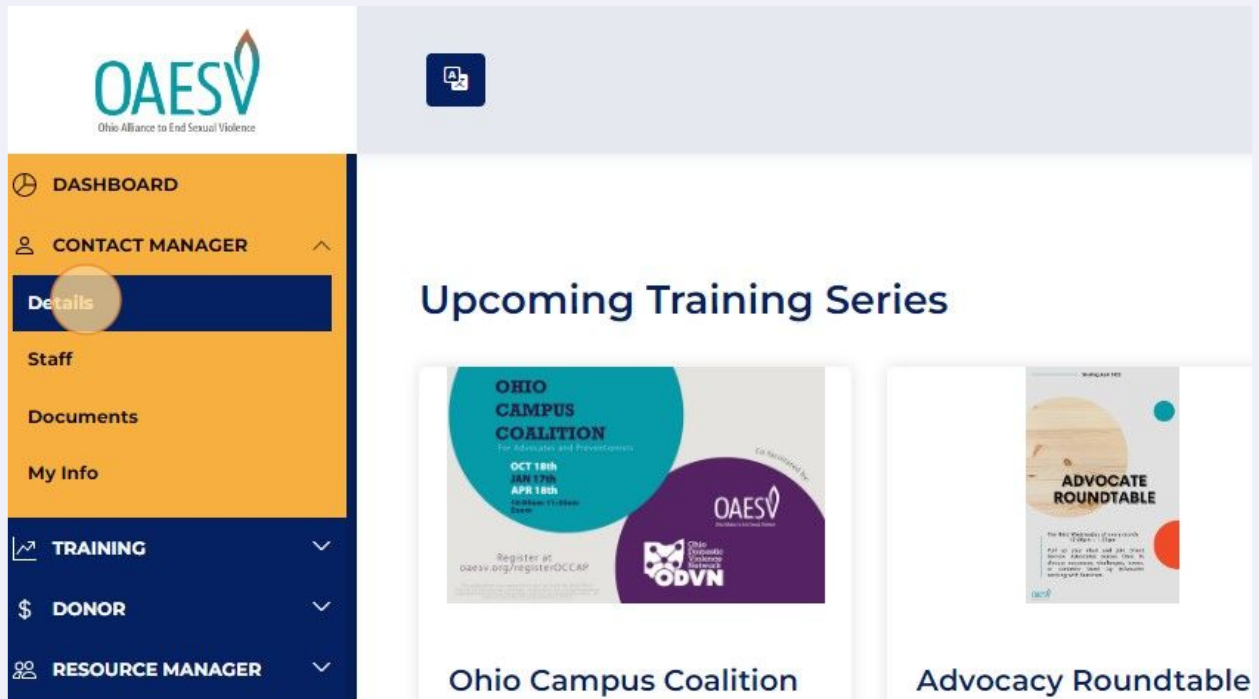
**OHIO CAMPUS COALITION**  
For Campus and Prevention  
OCT 18th  
JAN 17th  
APR 18th  
Register at  
oaesv.org/registerOCCAP

**ADVOCATE ROUNDTABLE**  
The Ohio Department of Corrections  
OCT 18th - 19th  
Join us for this and get your  
advocate advocate. This is  
a chance to hear from  
advocates who are  
working with survivors.

Ohio Campus Coalition

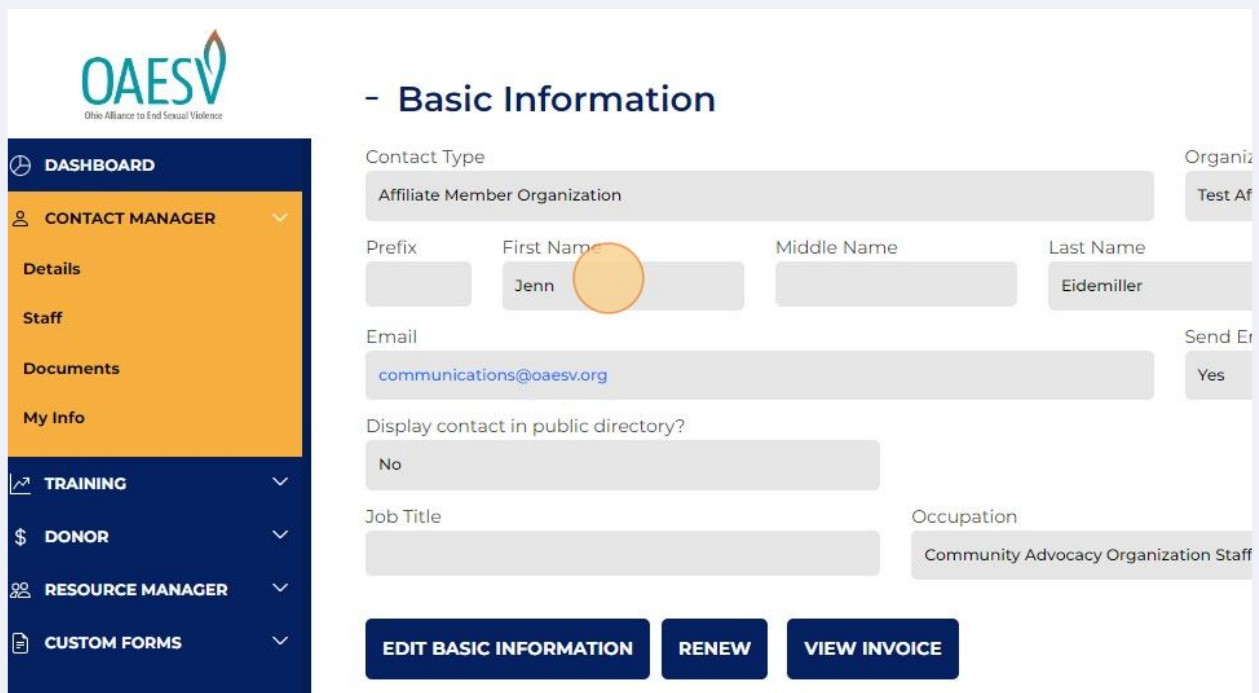
Advocacy Roundtable

5 Click "Details"



The screenshot shows the OAESV (Ohio Alliance to End Sexual Violence) dashboard. On the left is a sidebar menu with options: DASHBOARD, CONTACT MANAGER, Details (highlighted with an orange circle), Staff, Documents, My Info, TRAINING, DONOR, and RESOURCE MANAGER. The main content area is titled 'Upcoming Training Series' and features two event cards. The first card is for the 'OHIO CAMPUS COALITION' with dates OCT 18th and JAN 17th, and a registration link. The second card is for the 'ADVOCATE ROUNDTABLE'. 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 menu is the same as in the previous screenshot. The form fields include: Contact Type (Affiliate Member Organization), Prefix (empty), First Name (Jenn, highlighted with an orange circle), Middle Name (empty), Last Name (Eidemiller), Email (communications@oesv.org), Display contact in public directory? (No), Job Title (empty), and Occupation (Community Advocacy Organization Staff). There are buttons for 'EDIT BASIC INFORMATION', 'RENEW', and 'VIEW INVOICE' at the bottom.

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

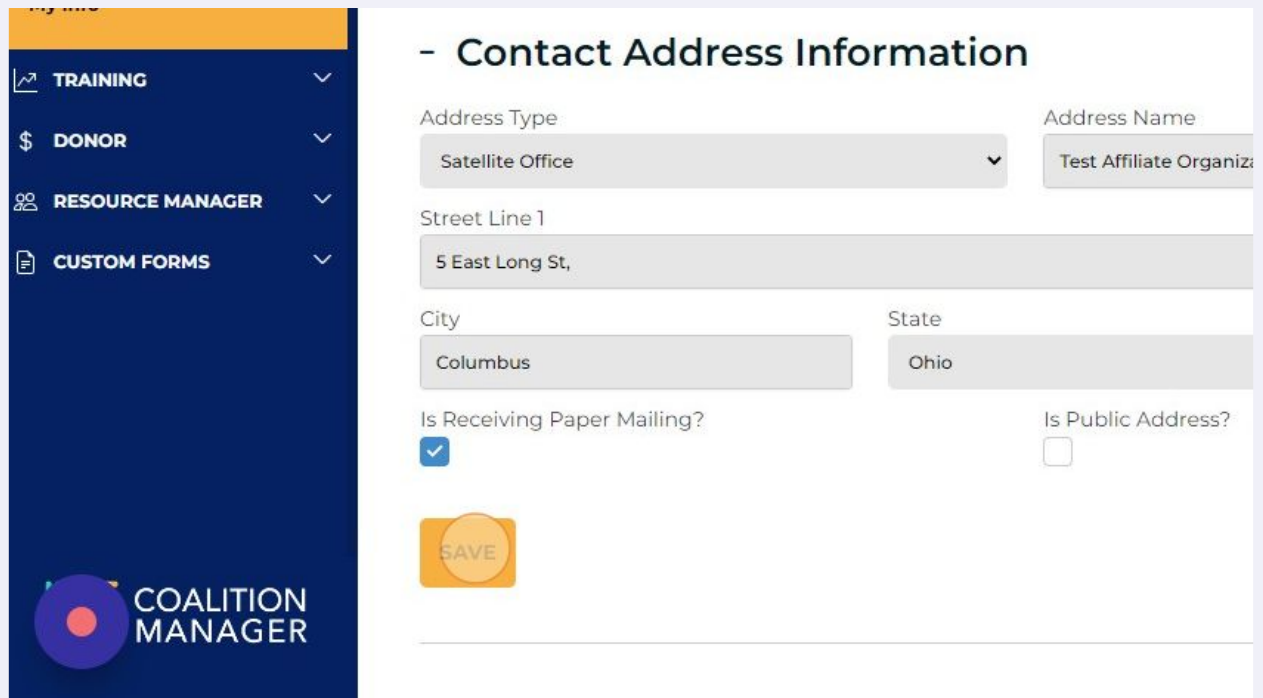
Is Receiving Paper Mailing? ☒

Is Public Address? ☒

**SAVE**

11

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



**Coalition Manager**

**TRAINING** **DONOR** **RESOURCE MANAGER** **CUSTOM FORMS**

### - Contact Address Information

Address Type: Satellite Office

Address Name: Test Affiliate Organization

Street Line 1: 5 East Long St,

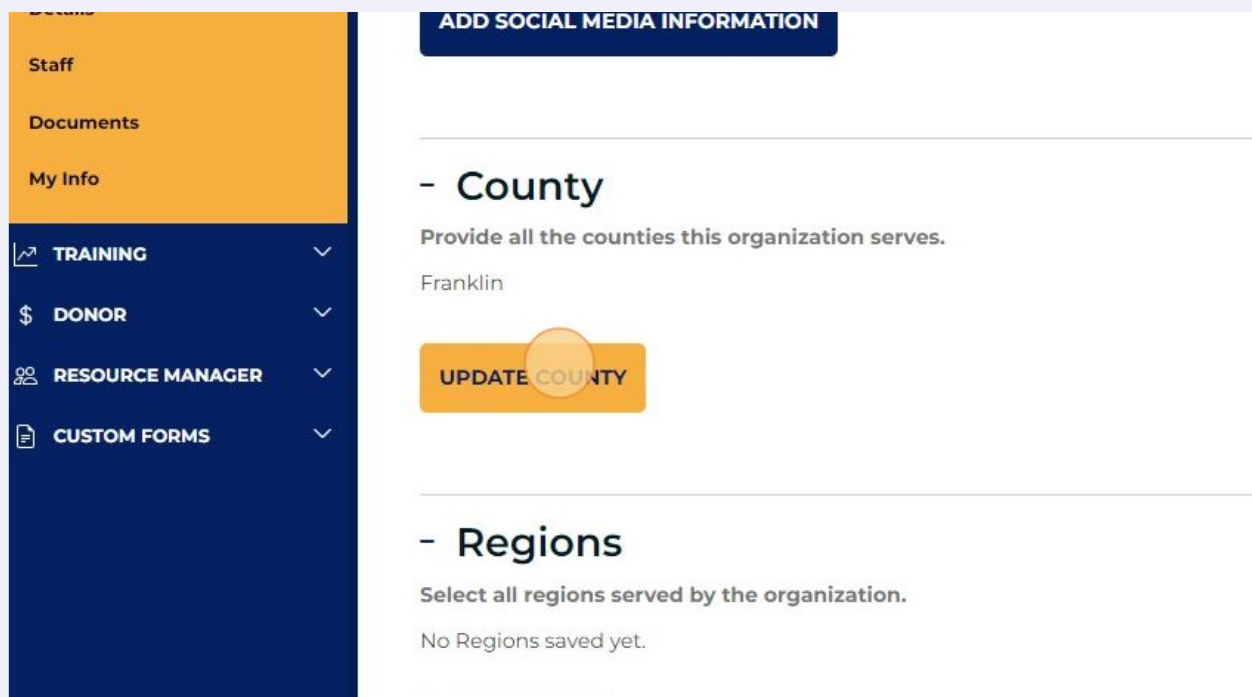
City: Columbus State: Ohio

Is Receiving Paper Mailing? ☒ Is Public Address? ☐

**SAVE**

12

(Required) Click "UPDATE COUNTY"



**ADD SOCIAL MEDIA INFORMATION**

Staff Documents My Info

**TRAINING** **DONOR** **RESOURCE MANAGER** **CUSTOM FORMS**

### - 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'. Below the header are four menu items: 'TRAINING' (with a line graph icon), 'DONOR' (with a dollar sign icon), 'RESOURCE MANAGER' (with a group of people icon), and 'CUSTOM FORMS' (with a document icon). 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 button with the text 'SAVE'.

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'. Below the header are four menu items: 'Staff', 'Documents', 'My Info', and 'TRAINING' (with a line graph icon). Below these are three more menu items: 'DONOR' (with a dollar sign icon), 'RESOURCE MANAGER' (with a group of people icon), and 'CUSTOM FORMS' (with a document icon). 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 button with the text 'ADD PROGRAM TYPES'. 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.

The screenshot shows a web application interface. On the left is a dark blue sidebar with an orange header containing 'Staff', 'Documents', and 'My Info'. Below the header are four menu items: 'TRAINING' (with a line graph icon), 'DONOR' (with a dollar sign icon), 'RESOURCE MANAGER' (with a group of people icon), and 'CUSTOM FORMS' (with a document icon). Each menu item has a downward arrow. The main content area has a title 'Contact Program Types - Test Affiliate Or' and a subtitle 'Save Program Types Information for this contact'. Below this is a section titled '- Contact Program Types Information'. Under the section title is a label 'Program Types' followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Sexual Violence Program ( No Domestic Violence Services)' (highlighted in blue), 'Domestic Violence', 'Human Trafficking', 'Legal Services', 'Social Service', 'Child Advocacy Center', 'State Organization/Coalition', 'Campus Program', and 'Healthcare/Hospital'. An orange circle highlights the first option in the dropdown.

16

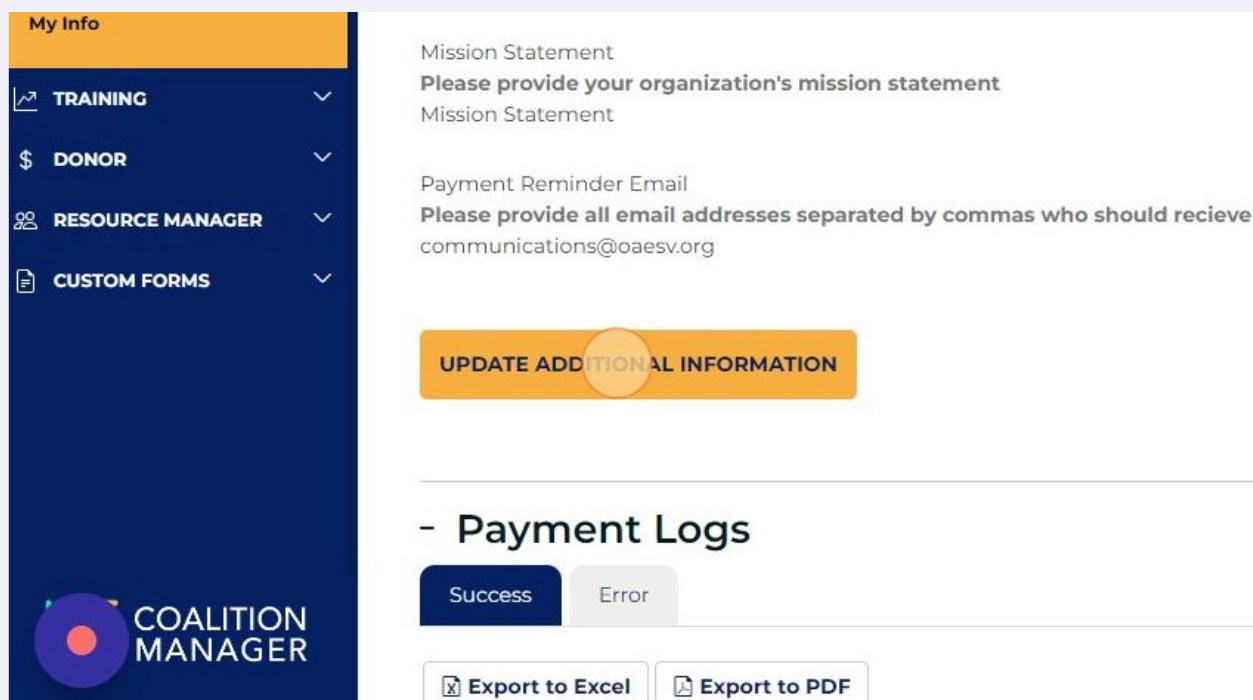
Click "SAVE".

This screenshot shows the same web application interface as the previous one, but at a later stage. The dropdown menu for 'Program Types' is now closed, and the selected option, 'Sexual Violence Program ( No Domestic Violence Services)', is displayed in a blue pill-shaped box with a close icon (X) on the right. Below this box is an orange button with the word 'SAVE' in white capital letters. The sidebar and the main content area title remain the same. At the bottom left of the sidebar, there is a logo for '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**

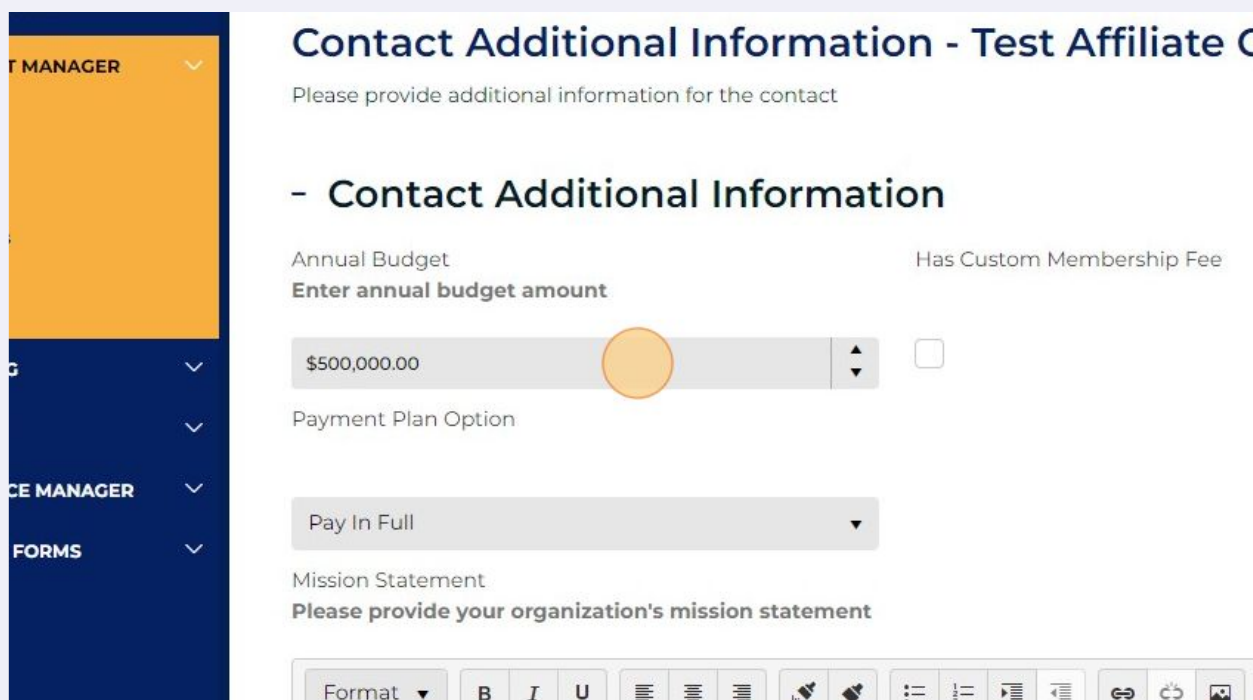
**- Payment Logs**

Success Error

Export to Excel Export to PDF

18

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



**CONTACT MANAGER** ▼

**CONTACT MANAGER** ▼

**CE 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

Social Media

Program Languages

Documents

Additional Information

Basic 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.

**OAESV**  
Ohio Alliance to End Sexual Violence

**DASHBOARD**

**CONTACT MANAGER**

- Details
- Staff
- Documents
- My Info

**TRAINING**

**DONOR**

**RESOURCE MANAGER**

**CUSTOM FORMS**

**COALITION MANAGER**

**ADD PHONE**

Home > Contact Manager > Details

## Information

Location Associated with this staff?

Test Affiliate Organization

Prefix First Name Middle Name Last Name Suffix Pronouns

Jenn Eidemiller

Job Title Occupation Email Ad

Community Advocacy Organization Staff 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 staff profile form in the Coalition Manager application. On the left is a dark blue sidebar with a navigation menu containing '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. To its right is the 'Display Info On Directory?' checkbox. Below these are fields for 'Certificate Id' and 'Modules'. At the bottom of the sidebar is the 'COALITION MANAGER' logo.

24 Click this button to save staff information changes.

This screenshot shows the same staff profile form as the previous one, but with the 'UPDATE' button highlighted by an orange circle. The 'Is Administrator?' checkbox is now checked. The 'ADD PHONE' button is visible above the 'UPDATE' button. The sidebar and main form fields remain the same as in the previous screenshot.

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 with a circular icon). 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 grey instruction bar says 'Drag a column header and drop it here to group by that column'. At the bottom is a table with three columns: 'Name', 'Email', and 'Job Title', each with a vertical ellipsis icon in the center.

« 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.

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

Name	Email	Job Title
Jenn Eidemiller	communications@oaesv.org	

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**

29

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

**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**

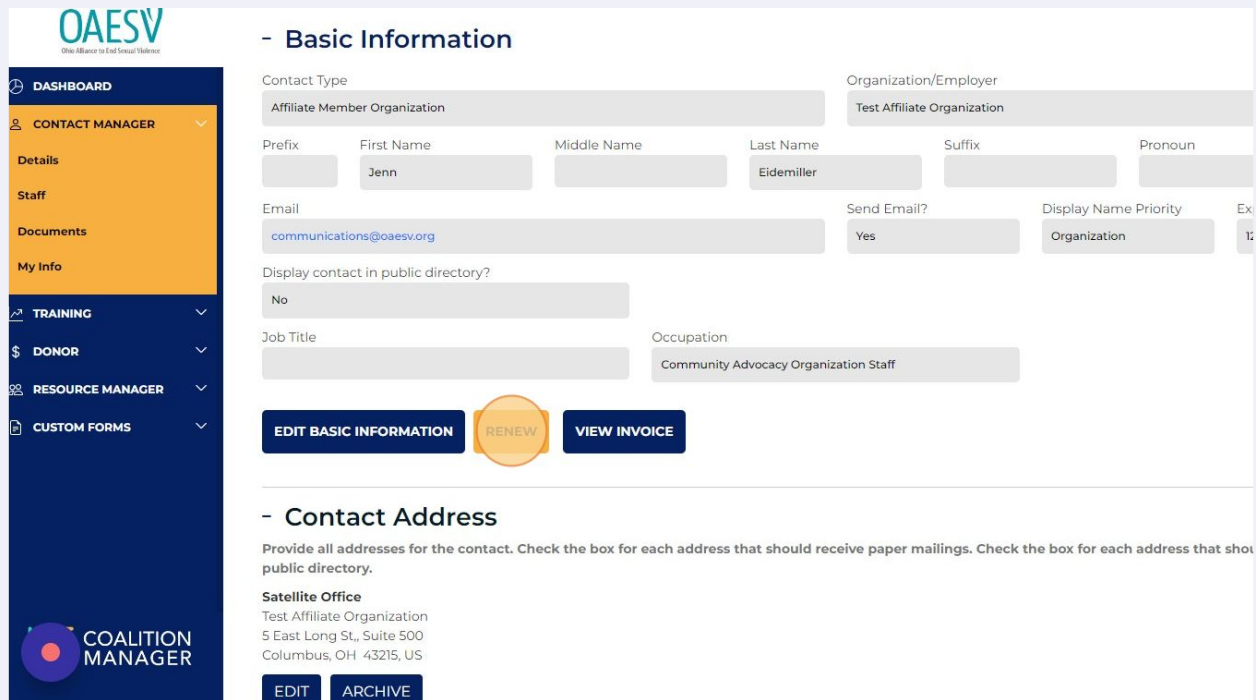
Test Affiliate Organization  
5 East Long St., Suite 500  
Columbus, OH 43215, US

**EDIT** **ARCHIVE**



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:  Organization/Employer:

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

Email:  Send Email?:  Display Name Priority:

Display contact in public directory?:

Job Title:  Occupation:

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

### - Contact Address

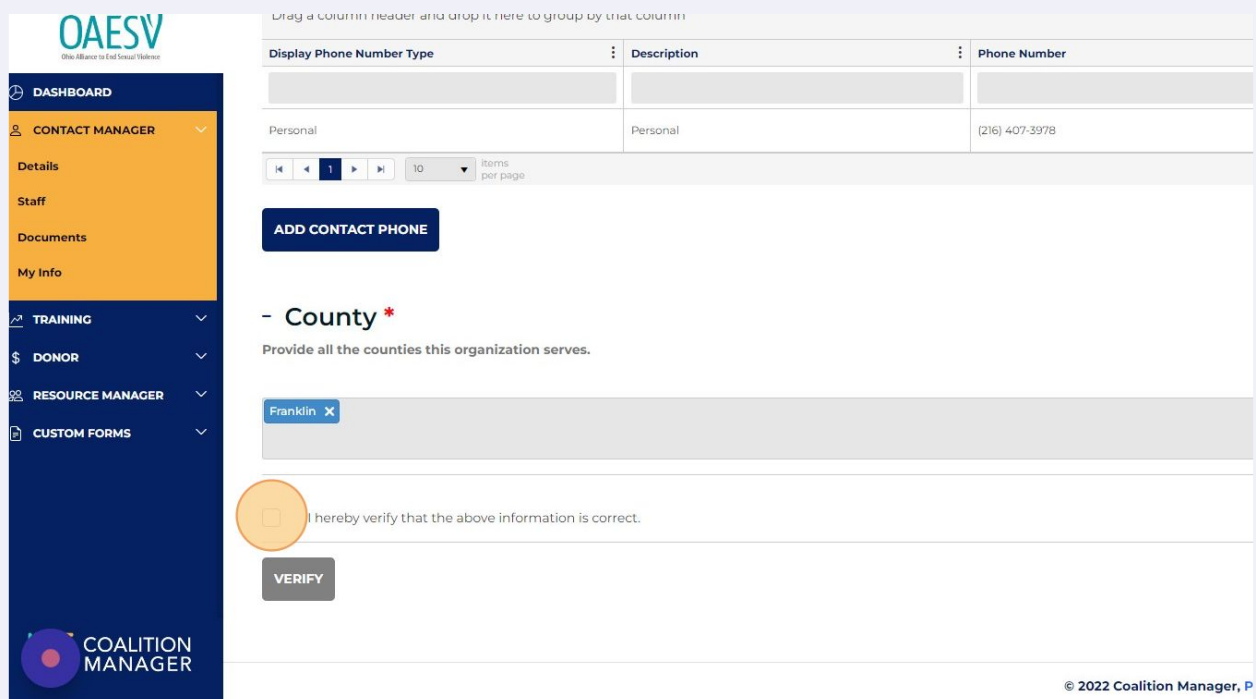
Provide all addresses for the contact. Check the box for each address that should receive paper mailings. Check the box for each address that should be displayed in the public directory.

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

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

31

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.

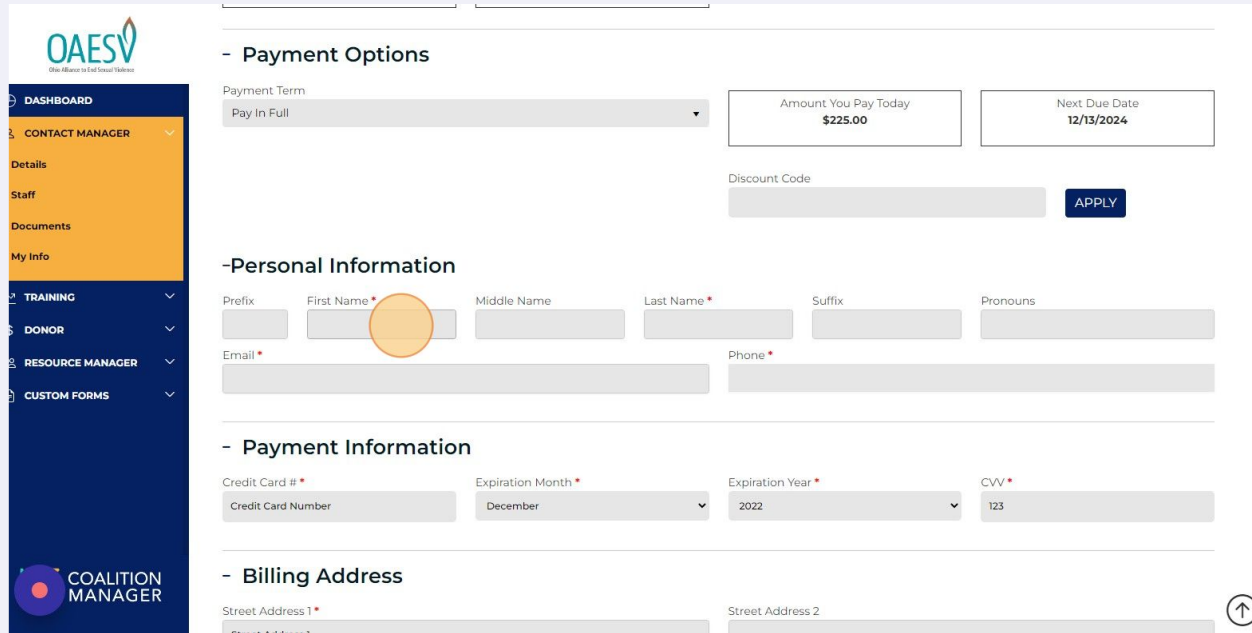
☐ I hereby verify that the above information is correct.

[VERIFY](#)

© 2022 Coalition Manager, P

32

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 Membership Agreement for your records.

Ohio

▼

00000

United States

▼

ed to this payment

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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

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✂

Renewal for Affiliate Member Organization Test Affiliate Organization

SUBMIT

☐ I understand that by submitting payment for membership

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 displays the Coalition Manager web application interface. On the left is a dark blue sidebar with a white header bar. The sidebar contains four menu items: 'TRAINING' with a line graph icon, 'DONOR' with a dollar sign icon, 'RESOURCE MANAGER' with a group of people icon, and 'CUSTOM FORMS' with a document icon. At the bottom of the sidebar is the 'COALITION MANAGER' logo, which consists of a stylized purple and orange circle. The main content area on the right has a white background. At the top, there is a text area with the text 'Renewal for Affiliate Member Organization Test Affiliate Organization'. Below this text area is a large, empty rectangular box. At the bottom of the main content area, there is a blue checkbox with a white checkmark, followed by the text 'I understand that by submitting paym'. Below the checkbox is an orange button with the word 'SUBMIT' in white capital letters.