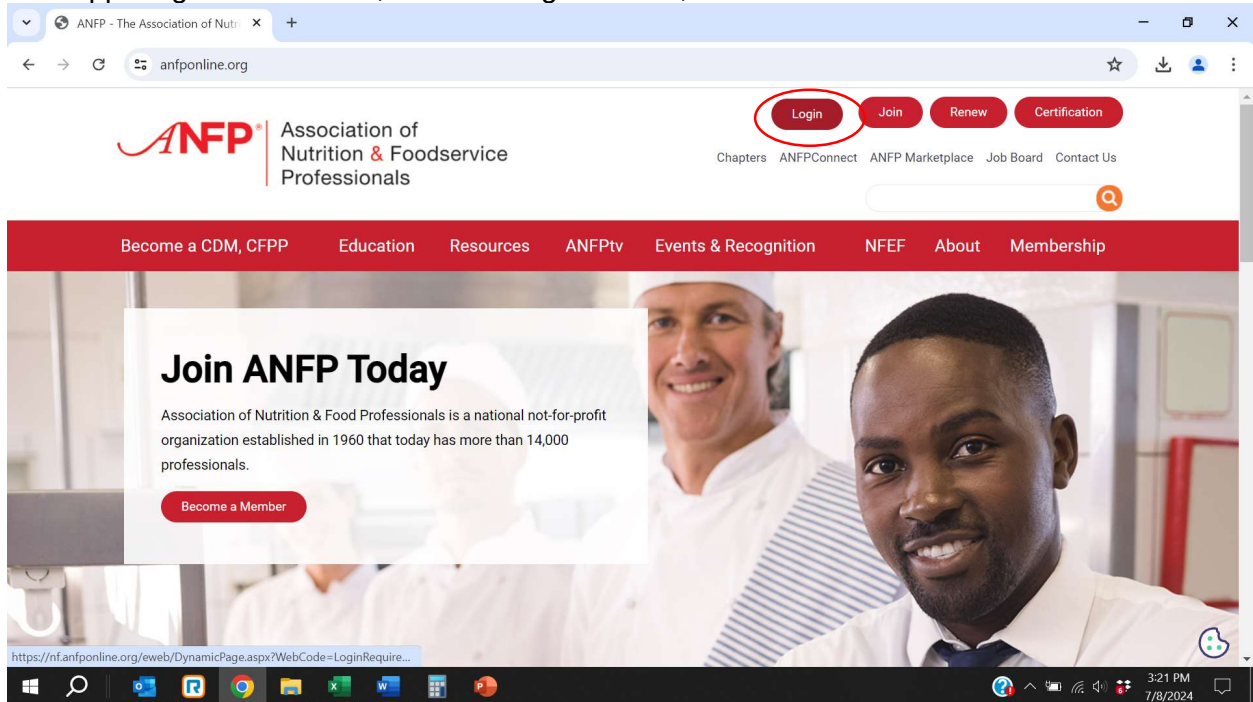


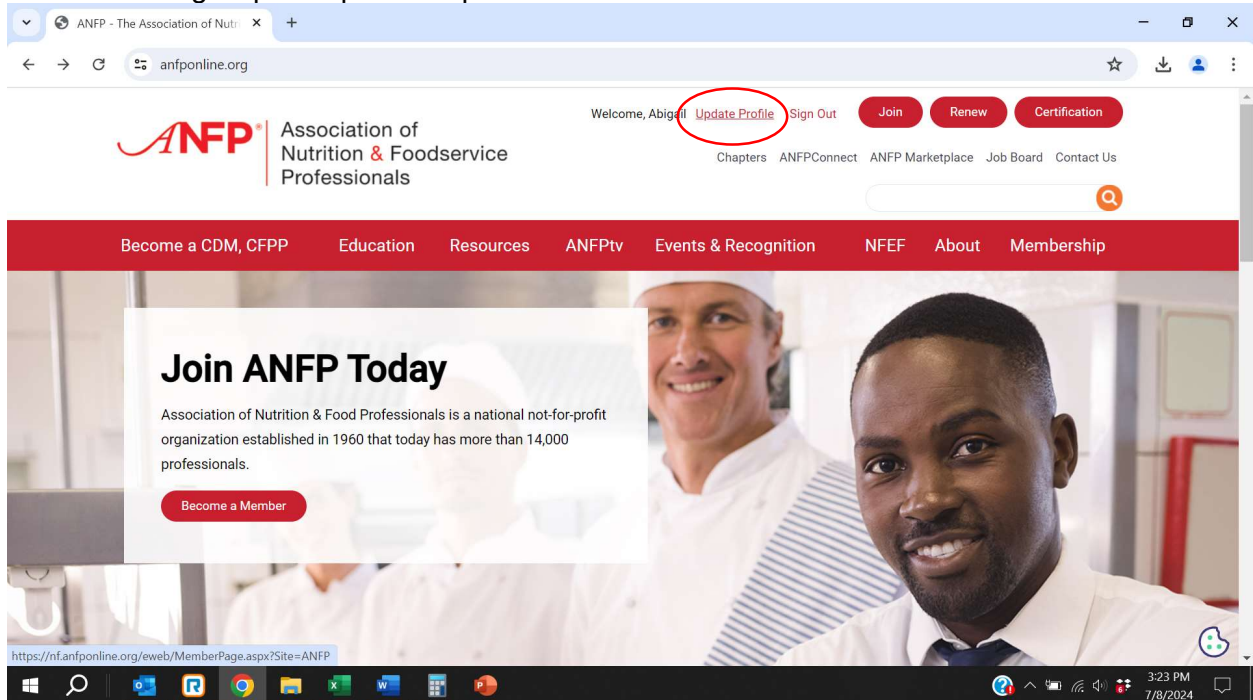
How to access ANFP member login, chapter portal and add new officers & volunteers

1. Go to www.ANFPOnline.org.
2. In upper right hand corner, click on "Login" button, circled below.



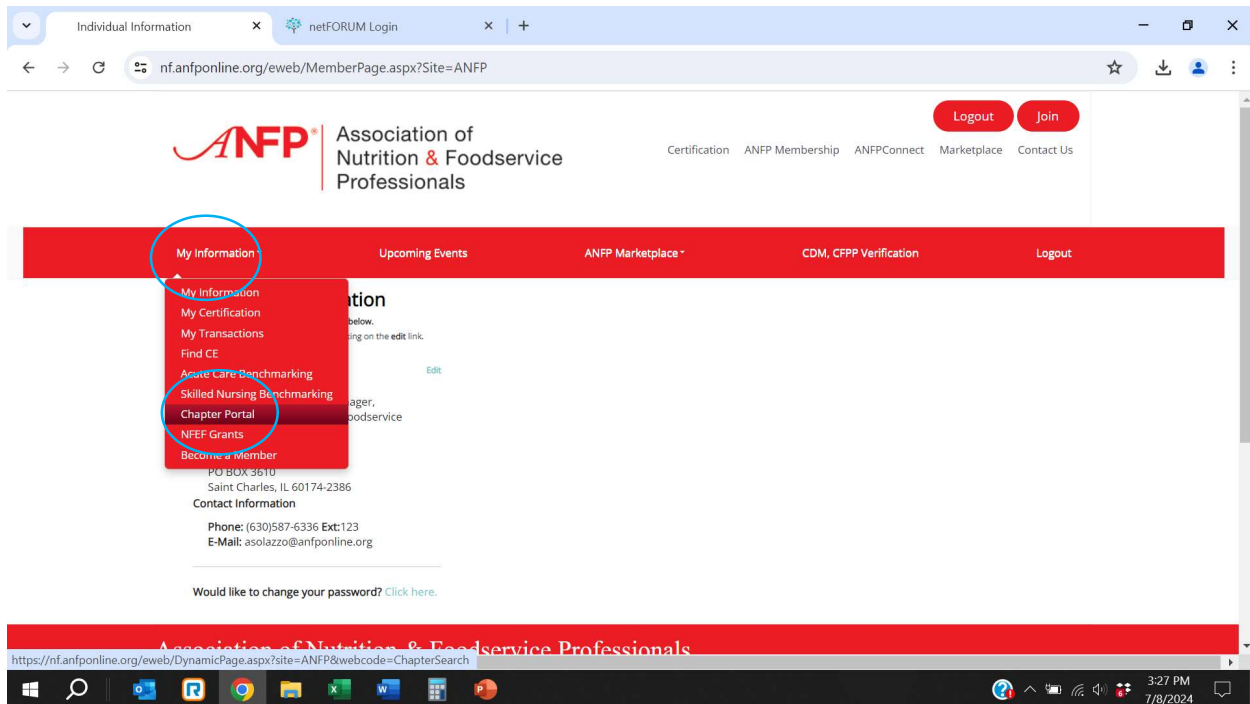
3. On this page, enter your email address and your password. (You may be automatically logged in depending on your browser settings.)

4. Click 'Manage/Update' profile to proceed.

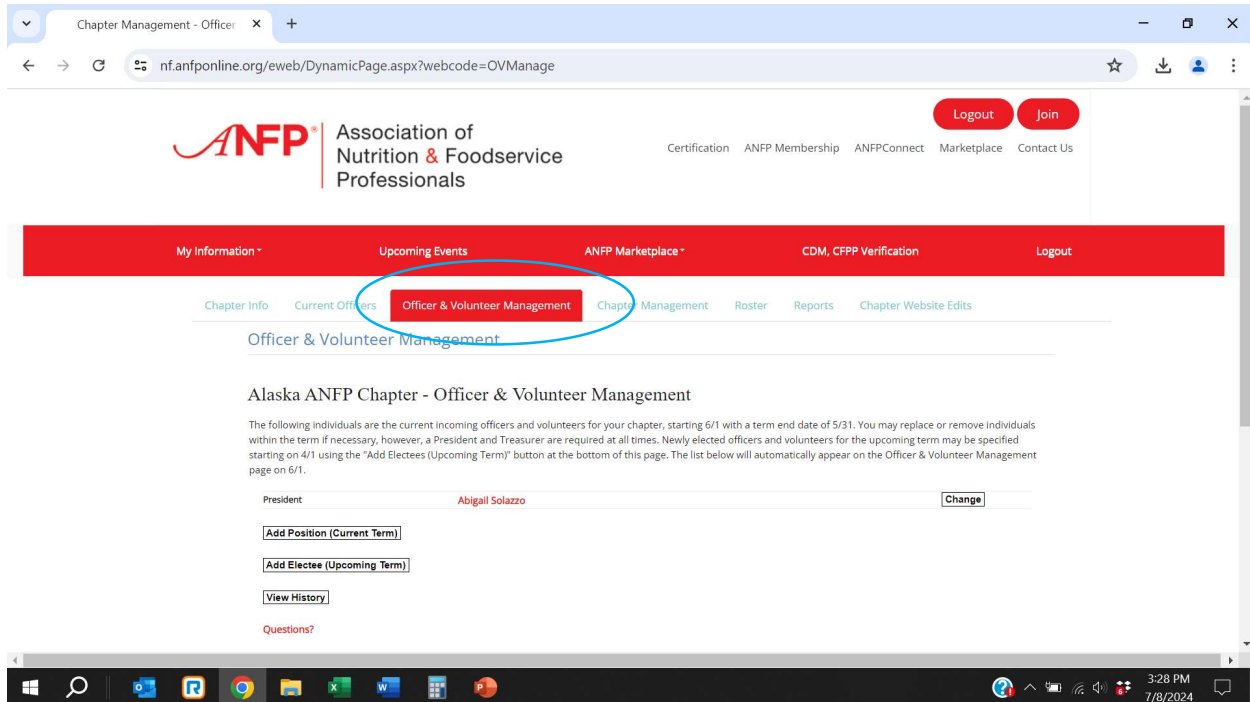


5. Once logged in, you will see your contact information as it is in our system. Update this if needed.

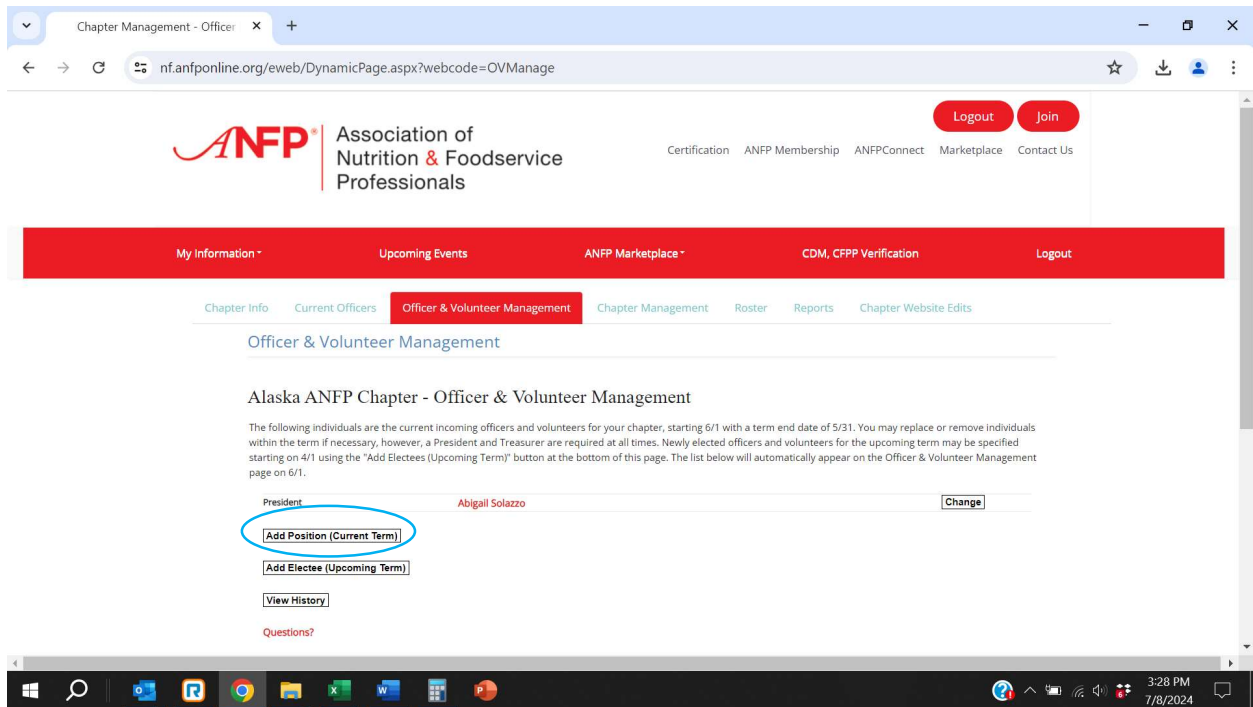
6. Next, go to 'My Information' on the tab (circled) and select 'Chapter Portal' (circled).



7. Click on the 'Officer & Volunteer Management' link/tab circled below to update officers and other volunteers.

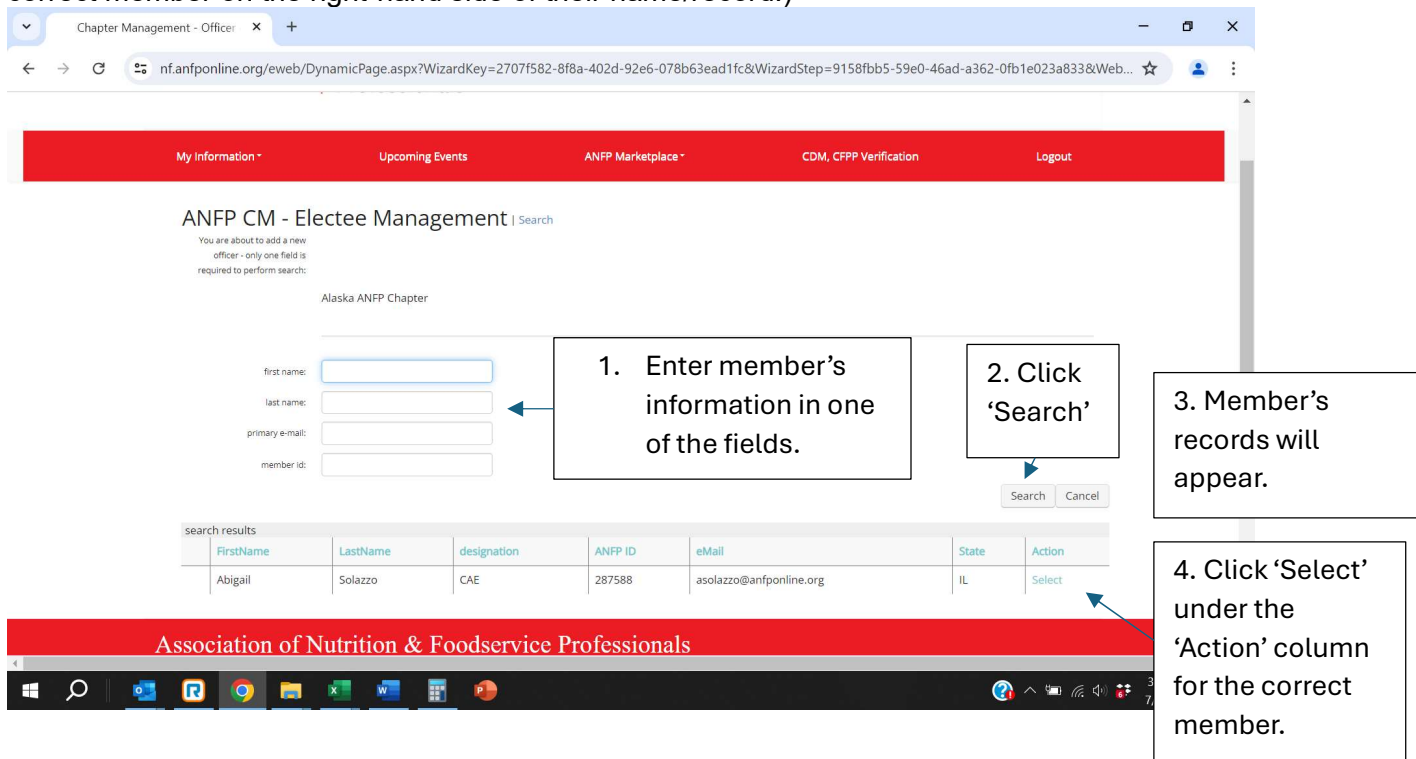


8. Once you've clicked on 'Officer & Volunteer Management' Click on the 'Add Position (Current Term)' (circled) to add current officers.

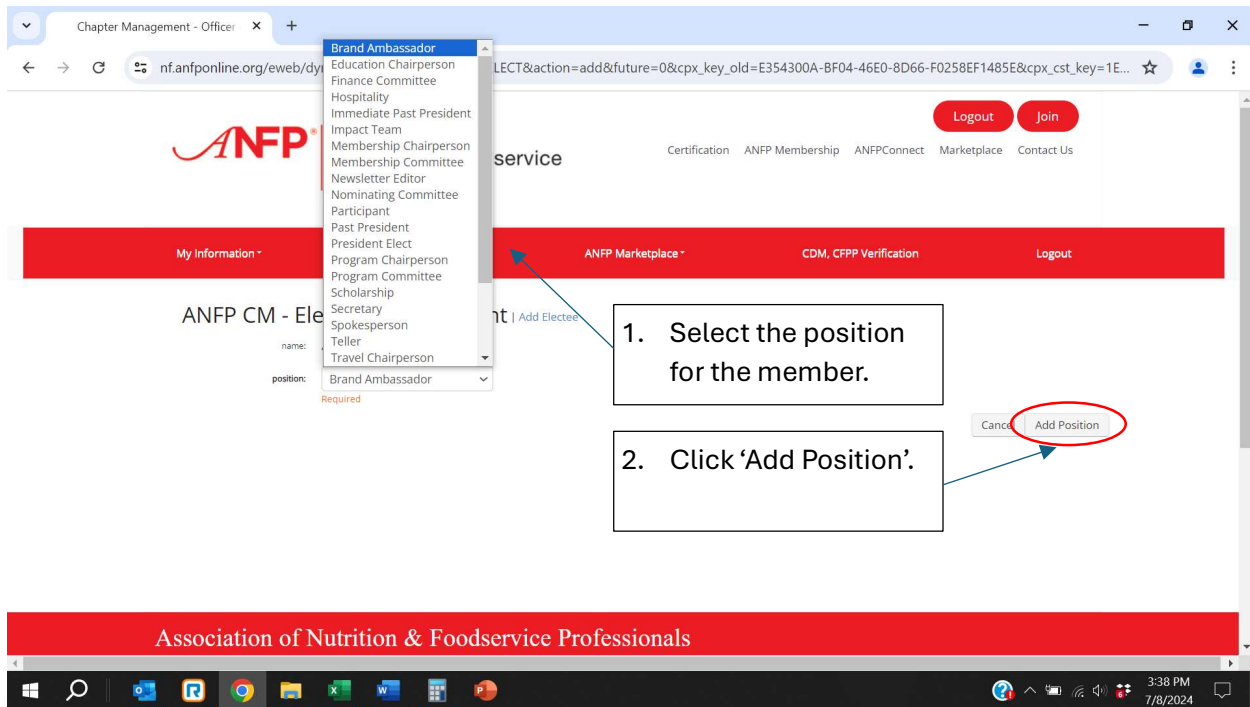


9. On the next screen, enter the appropriate data into **one** of the fields (either first name, last name, email, etc.) to search for the member. Click 'Search'.

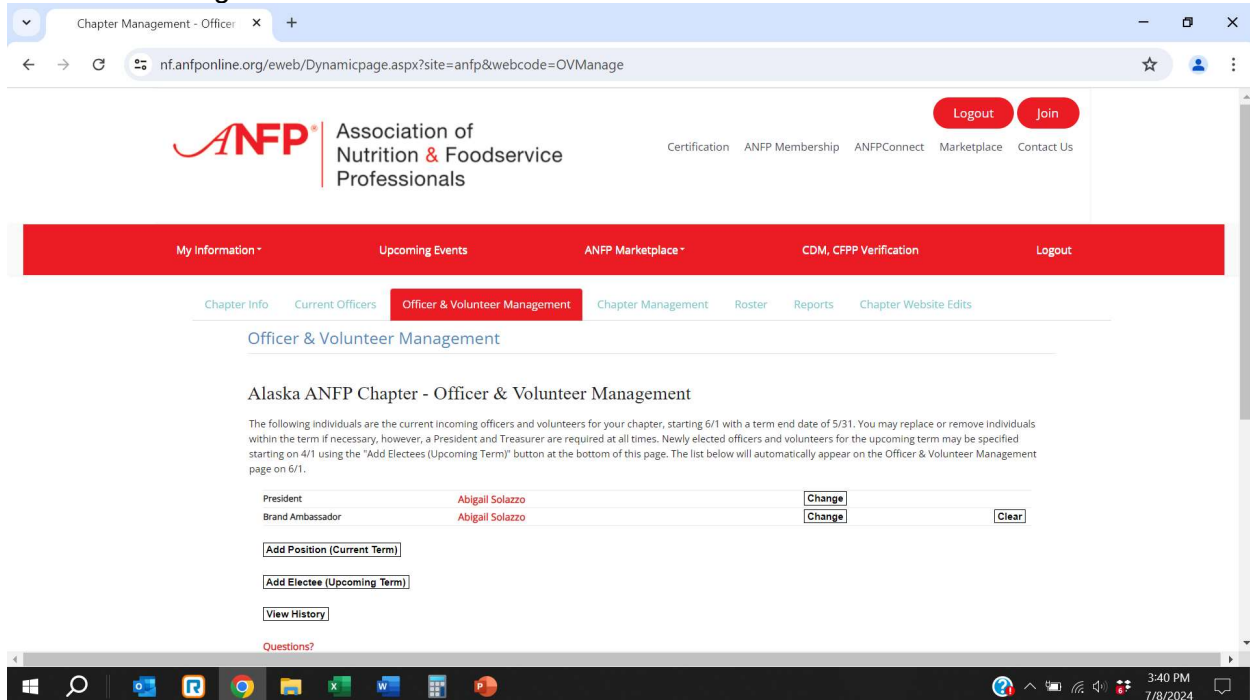
10. The member's record will appear. (If there is more than one member with the same name (i.e. John Smith), all records will appear. Be sure to click 'Select' for the correct member on the right-hand side of their name/record.)



11. Then you'll need to select the correct role from the drop down menu and click 'Add Position' button (circled below).



12. Once added, the officer's names(s) will appear on the following page in the 'Officer & Volunteer Management' tab.



(To change an existing officer, click on the 'Change' button as circled below and follow steps 9-11.)

Chapter Management - Officer x +

nf.anfponline.org/eweb/Dynamicpage.aspx?site=anfp&webcode=OVManage

ANFP Association of Nutrition & Foodservice Professionals

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My Information + Upcoming Events ANFP Marketplace + CDM, CFPP Verification Logout

Chapter Info Current Officers **Officer & Volunteer Management** Chapter Management Roster Reports Chapter Website Edits

Officer & Volunteer Management

Alaska ANFP Chapter - Officer & Volunteer Management

The following individuals are the current incoming officers and volunteers for your chapter, starting 6/1 with a term end date of 5/31. You may replace or remove individuals within the term if necessary, however, a President and Treasurer are required at all times. Newly elected officers and volunteers for the upcoming term may be specified starting on 4/1 using the "Add Electees (Upcoming Term)" button at the bottom of this page. The list below will automatically appear on the Officer & Volunteer Management page on 6/1.

| | | |
|------------------|-----------------|--------------|
| President | Abigail Solazzo | Change |
| Brand Ambassador | Abigail Solazzo | Change Clear |

Add Position (Current Term)

Add Electee (Upcoming Term)

View History

Questions?

13. Continue to add officers following the same steps as needed.

14. If you have any questions, contact ANFP at 800.323.1908 or chapters@ANFPOnline.org.