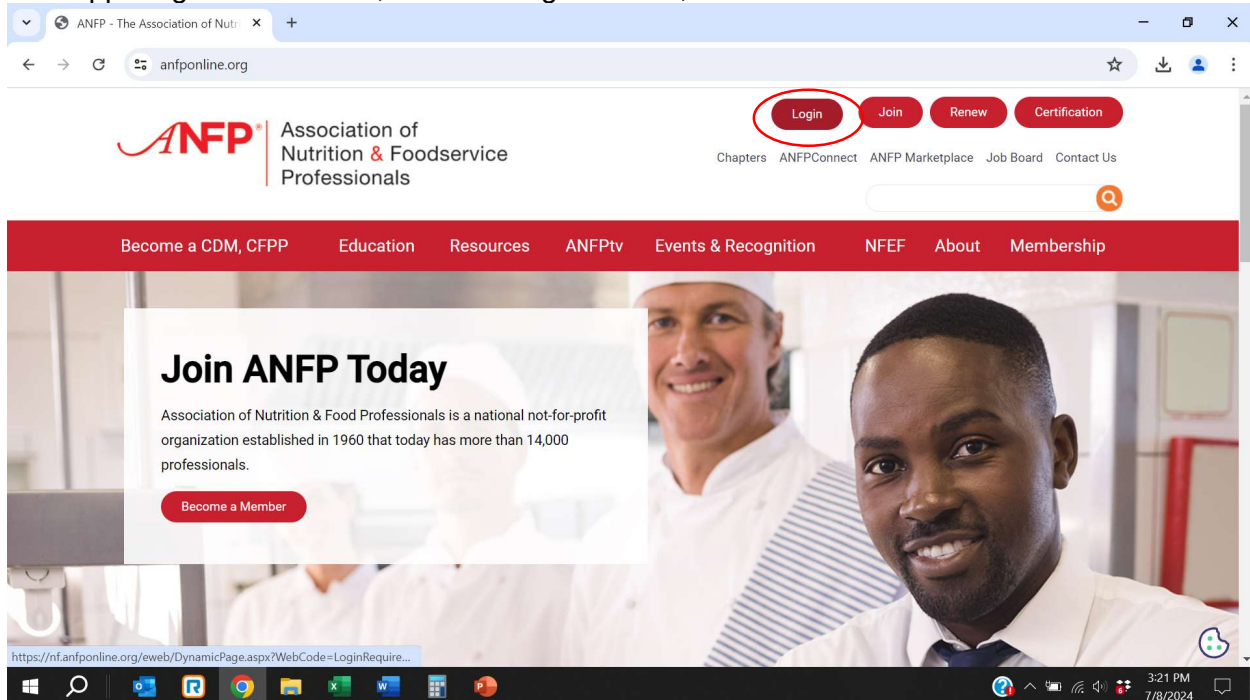


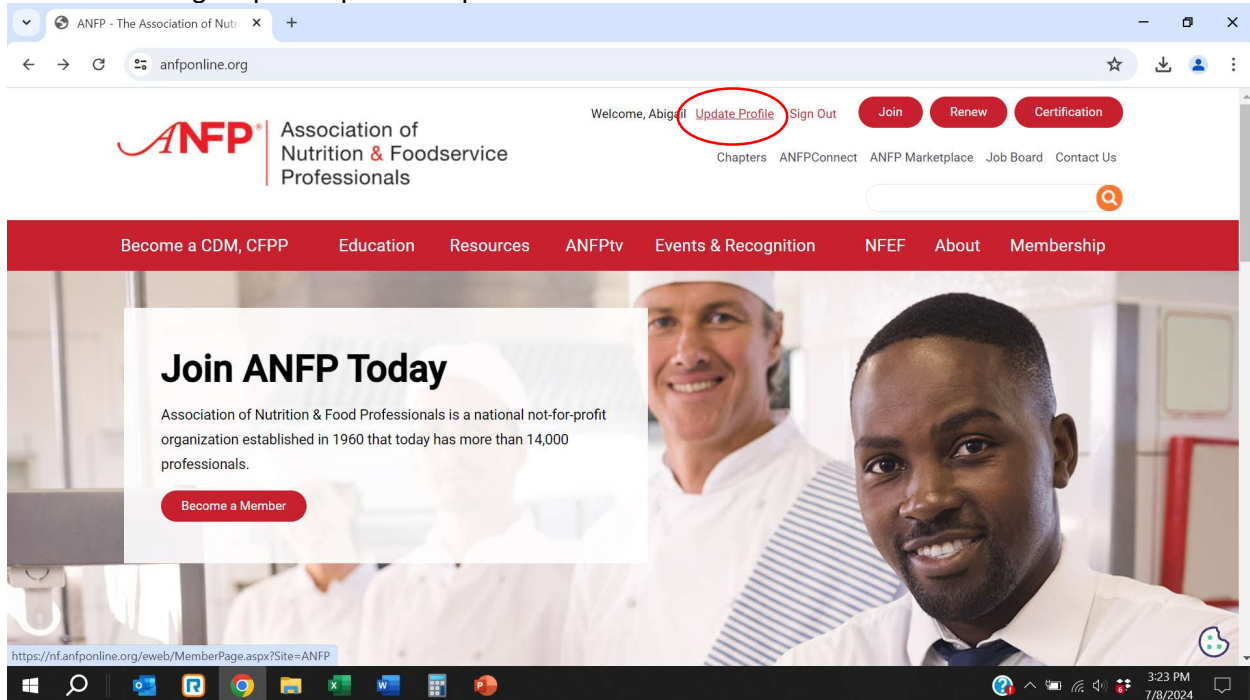
How to access ANFP member login, chapter portal and add new officers & volunteers

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



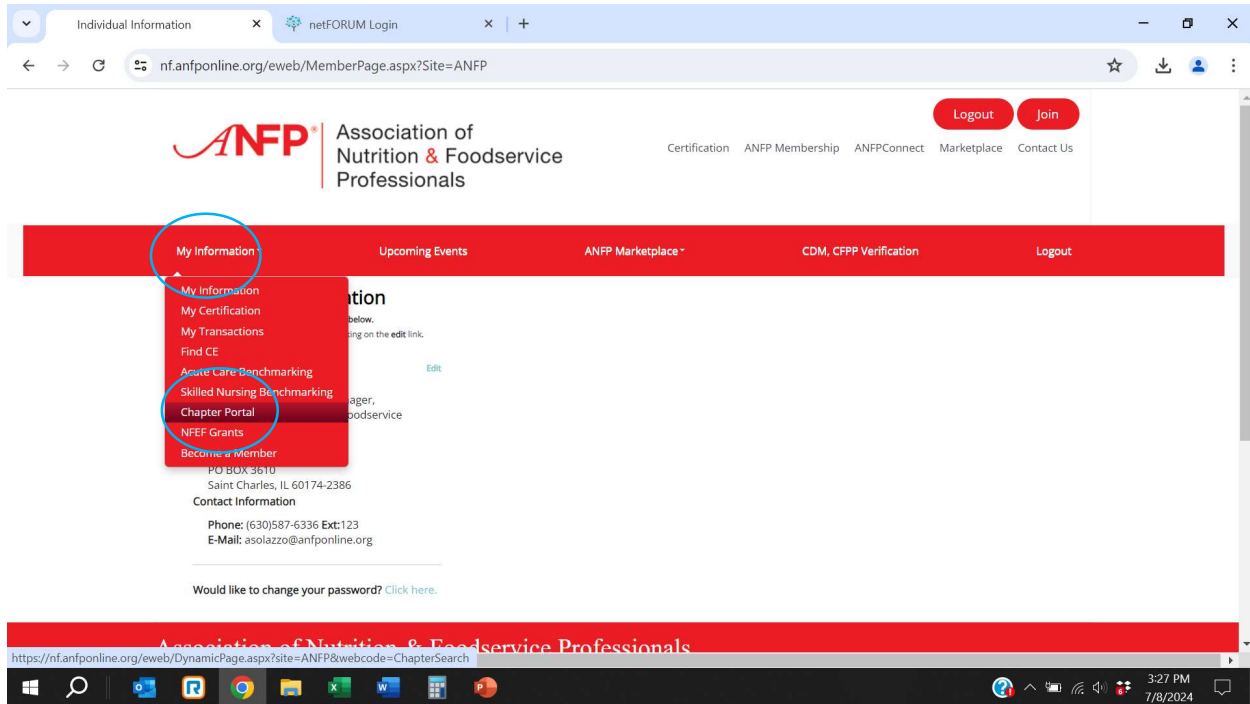
3. On this page, enter your email address and your password. (Or you may be automatically logged in depending on your browser settings.)

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

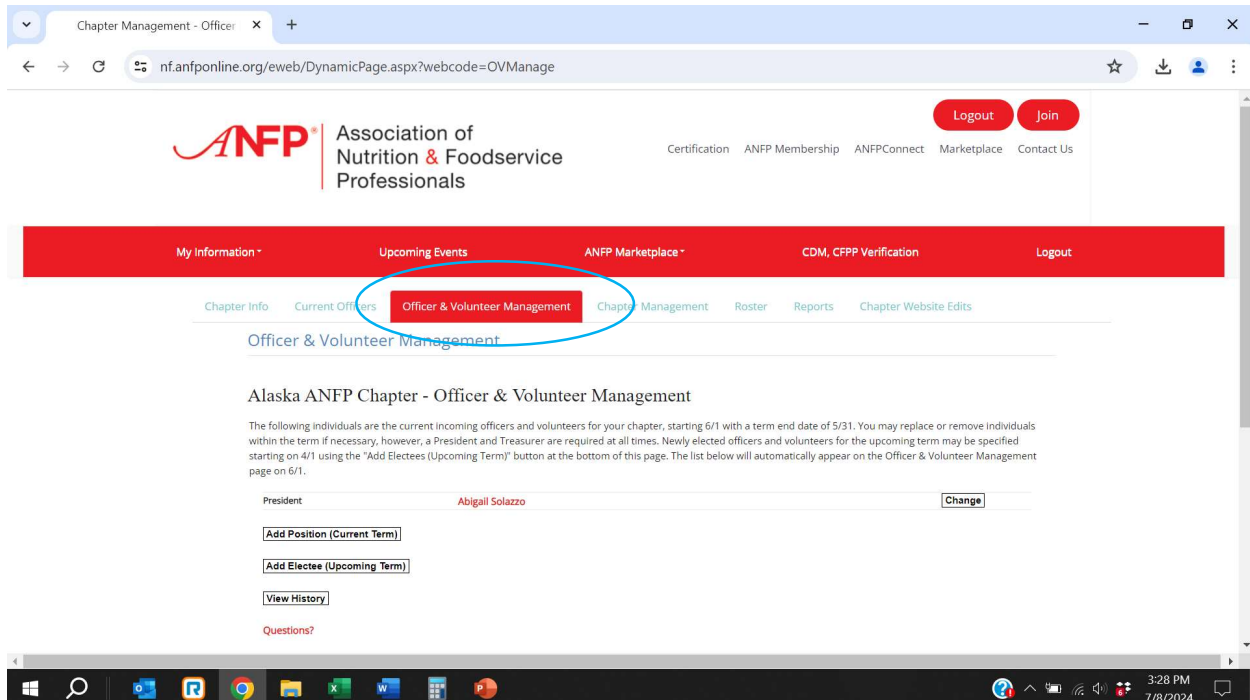


5. Once logged in, you will see your contact information as it is in our database. Update this if needed.

6. Next, go to the '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 Electee (Upcoming Term)**' (circled) for incoming officers that will begin (or continue) their term on June 1.

Chapter Management - Officer x +

nf.anfponline.org/eweb/DynamicPage.aspx?webcode=OVManage

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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
-----------	-----------------	--------

Add Position (Current Term)

Add Electee (Upcoming Term)

View History

Questions?

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.)

Chapter Management - Officer x +

nf.anfponline.org/eweb/DynamicPage.aspx?WizardKey=2707f582-8f8a-402d-92e6-078b63ead1fc&WizardStep=9158fbb5-59e0-46ad-a362-0fb1e023a833&Web...

My information * Upcoming Events ANFP Marketplace * CDM, CFPP Verification Logout

ANFP CM - Electee Management | Search

You are about to add a new officer - only one field is required to perform search:

Alaska ANFP Chapter

first name:
 last name:
 primary e-mail:
 member id:

1. Enter member's information in one of the fields.

2. Click 'Search'

3. Member's records will appear

Search Cancel

search results	FirstName	LastName	designation	ANFP ID	eMail	State	Action
	Abigail	Solazzo	CAE	287588	asolazzo@anfponline.org	IL	Select

4. Click 'Select' under the 'Action' column for the correct member.

Association of Nutrition & Foodservice Professionals

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

Chapter Management - Officer x +

nf.anfponline.org/eweb/dy...LECT&action=add&future=1&cpx_key_old=99B4698D-A2EB-416A-81F6-FB458A033BF9&cpx_cst_key=1...

Logout Join

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ANFP CM - Ele

name:
 position:

2. Select the position for the member.

1. Click 'Add Future Electee'.

Cancel Add Future Electee

Association of Nutrition & Foodservice Professionals

12. The officer's names(s) will appear on the following page in the 'Future Officer & Volunteer Management'.

Chapter Management - Future | x

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

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Future Officer & Volunteer Management

Illinois ANFP - Officer & Volunteer Management

The following individuals are the current officers and volunteers for your chapter 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.

President Elect	Abigail Solazzo	Change	Clear
Program Chairperson	Abigail Solazzo	Change	Clear

Questions? [Return To Officer & Volunteer Management](#) [Add Future Electees](#)

Association of Nutrition & Foodservice Professionals

13. Continue to add future officers following the steps 8-11 as needed.

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