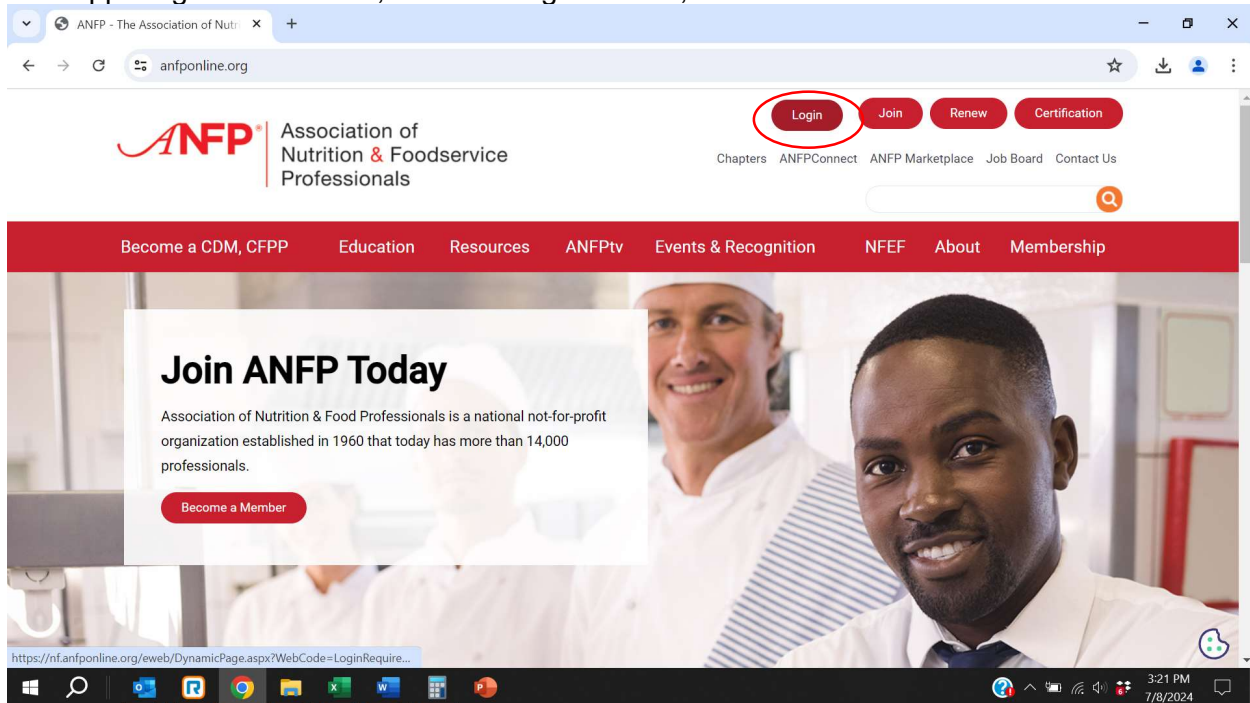


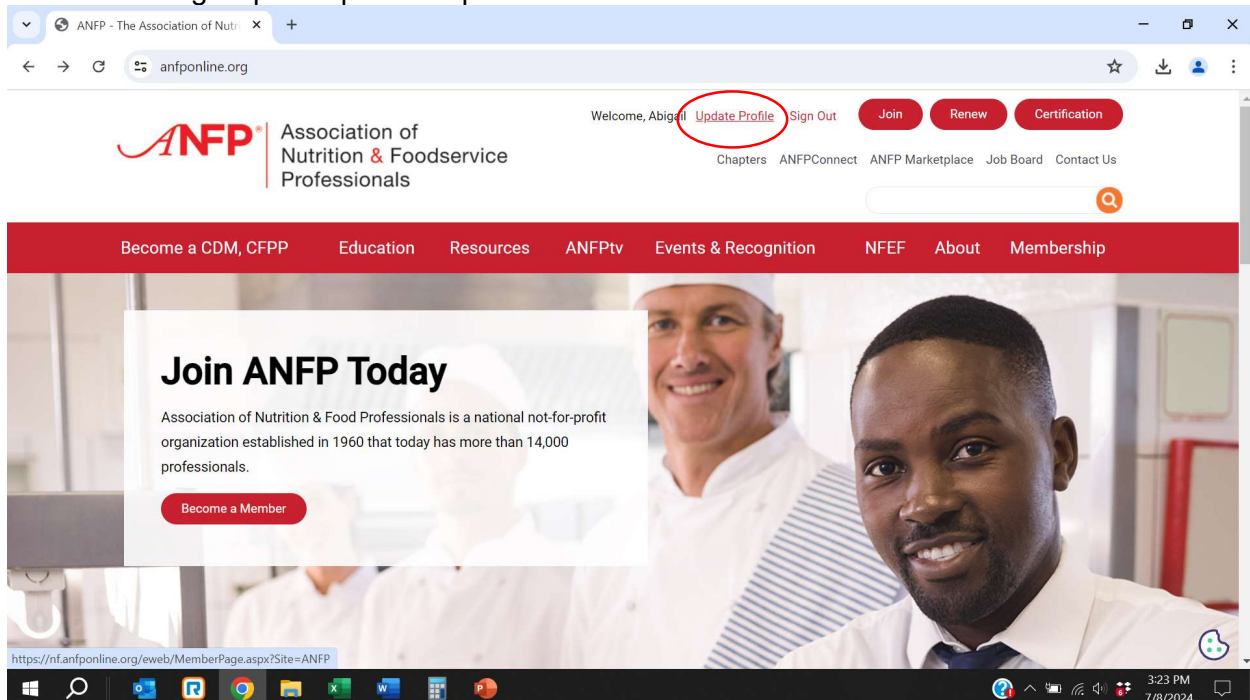
How to Download and Upload Documents, Reports and Optional Chapter Award Applications

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



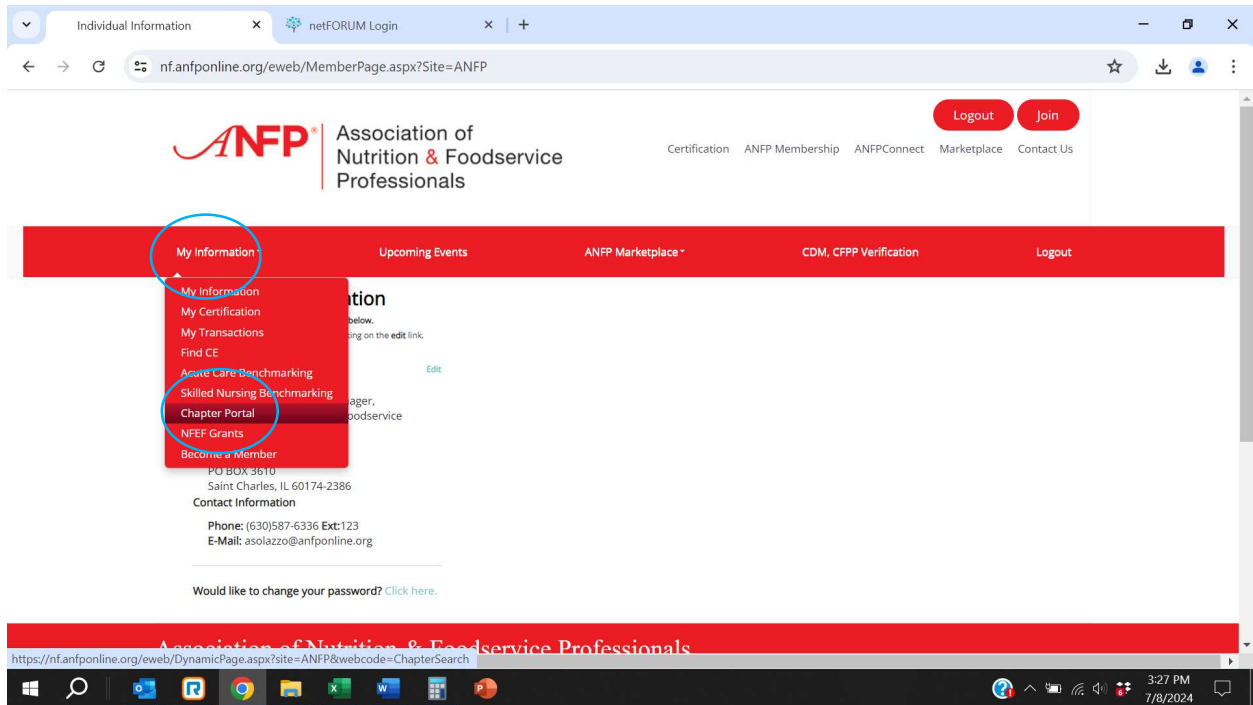
3. On this page, enter your email address and your password. (Or you may be automatically logged in depending on your browser settings.)

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

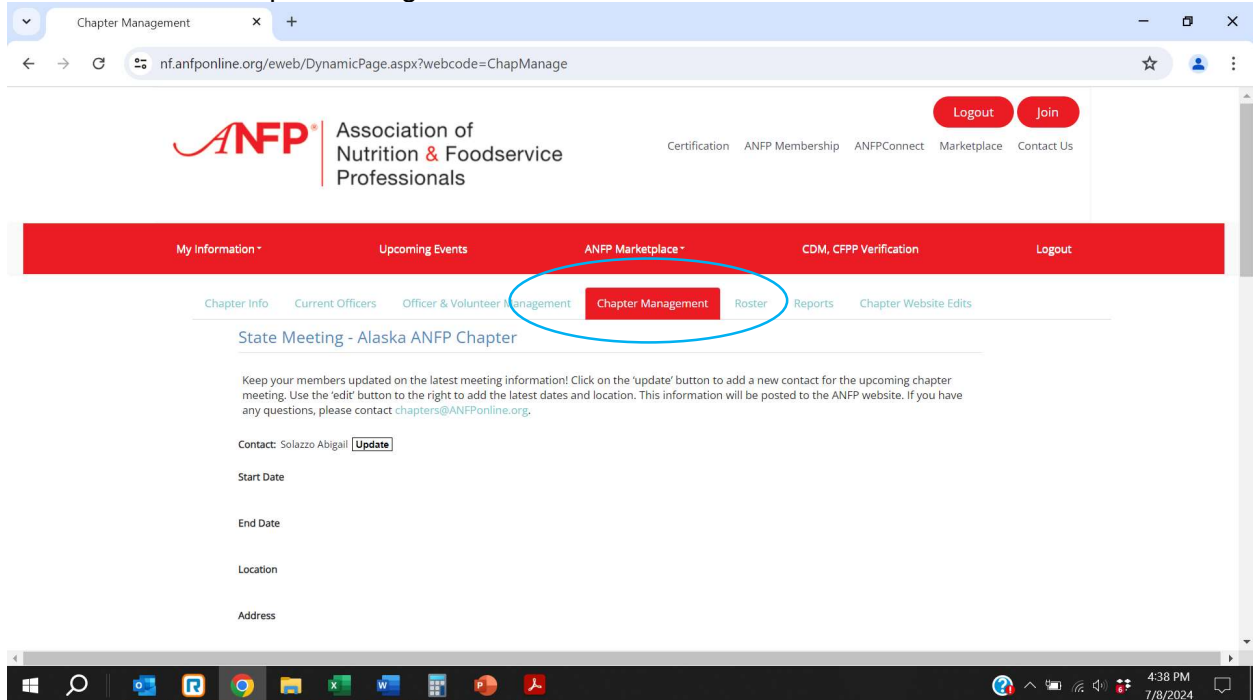


5. Once logged in, you will see your contact information as it is in our database. Update this if needed.

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



7. Click on the 'Chapter Management' link/tab circled below to view the available documents.



8. Once you've clicked on 'Chapter Management' (you may need to scroll down the page), you'll see the optional chapter award applications.

Chapter Management

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

[edit](#)

Required Reports

Per minimum standards listed in the ANFP volunteer handbook, a chapter is considered active if it completes the tasks below each volunteer year (6/1-5/31). Here, you may download the template, view what has been submitted to ANFP Chapter Relations, and upload a completed form.

Doc Type:	Due Date:	Submitted:	Status:
Communications Award Application - FY2024-25 Download Template File	04/30/2025		Incomplete upload doc
Diamond Award Application - FY2024-2025 Download Template File	04/30/2025		Incomplete upload doc
Government Affairs Award Application - FY2024-25 Download Template File	04/30/2025		Incomplete upload doc
Membership Award Application - FY2024-25 Download Template File	04/30/2025		Incomplete upload doc
State Achievement Award - FY2024-2025 Download Template File	04/30/2025		Incomplete upload doc

9. To download an application/document, click on the 'Download Template File' listed under each document name. The document will automatically download.

10. Next, complete the forms based on the instructions, save to your computer, and then click on 'Upload Doc' (circled in red) to upload the completed document.

Chapter Management

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

[edit](#)

Required Reports

Per minimum standards listed in the ANFP volunteer handbook, a chapter is considered active if it completes the tasks below each volunteer year (6/1-5/31). Here, you may download the template, view what has been submitted to ANFP Chapter Relations, and upload a completed form.

Doc Type:	Due Date:	Submitted:	Status:
Communications Award Application - FY2024-25 Download Template File	04/30/2025		Incomplete upload doc
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Government Affairs Award Application - FY2024-25 Download Template File	04/30/2025		Incomplete upload doc
Membership Award Application - FY2024-25 Download Template File	04/30/2025		Incomplete upload doc
State Achievement Award - FY2024-2025 Download Template File	04/30/2025		Incomplete upload doc

11. Choose the file (the completed award application form/document) from your computer. Then click on the 'Upload' button as circled.

Chapter Management - State Management

nf.anfponline.org/eweb/dynamicpage.aspx?webcode=cmStateSearch&edit=add&wizardkey=5a21e874-1442-4bc8-bdb1-590f43404f0e&wizardstep=cb4881ef-...

ANFP Association of Nutrition & Foodservice Professionals

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ANFP CM - Chapter Management | ANFP CM - doc upload | ANFP CM - doc upload

chapter name: Alaska ANFP Chapter

url: No file chosen

Required

Association of Nutrition & Foodservice Professionals

12. If uploaded correctly, the document will show as 'Completed' after you have uploaded it on the previous screen. You can confirm the correct document was uploaded by clicking 'View' (circled in blue) which will automatically download on your computer. If the incorrect document was not uploaded, follow steps 10 & 11 which will override the previous upload.

Chapter Management

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

edit

Required Reports

Per minimum standards listed in the ANFP volunteer handbook, a chapter is considered active if it completes the tasks below each volunteer year (6/1-5/31). Here, you may download the template, view what has been submitted to ANFP Chapter Relations, and upload a completed form.

Doc Type:	Due Date:	Submitted:	Status:	
Communications Award Application - FY2024-25 Download Template File	04/30/2025	07/08/2024	Completed	<input type="button" value="View"/> <input type="button" value="upload doc"/>
Diamond Award Application - FY2024-2025 Download Template File	04/30/2025		Incomplete	<input type="button" value="upload doc"/>
Government Affairs Award Application - FY2024-25 Download Template File	04/30/2025		Incomplete	<input type="button" value="upload doc"/>
Membership Award Application - FY2024-25 Download Template File	04/30/2025		Incomplete	<input type="button" value="upload doc"/>
State Achievement Award - FY2024-2025 Download Template File	04/30/2025		Incomplete	<input type="button" value="upload doc"/>

13. To upload documents with out a template (i.e. 990, policies & procedures) follow step10-12.

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