



## American Legion Auxiliary Management Information System (ALA MIS) for UNITS

### What Unit Access Includes:

#### Unit View (more restrictive)

- Ability to receive national announcements including updates on system improvements, dates and times for planned system maintenance, deadline reminders, etc.
- Ability to add or change the unit leadership positions of individual members
- Ability to view, print & export your unit membership roster
- Ability to filter membership roster by member type (i.e. Jr, Sr, Deceased, Pending, Expired, etc.)
- Ability to view, print & export your unit leadership roster
- Ability to view, print & export unit paid and unpaid dues roster
- Ability to view, print & export unit dues activity for the current membership year
- Ability to view, print & export list of unit members who paid dues online or by phone to national headquarters

#### Unit Full (less restrictive):

- All of the above plus.....
- Ability to add new members to your unit (entered info will show as “pending;” payment must still go through department)
- Ability to edit member information such as: First/Middle/Last Name, Home Phone/Cell Phone/Email, Permanent Address/Alternate Address/Seasonal Address, Marital Status and Date of Birth
- Ability to view individual member activities such as: dues payments, changes to leadership positions and committees, and event attendance.
- Ability to view individual member record change history
- Ability to view unit information such as # Jr Members, # Sr Members, # VIM members, # Paid Dues Members, # Unpaid Dues Members, Unit EIN Number, Unit Legal Name, Charter Date, Unit Number and Department

#### Benefits of Unit Access:

- Membership information is at the unit’s fingertips allowing membership chairmen to actively & accurately manage membership; important information is available in a timely manner
- Real time information (including new member ID’s for units to use to make new members’ cards)
- Up-to-date information -- address, phone number & email changes made via the [alaforveterans.org](http://alaforveterans.org) member portal are automatically updated into ALAMIS
- Membership roster exports can be used for mailing labels or email distribution lists to communicate w/ members
- Leadership roster exports can be used for mailing labels or email distribution lists to communicate w/ unit leaders
- Units can check for members’ birthdays to honor them on their special day. *(Please note that not all members’ birth dates are entered in the system by dept. However, you can ask members for their date of birth & add it to their profile for them – for those with full access only)*

#### Unit access to ALAMIS:

- To gain access to ALAMIS, contact your Dept Secretary who will work with National Headquarters to get you set up. Units are limited to 2 users. There is a \$10 fee for each Unit user. User access is good for the calendar year.
- Once set up, Units are sent a user guide along with their individual login information and can access online tutorials.

*\*Note: Department full and view accesses differ than the unit ones.*

