

my local on myAEGEE



AEGEE - Almost 25 and Getting Younger



01 Getting Started

GOOD TO KNOW

- 1 MAIN PROFILE PAGE AND THE EVENTS TAB ARE VISIBLE FOR EVERYBODY
- 2 WALL ANNOUNCEMENTS STAY ON THE TOP OF THE WALL FOR THE PRE-SET TIME PERIOD

2 ANTENNA PROFILE



3 OPTIONS

EDIT
CHANGE THE BASIC INFO CONTACT DETAILS, DESCRIPTION AND PICTURE ON YOUR LOCAL'S PROFILE

SET
THE RULES FOR POSTING, DOWNLOAD AND WIKIS

- Profile
- Edit Profile
- Status
- Elections
- Board Members
- Membership Management
- Payments Accepted By CD
- Application form editor
- Event Management
- Membership Fee
- Financial reports
- Options

1 CONTEXT MENU FOR EVERY BOARD MEMBER

WALL
FOR MESSAGES AND ANNOUNCEMENTS

EVENTS
PAST AND FUTURE ACTIVITIES

MEMBERS
THE BOARD, MEMBERS PROFILES AND TWINS

FILES
DOCS ACCESSIBLE FOR THE BOARD, MEMBERS AND EVERYBODY

WIKIS
ORGANISE AND LINK INFO, DATA AND PEOPLE

02 Status Overview

GOOD TO KNOW

- 1 SET THE MEMBERSHIP FEE FOR YOUR LOCAL AND UPDATE IT REGULARLY
- 2 ALL ANTENNA CRITERIA WILL BE ASSESSED AUTOMATICALLY ONCE myAEGEE IS IN FULL USE

4 STATUS FULLFILLED / NOT FULLFILLED

5 PAYMENTS

AEGEE-LEUVEN ANTENNA PAYMENT HISTO

Payments accepted by CD

STAY INFORMED

ABOUT THE PAYMENTS YOU MADE TOWARDS AEGEE-EUROPE, YOUR DEBT OR THE DATE FOR YOUR NEXT PAYMENTS

MEMBERSHIP FEE - AEGEE-LEUVEN

ADD MEMBERSHIP FEE

Amount:

Currency:

Effective date:

Save

Amount	Currency	Effective date	Get Dtl
5.00	EUR	20.08.2009	

SET THE FEES

ALL CHANGES IN THE AMOUNT OF ANTENNA MEMBERSHIP FEE - VISIBLE TO BOTH YOUR MEMBERS AND AEGEE-EUROPE

AEGEE-LEUVEN ANTENNAE

Profile

Edit Profile

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6 MEMBERSHIP FEE

AEGEE-LEUVEN STATUS

Delegates on statutory events

a STATUTORY EVENTS

Financial report

b FINANCIAL REPORT

Last Financial report date: No financial report yet.

Activity report

c ACTIVITY REPORT

Last Activity report date:

[Change status to Green](#)

Fee payments

d AEGEE-EUROPE FEE

Last Fee payment date: No fee payments yet.

Elections

e LAST ELECTIONS

Last Election: Elections 2009
Last Election date: 11.08.2009

European events

f EUROPEAN EVENTS

Last European event was:

Communication

g COMMUNICATION

Network Commissioner: [Inte Dessing](#)

Bank info

h BANK INFO

Account holder name:
Bank name:
IBAN:
Swift:

YOUR NETCOMMIE

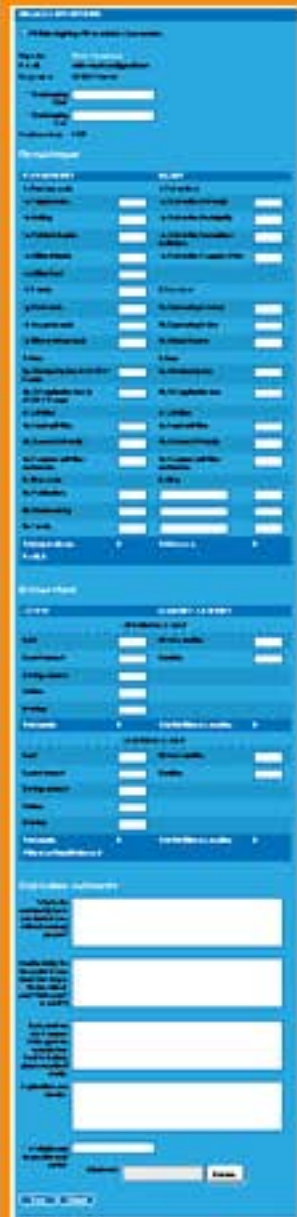
03 The Board

GOOD TO KNOW

- 1 CHECK THE LIST OF YOUR BOARD MEMBERS AND KEEP IT UPDATED
- 2 DON'T FORGET TO CREATE ELECTIONS AND GIVE THEM A NAME (XXII BOARD, BOARD 09/10...)

7 ELECTIONS AND BOARD

8 FINANCES



SUBMIT A FINANCIAL REPORT TO THE AUDIT COMMISSION AND KEEP AN OVERVIEW OF ALL YOUR REPORTS

AEGEE-LEUVEN ANTENNAE

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ADD A NEW ELECTION

Name:

Date of Election:

Mandate Starting Date:

Mandate Ending Date:

NAME	DATE OF ELECTION	START MANDAT DATE	END MANDAT DATE	ACTION
Elections 2009	11.08.2009	01.09.2009	01.09.2010	
May 2009	12.05.2009	12.05.2009	12.05.2010	

a SET THE ELECTIONS
PROVIDE THE NAME, DATE OF ELECTIONS, START AND THE END OF THE TERM OF THE ELECTED BOARD

ADD BOARD MEMBER

* Function:

* Member:

Election:

FULL NAME	EMAIL	ROLE	ACTIONS
Laura Bernaers	laura@aegee-leuven.org	Vice-President	Change Delete
Marieke De Bodt	marieke@aegee-leuven.org	President	Change Delete
Lennart de Jager	lennart@aegee-leuven.org	Treasurer	Change Delete
Mathias Ingelbeen	mathias@aegee-leuven.org	Public Relations	Change Delete
Dafné Kokkenberg	dafne@aegee-leuven.org	SU Coordinator	Change Delete
Anneleen Nys	anneleen@aegee-leuven.org	Secretary	Change Delete
Greet Van Campen	greet@aegee-leuven.org	Erasmus	Change Delete

Official board members list newsfeed

Send Official board members list to all antenna's members (It will appear in Dashboard newsfeed).

b ADD MEMBERS TO THE BOARD
SELECT A FUNCTION, PERSON, THE RIGHT ELECTIONS AND ADD TO THE LIST

c ANNOUNCE THE NEW BOARD
TO THE WHOLE NETWORK. ANNOUNCEMENT WILL APPEAR IN EVERYBODY'S NEWSFEED

04 Members

GOOD TO KNOW

- 1 BOARD MEMBERS WILL RECEIVE AN EMAIL NOTIFICATION FOR EVERY NEW MEMBER
- 2 DON'T FORGET TO ADD FEE PAYMENTS FOR EVERY MEMBER REGULARLY

10 CUSTOM FORM



ADD ADDITIONAL FIELDS TO THE APPLICATION FORM

YOU CAN ASK YOUR MEMBERS FOR ADDITIONAL INFORMATION WHEN THEY SIGN UP AT intranet.aegge.org/login/signUp (PASSPORT NUMBER, BANK ACCOUNT DETAILS, STUDENT ID CARD OR SHIRT SIZE...)

AEGEE-LEUVEN ANTENNAE

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9 MEMBERS

AEGEE-LEUVEN | MEMBERSHIP MANAGEMENT

Members Applicants Fee overdues Aged Suspended All

NAME	FUNCTION	STATUS	ACTIONS
Bemans Laura	Vice-President	Member	Suspend Add Fee Payment
De Boet Marlene	President	Member	Suspend Add Fee Payment
De Coninck Annelies		Member	Suspend Add Fee Payment
de Jager Lennart	Treasurer	Member	Suspend Add Fee Payment
Delahay Herbert		Member	Suspend Add Fee Payment
Humblet Michiel		Member	Suspend Add Fee Payment

a MEMBERS OVERVIEW

ALL CURRENT MEMBERS, APPLICANTS WAITING FOR APPROVAL, FEES OVERDUE, AGED AND SUSPENDED MEMBERS IN ONE PLACE

STATUS ACTIONS

Applicant Promote to member | Reject

STATUS ACTIONS

Suspended Activate | Add Fee Payment

b APPROVE & SUSPEND

ADD NEW MEMBERS TO THE ANTENNA AND SUSPEND THE ONES WHO ARE LATE WITH PAYING THE FEE OR ARE NO LONGER MEMBERS

MEMBER'S DE CONINCK STATUS

General

Antenne: AEGEE Leuven
Member since: 25.06.1996
Membership expiration:
Member Card Number:
Fee paid date: No payments

Functions

Fee Payment History

FEE PAYMENTS FORM

Date Paid:
Expiration Date:
Amount:
Currency: EUR

c ADD FEE PAYMENTS

KEEP A RECORD OF ALL MEMBERSHIP FEES COLLECTED FROM EACH MEMBER

05 Events

AEGEE-LEUVEN
ANTENNAE

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Create new event

Future Past All

EVENT	DATE	LEVEL	ACTIONS
Test Agora AGORA	30.09.2009	European	Participants
Where Does Europe End? TRAINING COURSE	23.09.2009 30.09.2009	European	Edit Application form Participants Mass messaging Delete

11 EVENTS

bMANAGE THE EVENT
ARRANGE THE PROFILE, ADD CUSTOM QUESTIONS TO THE APPLICATION FORM, SELECT PARTICIPANTS AND SEND THEM EMAIL NOTIFICATIONS

All Pending Waiting List Accepted Rejected

Search by name Search

NAME	ANTENNAE	STATUS	ACTIONS
Percin İsmik	AE GEE - Çanakkale	Accepted	Details Application Waiting Reject
Veronika Braun	AE GEE - Passau	Accepted	Details Application Waiting Reject
Agnes Leyrer	AE GEE - Szombathely	Accepted	Details Application Waiting Reject
Agnija Kavcica	AE GEE - Ogrje	Accepted	Details Application Waiting Reject
Prisca Merz	AE GEE - Passau	Accepted	Details Application Waiting Reject
Elin Caponi	AE GEE - Tirane	Pending	Details Application Accept Waiting Reject
Jelena Makrovska	AE GEE - Beograd	Accepted	Details Application Waiting Reject
Gulhan Guzel	AE GEE - Trabzon	Pending	Details Application Accept Waiting Reject
Viktor Orta	AE GEE - Debrecen	Pending	Details Application Accept Waiting Reject

GOOD TO KNOW

- 1 YOUR EVENT WILL APPEAR IN THE CALENDAR AFTER IT IS APPROVED BY THE CD
- 2 APPLICANTS WILL RECEIVE AUTOMATIC NOTIFICATION AFTER YOU DO THE SELECTION

Main Info Messages Documents WIKI

Where Does Europe End?

aCREATE A NEW EVENT

FILL IN THE BASIC INFO, LATER ON ADD DOCUMENTS, WIKIS AND MORE...

EDIT THE EVENT PROFILE
CUSTOMISE THE APPLICATION FORM WITH EXTRA QUESTIONS
SELECT THE PARTICIPANTS
MAKE A WAITING LIST AND
MESSAGE PARTICIPANTS,
WAITING LIST AND APPLICANTS

CONTACT US: myaegEE@gmail.com

Thank you for using myAEGEE!