



AMP PLAYBOOK – SECTION 1: FAQs

CONFIRMATION EMAIL

Q: I have my 'Account Confirmation Email', what should I do?

- 1) Click the 'click here to confirm your account' link
- 2) Enter and confirm your password
- 3) Login to AMP to: 1) Update Membership 2) View/Update Your Forms
3) Register for Events and/or Conferences

NO CONFIRMATION EMAIL

Q: I have not received my 'Account Confirmation Email', what should I do?

- 1) Go to <https://basa.finalforms-amp.com/>
- 2) Click LOGIN under the 'Member' icon (*whether you are a member or not*)
- 3) Enter your email address and click SUBMIT
 - a) If you get an error message stating the email address does not exist, try again to confirm you typed the email address correctly, then click SUBMIT.
 - b) If the error message persists, this means that there may be a different email address on file for your AMP account. **Contact an Association Leader to update your email address.**
- 4) Upon a successful SUBMIT (*or update by Administrator*), check your email for an 'Account Confirmation Instructions' email from the AMP Mailman. Click the link, enter your password then access your account.

FORGOT PASSWORD

Q: I know my email, but I forgot my password and need to reset it, what should I do?

- 1) Go to <https://basa.finalforms-amp.com/>
- 2) Click LOGIN under the 'Member' icon (*whether you are a member or not*)
- 3) Click FORGOT PASSWORD
- 4) Enter your email address and click SUBMIT
- 5) Check your inbox for a 'Forgot Password' email from the 'AMP Mailman'. Follow password reset instructions.

NEW MEMBER

Q: I'm new and I do not have an AMP account, what should I do?

- 1) Go to <http://www.basa-ohio.org/membership>
- 2) Click 'Join BASA'
- 3) Complete the online form
- 4) Await contact from an Association Representative to confirm your new AMP account
- 5) Once confirmed, follow the above instructions titled 'Confirmation Email'

CONTACT SUPPORT

Q: I've tried everything, how do I contact AMP support?

- 1) Click <https://basa.finalforms-amp.com/>
- 2) Click 'Email Support' (*bottom right corner*)



AMP PLAYBOOK – SECTION 2: MEMBER ACTIONS

1. MEMBERSHIP

1a. Join the Association *(Pay Online or By Check)*

1b. Renew Membership *(Pay Online or By Check)*

2. FORMS, PROFILE & GROUP INFORMATION

(for Members and Non-Members)

2a. Complete My Forms

2b. Edit My Forms

2c. Edit My Contact Information

2d. Edit My Group Assignments

2e. Edit My School or School District

3. EVENTS

(for Members and Non-Members)

3a. Register for an Event *(Pay Online or By Check)*

3b. View a List of Event attendees

4. COMMUNICATION

(Members Only)

4a. Search for another member by Name/Email

4b. Email another member

4c. Filter groups of members by Region, County, etc.



1. MEMBERSHIP

1a. Join the Association *(Pay Online or By Check)*

I already have an AMP Account...

1. Login
2. Click 'Membership Expired - Click to Renew'
3. Complete the required forms
4. Select your Payment option on the 'Membership Fee Information' form, here's how:
 - a. Locate the 'Pay Online by Credit Card' and 'Pay by Check' options on the 'Membership Fee Information' form
 - i. Pay Online by Credit Card
 1. Sign and submit the form then follow on-screen instructions
 2. You will immediately become a member!
 - ii. Pay by Check
 1. Download and complete the PDF and follow mailing instructions
 2. Sign and submit the form
 3. You will become a member when your payment is received

I do not have an AMP Account...

1. Go to: <http://www.basa-ohio.org/membership>
2. Click 'Join BASA'
3. Complete the online form
4. Await contact from an Association Representative to confirm your new AMP account
5. Once confirmed, follow the above instructions 'I already have an AMP Account...'

1b. Renew Membership *(Pay Online or By Check)*

1. Login
2. Click 'Membership Expiring - Click to Renew'
3. Complete the required forms
4. Select your Payment option on the 'Membership Fee Information' form, here's how:
 - a. Locate the 'Pay Online by Credit Card' and 'Pay by Check' options on the 'Membership Fee Information' form.
 - i. Pay Online by Credit Card
 1. Sign and submit the form then follow on-screen instructions.
 2. You will immediately become a member!
 - ii. Pay by Check
 1. Download and complete the PDF and follow mailing instructions.
 2. Sign and submit the form
 3. You will become a member when your payment is received.



2. FORMS, PROFILE & GROUP INFORMATION (for Members and Non-Members)

2a. Complete My Forms

1. Login
2. Click 'View My Forms'
3. Input all required information and sign and submit each form
NOTE: Forms are complete when they are 'green' in the forms list on the left.

2b. Edit My Forms

1. Login
2. Click 'View My Forms'
3. Click any form
4. Update any inaccurate information, then sign and submit the form
NOTE: Forms are complete when they are 'green' in the forms list on the left.

2c. Edit My Contact Information

1. Login
2. Click 'View My Forms'
3. Click the 'Contact Information' form
4. Update any inaccurate information, then sign and submit the form
NOTE: Forms are complete when they are 'green' in the forms list on the left.

2d. Edit My Group Assignments

1. Login
2. Click 'View My Forms'
3. Click the 'Member Groups' form
4. Click the 'Assign Groups' button
5. Update any inaccurate information, then click 'Update Group Assignments'
6. Sign and submit the form
NOTE: Forms are complete when they are 'green' in the forms list on the left.

2e. Edit My School or School District

7. Login
8. Click 'View My Forms'
9. Click the 'Member Groups' form
10. Click the 'Edit' Button in the 'School' or 'School District' area
11. Update any inaccurate information, then click 'Update'
12. Sign and submit the form
NOTE: Forms are complete when they are 'green' in the forms list on the left.



3. EVENTS (for Members and Non-Members)

3a. Event Registration - IF YOU HAVE A CONFIRMED BASA AMP ACCOUNT

(Pay Online or By Check)

1. Login
2. Locate the 'My Events' area and click 'Register for Events'
3. Locate the appropriate event and click 'Register'
NOTE: *You may be required to complete existing or additional 'Forms' prior to registering for the event. If so, sign and submit all forms and follow on-screen instructions until you arrive at the 'Forms Complete' page.*
WHY?: *The Association requires accurate attendee information and selections.*
4. Click 'Yes, Register'
 - b. Locate the 'Pay Online by Credit Card' and 'Pay by Check' options on the event information form.
 - i. Pay Online by Credit Card
 1. Sign and submit the form then follow on-screen instructions.
 2. You will immediately be registered and paid!
 - ii. Pay by Check
 1. Download and complete the PDF and follow mailing instructions.
 2. Sign and submit the form
 3. You will immediately be registered, but remain unpaid until your check is received..

3b. Event Registration - IF YOU DO NOT HAVE A CONFIRMED BASA AMP ACCOUNT

1. Go to <http://www.basa-ohio.org/event-interest-form>
2. Await contact from an Association Representative to confirm your new AMP account
3. Once confirmed, follow the above instructions titled 'Confirmation Email'

3c. View a List of Event attendees

1. Login
2. Locate the 'My Events' area
3. Locate the 'Attendees' icon (person) on the far left
4. Click the number in the blue box in the attendees icon column
5. View a list of currently registered attendees



4. COMMUNICATION

4a Search for another Member by Name/Email

1. Login
2. Click the 'View Members' link near the top of your screen
3. Locate the 'By Name or Email' area
4. Type a Name or Email address and click 'Return' on your keyboard

4b. Email another Member

1. Login
2. Click the 'View Members' link near the top of your screen
3. Search for the Member 'by Name/Email'
4. Click the Member Name
5. Locate the Email address below the Member Name
6. Copy and paste the email address into your regular email system

4c. Filter groups of Members by Region, County, etc.

1. Login
2. Click the 'View Members' link near the top of your screen
3. Locate the 'Filter by Group' area
4. Type the title of a School, School District, Region, etc., and select the appropriate option