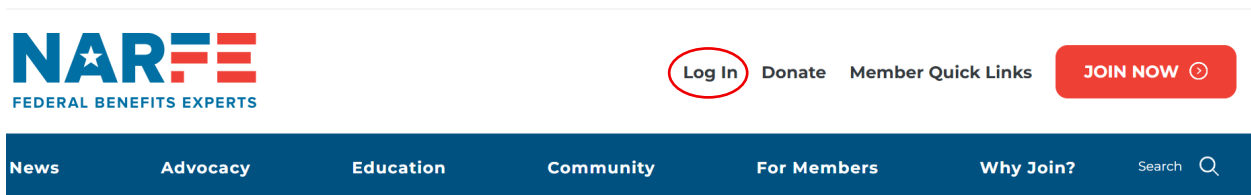


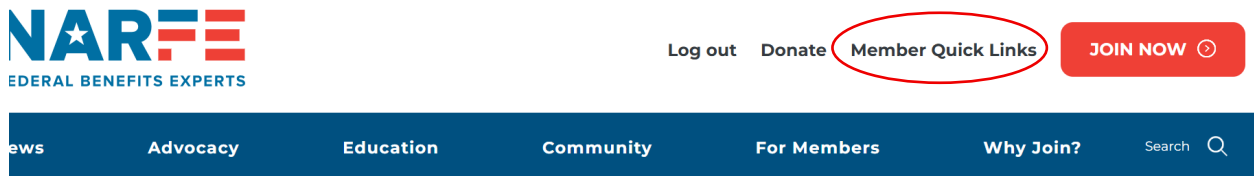


Critical Update – Update Chapter Information on NARFE.org

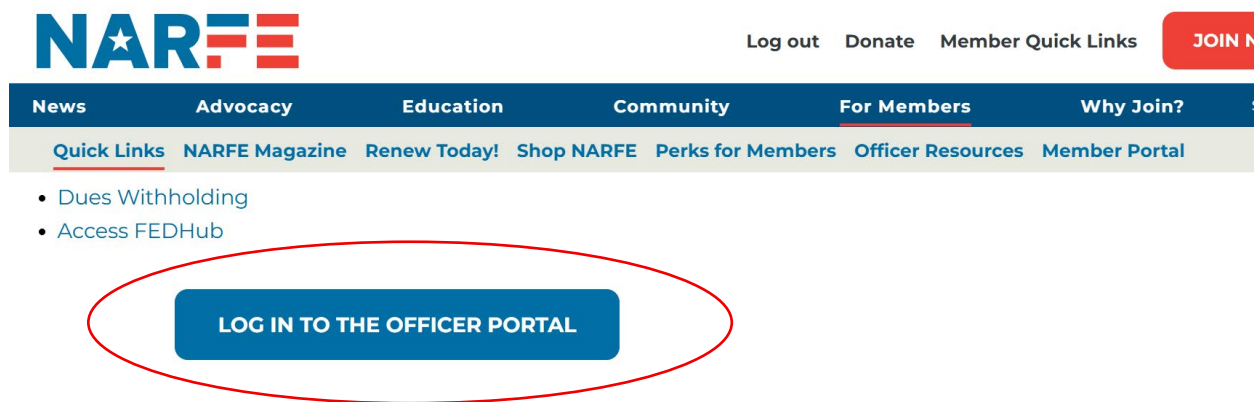
This guide explains important updates to the NARFE Association Management System (AMS) that every chapter must complete to ensure members and prospective members can easily find their chapter through the Virginia Federation website. By following the step-by-step instructions in this document, your chapter will update its information in AMS so visitors can be accurately directed to your chapter’s page. Completing these changes will help strengthen your chapter’s visibility, improve outreach, and make it simpler for people to connect with the NARFE community in your area.



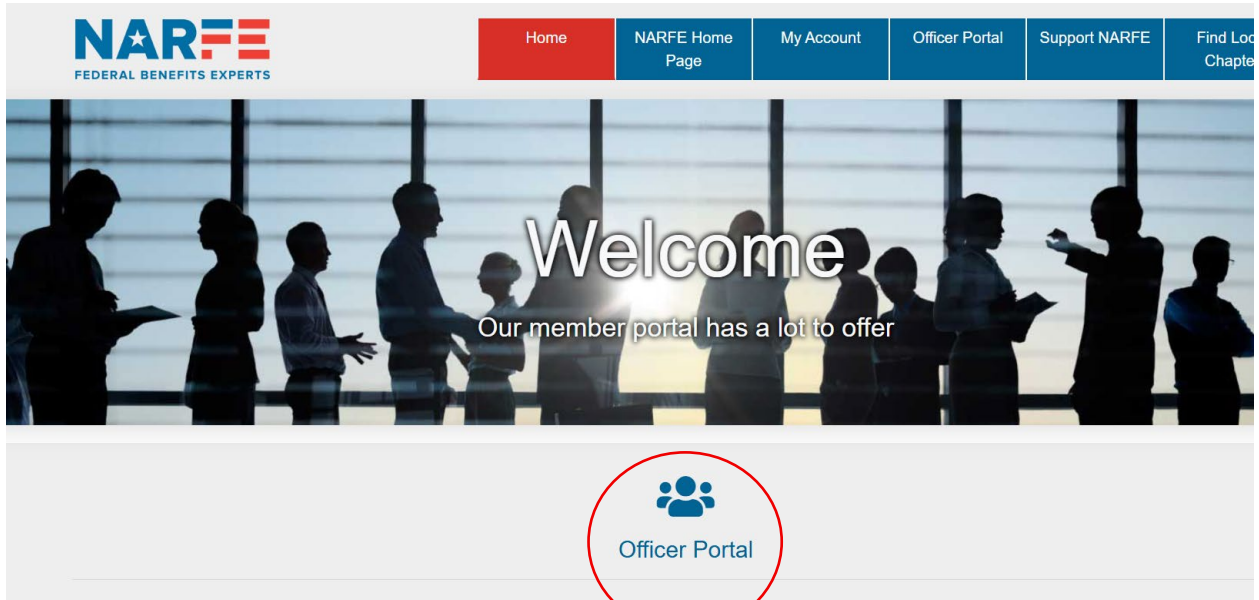
Step One – Log on to Narfe.org



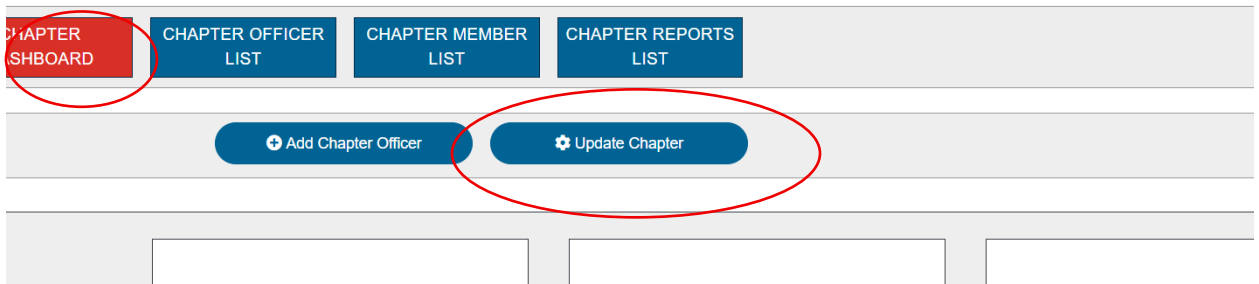
Step Two – Select Member Quick Links



Step Three – Click “Log in” to the Officer Portal



Step Four – You will come to the Home Screen. Click “Officer Portal” You will now be at the your individual Chapter Page.



Step Five – Select Update Chapter. Chapter Presidents and other officers are the only ones able to access this information.

Chapter info

CHAPTER DASHBOARD	CHAPTER OFFICER LIST	CHAPTER MEMBER LIST	CHAPTER REPORTS LIST
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UPDATE BASIC CHAPTER INFORMATION

Chapter

2265 MIDLOTHIAN

Dues Amount (\$)

\$10.00

MEETING PLACE

Meeting Place Name

Hopewell United Methodist Church, Fellowship Hall

Address Line 1

State/Province

Meeting Place Description

MEETINGS:

Directions from the Courthouse Road/Hull Street (360) intersection, head south just over 2 1/2 miles. At the 4th stoplight (Belmont Road tur parking lot. The fellowship Hall is on the left side of the church, through the double doors at the rear. If you are coming via Rt. 288, exit at Cc turn left into the church parking lot.

09:30AM - 10:00AM --- Fellowship

WEBSITES

Chapter Website URL

<https://www.narfe.org/chapter2265>

Facebook URL

Step Seven – Scroll to the Chapter Website URL

Step Eight:

Insert URL

<https://www.narfe.org/va/chapter/XXXX/>

Example: <https://www.narfe.org/va/chapter/0028/>

Make sure that you follow the URL exactly. Make sure the hyphens are correct, etc.

Once you have inserted the new URL. Click it. It should go to your site on the new VFN website.