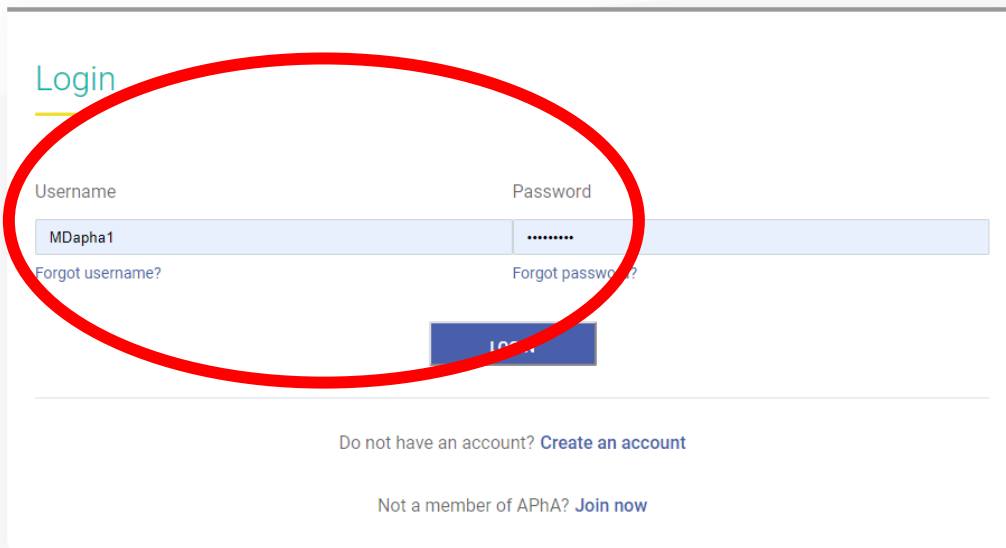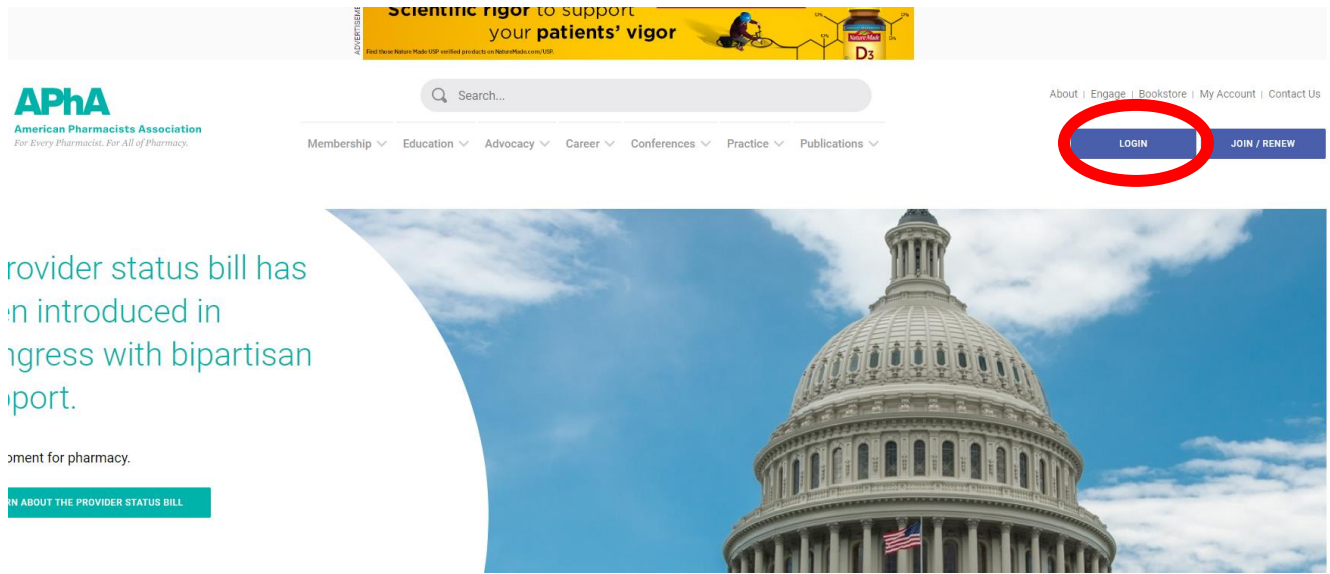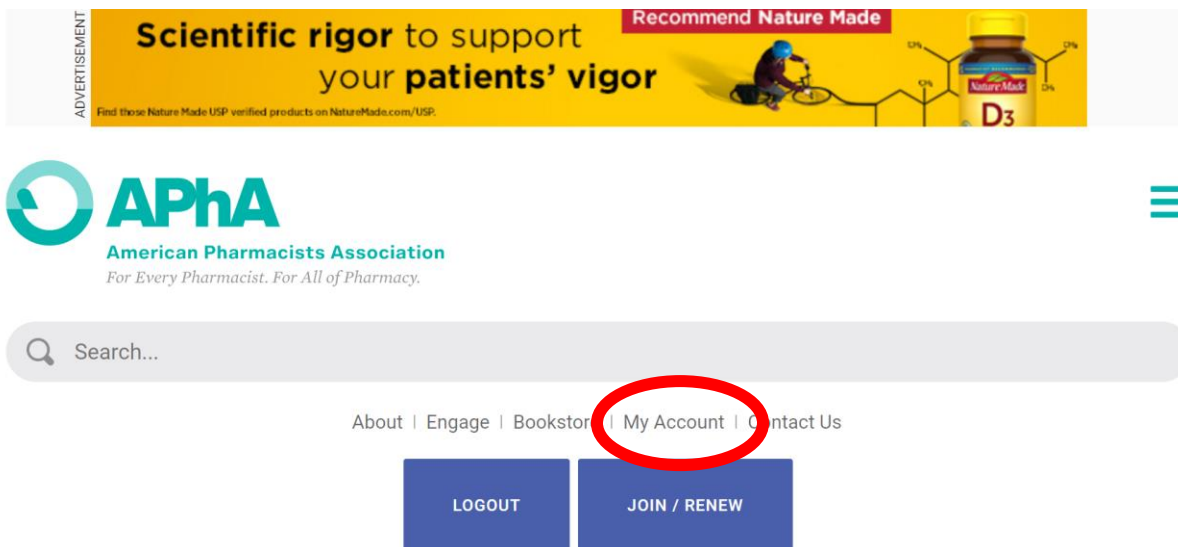# State Administrator Online Access User Guide

Appointing Year-Long Delegates
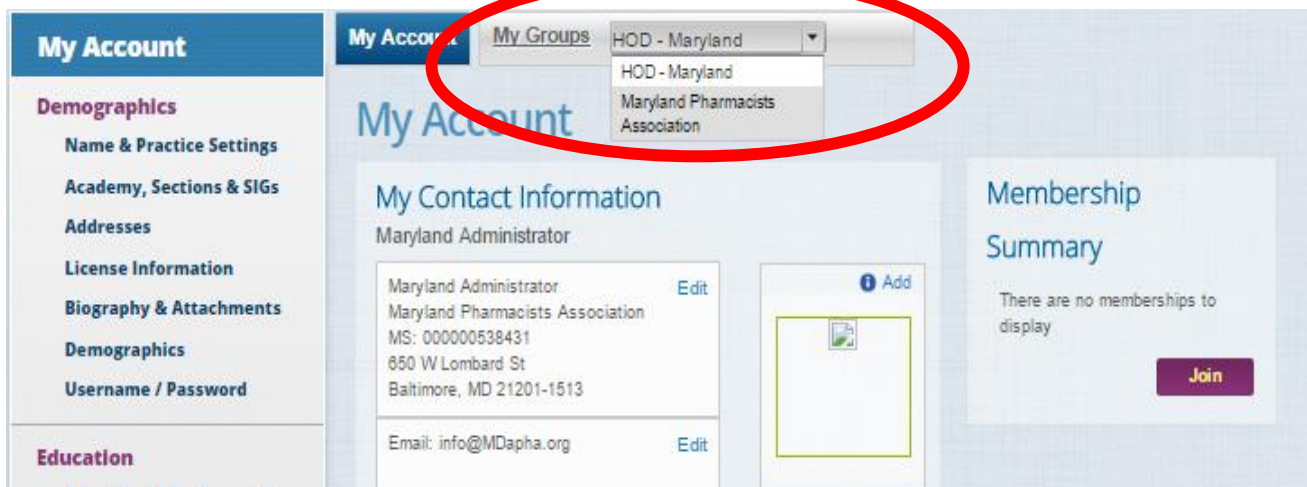
1. **Go to www.pharmacist.com ➔ Select "Login/Register" in the upper right corner and login with your state administrator user name and password as provided by APhA staff via email.**

2. Select "My Account" in the upper right corner.

3. Select "HOD – (state name)" from My Groups drop down menu (e.g. HOD - Maryland). If "HOD – (state name)" is already selected, click "My Groups."

4. *To reappoint a Delegate, Select "Current" then select the Delegate you wish to reappoint from the roster, Make sure that the __Action__ is Reappoint then Press __Go__. AFTER MAY 31 THE REAPPOINT FEATURE WILL NOT BE AVAILABLE – DUE TO THE DELEGATE TERM ENDING – start with step 5 after the term has ended.*
(To "Add" a new Delegate not in the roster – go to step 5)

You will be brought to the "Reappoint Committee Members" screen, confirm your selection and Press Save or cancel to go back to the roster.

Once you have saved your delegate selection you will receive a notification that your reappointment has been made. Select, Return to Roster.

Repeat step 4 as many times as necessary __Only to Reappoint Delegates__.
(To see a roster of your reappointed delegates – Select future and Search.)

5. **To "Add" a new Delegate, Click "Add Committee Member" from the Committee Management screen.** *(You will need to add each new Delegate/Alternate Delegate member separately).*

Note: To view a roster of past HOD Delegates / Alternate Delegates, see page 9 for instructions.

6. Enter <u>one or more</u> of the following identifiers for the APhA member: Email Address, Last Name, First Name, and/or APhA Member ID (12 digits). Click "Search."

Note: You will only be able to search for and appoint APhA members in your state. If you are unable to find the APhA member, please confirm with the individual that his/her APhA membership is current. If you need assistance, please contact Wendy Gaitwood at wgaitwood@aphanet.org.

Select the APhA member you wish to appoint and click "Continue."

7. **Assign the APhA member each of the following and click "Save."**
   - **Position:** Delegate, Alternate Delegate, or State Association Executive (if planning to sit with delegation)
   - **Participation Status:** Active
   - **From:** June 1 of the current year (i.e. 6/1/2016)
   - **To:** Will populate automatically

8. **Confirm that your APhA members have been added to the roster. Repeat steps 5 through 8 for each Delegate/Alternate Delegate you wish to add to your roster.**

View Delegate Roster from Previous Year

To view a roster of Delegates from the previous year, enter the previous term dates in the "Date From" (6/1/2014) and "Date To" (5/31/2015) fields and click "Search." Term dates always begin on June 1 and end on May 31.