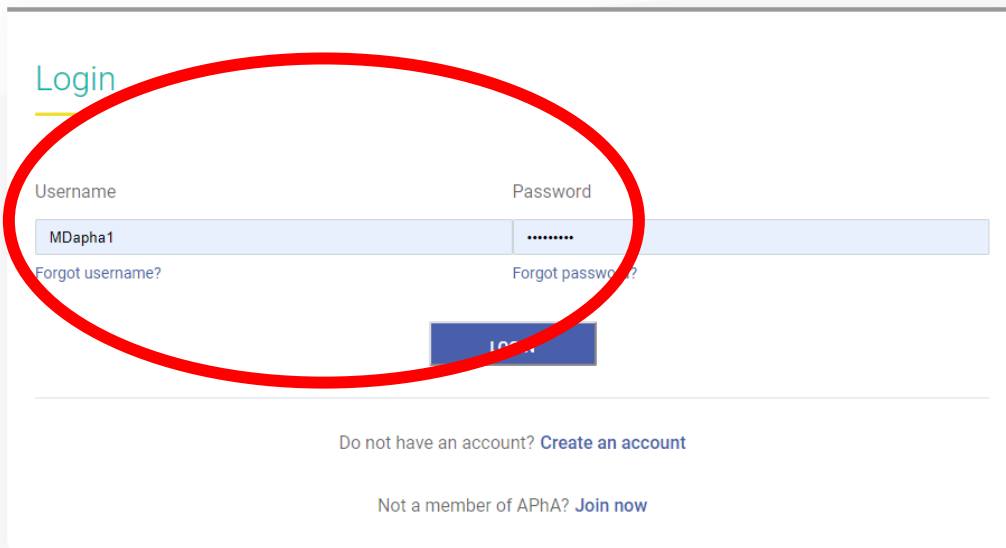
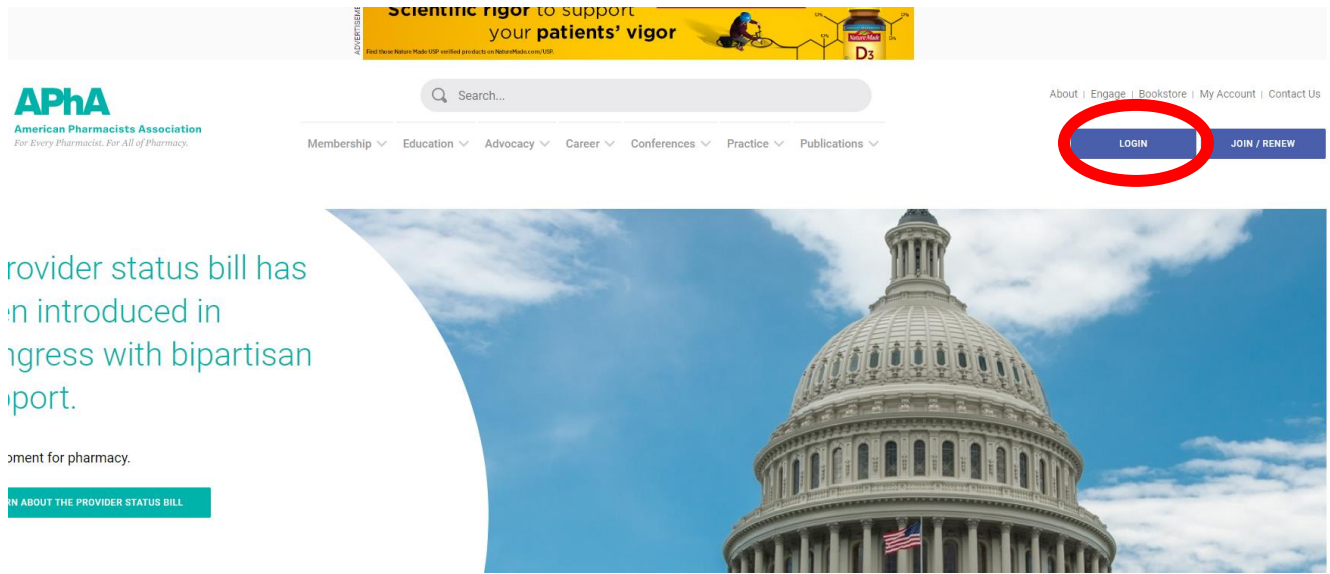


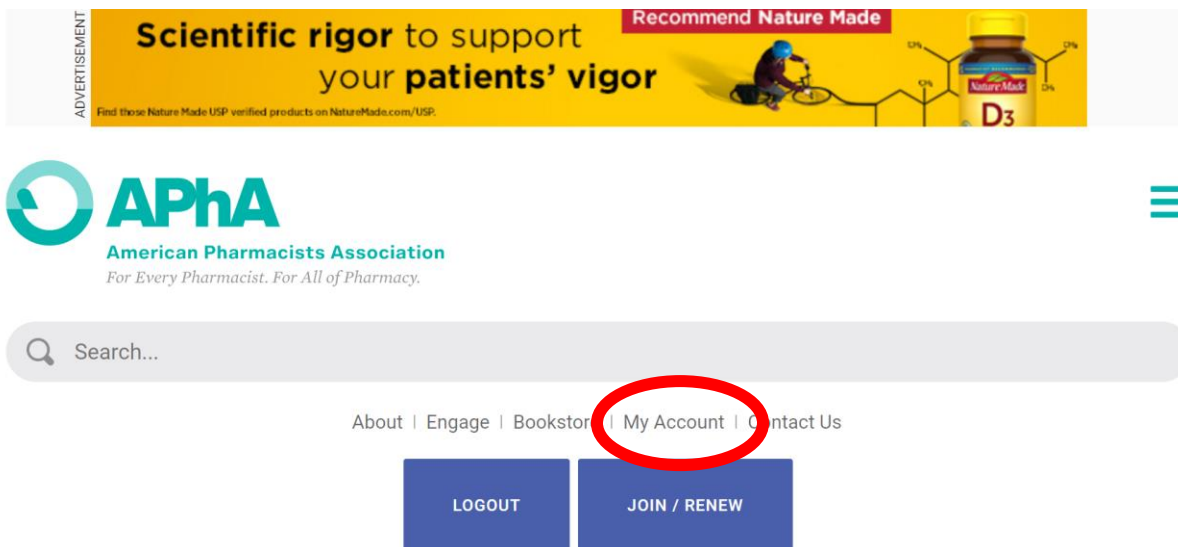
# State Administrator Online Access User Guide

## Appointing Year-Long Delegates

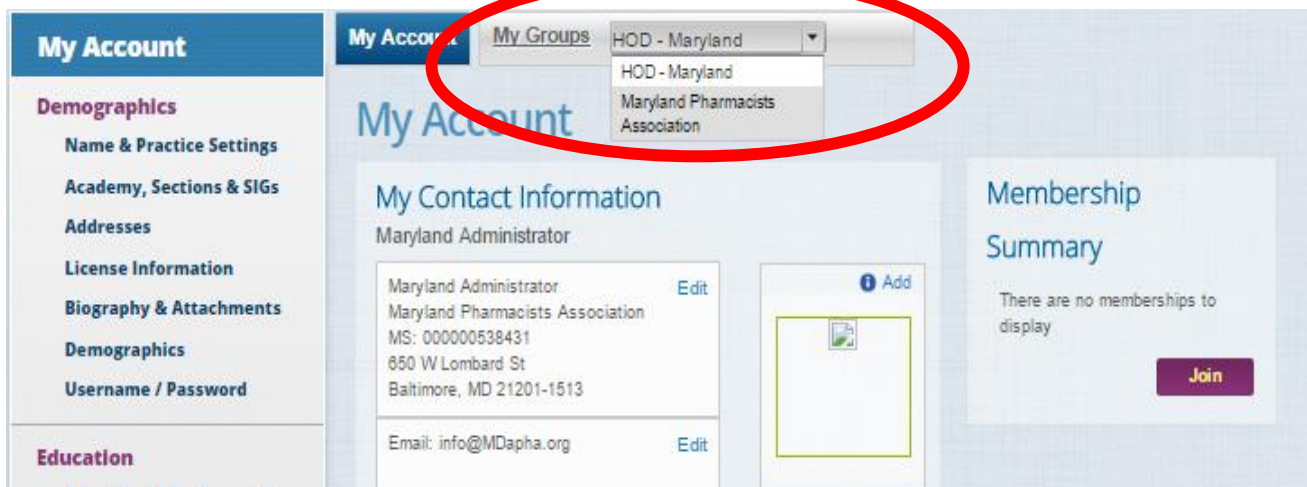
1. Go to [www.pharmacist.com](http://www.pharmacist.com) → Select “Login/Register” in the upper right corner and login with your state administrator user name and password as provided by APhA staff via email.



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)

The screenshot shows a web interface for reappointing committee members. At the top, there are radio buttons for 'Current' (checked) and 'Future'. Below this is a 'Date to:' field with a calendar icon. A 'Search' button and a 'Clear' link are on the left. In the center, there is an 'Actions:' dropdown menu set to 'Reappoint' and a 'Go' button. To the right is an 'Add Committee Member' button. Below these elements is a table with the following data:

	Last/First Name	Position	From/To	Contact Information
<input type="checkbox"/>	Dvorsky, James	Alternate Delegate	06/01/2015 - 05/31/2016	
<input checked="" type="checkbox"/>	Gaitwood, Wendy	Delegate	06/01/2015 - 05/31/2016	wgaitwood@aphaneLorg (202)429-7575

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

The screenshot shows the 'Reappoint Committee Members' form. The title is 'Reappoint Committee Members'. Below the title is a message: 'Please review and update the re-appointment details if necessary:'. There is a note '\* Required'. The form contains a table with the following data:

Name	* Position	Sub Position	Voting Status	* From	To
Gaitwood, Wendy	Delegate		Voting Member	6/1/2016	5/31/2017

At the bottom left of the form, there is a 'Save' button and a 'Cancel' link. The 'Save' button is circled in red.

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.

**My Account**

- Demographics
  - Name & Practice Settings
  - Academy, Sections & SIGs
  - Addresses
  - License Information
  - Biography & Attachments
  - Demographics
  - Username / Password
- Education
  - Educational Background
  - My Training
  - CPE Monitor
  - NABP e-Profile ID
- Communication
  - Contact Information
  - Communication Preferences
  - Opt In / Out
- Purchases
  - Purchase History
  - Manage Credit Card
- My Groups
  - Dues Updates

## Committee Management

My Account

My Groups: HOD - Maryland

### Details for: HOD - Maryland

Last Name:  First Name:  Email:

City:  State/Province:  Country:

Position:  Status:

Current  
 Future

Date from:  Date to:

**Search** Clear

Actions: Reappoint **Go**

**Add Committee Member**

Displaying 1-1 of 1

	Last/First Name	Position	From/To	Contact Information
<input type="checkbox"/>	Horton, Alyah	HOD State Executive	06/01/2014 - 05/31/2024	

Displaying 1-1 of 1

Actions: Reappoint **Go**

**Add Committee Member**

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

The screenshot shows a web interface for searching APhA members. On the left is a sidebar with a 'My Account' section containing links for Demographics (Name & Practice Settings, Academy, Sections & SIGs, Addresses, License Information, Biography & Attachments, Demographics, Username / Password) and an 'Education' section (Educational Background, My Training, CPE Monitor, NABP e-Profile ID). The main content area is titled 'New Committee Member Search' and features a 'My Account' dropdown menu, a 'My Group' dropdown menu set to 'HOD - Maryland', and four input fields: 'Email Address', 'Last Name' (containing 'Gaitwood'), 'First Name' (containing 'Wendy'), and 'APhA ID'. A purple 'Search' button is located at the bottom right of the search area and is circled in red.

*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 [wqaitwood@aphanet.org](mailto:wqaitwood@aphanet.org).*

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

**My Account**

**Demographics**

- Name & Practice Settings
- Academy, Sections & SIGs
- Addresses
- License Information
- Biography & Attachments
- Demographics
- Username / Password

**Education**

- Educational Background
- My Training
- CPE Monitor
- NABP e-Profile ID

**Communication**

- Contact Information
- Communication Preferences
- Opt In / Out

**Purchases**

## New Committee Member Search

My Account

My Groups: HOD - Maryland

Email Address:

Last Name:

First Name:

APhA ID:

**Search**

Search Results for Wendy Gaitwood

	APhA ID	Name	Primary e-mail	Address
<input checked="" type="radio"/>	000000124179	Ms Wendy Gaitwood	wgaitwood@aphanet.org	2215 Constitution Ave NW Washington, DC 20037

**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

The screenshot shows a web interface for assigning an APhA member. On the left is a navigation menu with sections: Communication (Contact Information, Communication Preferences, Opt In / Out), Purchases (Purchase History, Manage Credit Card), and My Groups (Dues Updates). The main area contains a form with the following fields:

- Name: Ms Wendy Gaitwood
- \* Required Position: Delegate (dropdown)
- Sub-Position: Select (dropdown)
- \* Participation Status: Active (dropdown)
- \* Voting Status: Voting Member (dropdown)
- \* From: 6/1/2015 (calendar icon)
- \* To: 5/31/2016 (calendar icon)

At the bottom of the form, there are two buttons: "Save" (highlighted with a red circle) and "Cancel".

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.

**My Account**

**Demographics**

- Name & Practice Settings
- Academy, Sections & SIGs
- Addresses
- License Information
- Biography & Attachments
- Demographics
- Username / Password

**Education**

- Educational Background
- My Training
- CPE Monitor
- NABP e-Profile ID

**Communication**

- Contact Information
- Communication Preferences
- Opt In / Out

**Purchases**

- Purchase History
- Manage Credit Card

**My Groups**

- Dues Updates

## Committee Management

**My Account**

**My Groups** HOD - Maryland

### Details for: HOD - Maryland

Last Name:

First Name:

Email:

City:

State/Province:

Country:

Position:

Status:

Date from:

Date to:

Current

Future

**Search** Clear

Actions: Reappoint **Go** **Add Committee Member**

Displaying 1-2 of 2				
	Last/First Name	Position	From/To	Contact Information
<input type="checkbox"/>	Gaitwood, Wendy	Delegate	08/01/2015 - 05/31/2016	
<input type="checkbox"/>	Horton, Aliyah	HOD State Executive	08/01/2014 - 05/31/2024	

Displaying 1-2 of 2

Actions: Reappoint **Go** **Add Committee Member**



## 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.

**My Account**

- Demographics
  - Name & Practice Settings
  - Academy, Sections & SIGs
  - Addresses
  - License Information
  - Biography & Attachments
  - Demographics
  - Username / Password
- Education
  - Educational Background
  - My Training
  - CPE Monitor
  - NABP e-Profile ID
- Communication
  - Contact Information
  - Communication Preferences
  - Opt In / Out
- Purchases
  - Purchase History
  - Manage Credit Card
- My Groups
  - Dues Updates

### Committee Management

My Account

My Groups: HOD - Maryland

#### Details for: HOD - Maryland

Last Name:  First Name:  Email:

City:  State/Province:  Country:

Position:  Status:

Current  
 Future

Date from: 6/1/2014  
Date to: 5/31/2015

**Search** Clear

Actions: Reappoint **Go** **Add Committee Member**

	Last/First Name	Position	From/To	Contact Information
<input type="checkbox"/>	Bresette, James	Delegate	06/01/2014 - 05/31/2015	
<input type="checkbox"/>	Leikach, DeAnna	Delegate	06/01/2014 - 05/31/2015	
<input type="checkbox"/>	Lin, Anne	Alternate Delegate	06/01/2014 - 05/31/2015	
<input type="checkbox"/>	Moody, Ashley	Delegate	06/01/2014 - 05/31/2015	
<input type="checkbox"/>	Shimoda, Matthew	Delegate	06/01/2014 - 05/31/2015	
<input type="checkbox"/>	Truong, Hoai An	Delegate	06/01/2014 - 05/31/2015	

Displaying 1-6 of 6

Actions: Reappoint **Go** **Add Committee Member**