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 *(personal profile, school, sports, divisions, etc.)* 3) Register for Events and/or Conferences 4) Communicate with fellow ADs

NO CONFIRMATION EMAIL

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

1) Go to https://oiaaa.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 your District or Association Leader to update your email address.***
4) Upon a successful SUBMIT *(or update by Leader)*, 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://oiaaa.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 ATHLETIC DIRECTOR

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

1) Go to https://www.oiaaa.org/about/membership-info/
2) Complete the 'OIAAA Membership Form'
3) Await contact from an OIAAA Representative to confirm your new AMP account
4) 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://oiaaa.finalforms-amp.com/support
2) Click 'Email Support'

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 AD by Name/Email
4b. Email another AD
4c. Filter groups of ADs by District, Conference, Sport & Division, etc.
4d. Email a group of ADs

1. MEMBERSHIP

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

I already have an OIAAA AMP Account…

1. Login
2. Click 'Membership Expired - Click to Renew'
3. Complete the 'Contact Information', 'OIAAA Information' and 'Member Mailing Groups' 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 OIAAA AMP Account…

1. Go to: https://www.oiaaa.org/about/membership-info/
2. Complete the 'OIAAA Membership Form'
3. Await contact from an OIAAA Representative to confirm your new AMP account
4. 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 'Contact Information', 'OIAAA Information' and 'Member Mailing Groups' 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 Mailing 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 Mailing 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. Register for an Event *(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. 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 AD 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 AD

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
5. Click ‘Email’ and select ‘Email this List’ in the top right corner of the members area
6. Type your ‘Subject’ and ‘Message’
7. Click ‘Send Email’

4c. Filter groups of ADs by District, Conference, Sport & Division, 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, Association District, Sport and/or Division and select the appropriate option
   NOTE: *Repeat #5 to combine groups into one list*

4d. Email a group of ADs

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, Association District, Sport and/or Division and select the appropriate option
   NOTE: *Repeat #5 to combine groups into one list*
5. Click ‘Email’ and select ‘Email this List’ in the top right corner of the members area
6. Type your ‘Subject’ and ‘Message’
7. Click ‘Send Email’