



## American Legion Auxiliary Management Information System (ALAMIS)

### What Unit Access Includes:

- Ability to receive national announcements including updates on system improvements, dates and times for planned system maintenance, deadline reminders, etc.
- Ability to add new members to your unit
- Ability to edit member information such as: First/Middle/Last Name/Informal First Name, Home Phone/Cell Phone/Email, Permanent Address/Alternate Address/Seasonal Address, Volunteer Interests, Marital Status and Date of Birth
- Ability to view individual member activities such as: dues payments, changes to leadership positions and committees, continuous year adjustments, and event attendance.
- Ability to view individual member record change history
- Ability to view unit information such as # Jr Members, # Sr Members, # VIM members, # Paid Dues Members, # Unpaid Dues Members, Unit EIN Number, Unit Legal Name, Charter Date, Unit Number and Department
- Ability to add or change the unit leadership positions of individual members
- Ability to view, print & export your unit membership roster
- Ability to filter membership roster by member type (i.e. Jr, Sr, Deceased)
- Ability to view, print & export your unit leadership roster
- Ability to view, print & export unit paid dues roster
- Ability to view, print & export unit unpaid dues roster
- Ability to view, print & export unit dues activity for a certain time period
- Ability to view, print & export list of unit members who paid dues online

### Benefits of Unit Access:

- Membership information is at the unit's fingertips allowing Membership Chairmen to actively manage their membership
- Important information is available in a timely manner
- Up-to-date information -- address, phone number & email changes made via the [alaforveterans.org](http://alaforveterans.org) member portal are automatically updated in ALAMIS
- Less mistakes in member information when a unit enters vs. department
- Membership roster exports can be used for mailing labels or email distribution lists to communicate with your members
- Leadership roster exports can be used for mailing labels or email distribution lists to communicate with your leadership
- Units can check for members' birthdays to honor them on their special day. *(Please note that not all members' birth dates are in the system. However, you can collect members' dates of birth and add to their profile for them.)*
- Reduces the need to keep extensive paper records that sometimes get lost or damaged

### Unit access to ALAMIS:

- To request access to ALAMIS, contact your Department Secretary.
  - Please note: Not all departments grant ALAMIS access to their units and some grant just "Read Only" access. Read Only access allows units to view member profiles and pull reports such as membership, paid dues and leadership rosters, but not to edit information.
- Department approves ALAMIS access for unit and sends request to ALAMIS Helpdesk at National Headquarters.
  - Units are limited to 2 users. There is a \$10 fee for each user. User access is good for a calendar year.
- Once set up, Units are sent a user guide and can access online tutorials at <https://www.alaforveterans.org/Resources/ALAMIS/>