



AFGA Membership Roster Submission Instructions

Please always update your membership information on the **MOST RECENT** roster that you receive from us. **NEVER** use an old roster as this will override any changes that we've received to date or create duplicate entries that you will be invoiced for. To keep your club's membership current and accurate, just follow these instructions:

- To **'renew'** membership for existing members, who already appear on your roster, change the 'Date of Expiry' cell, in the first column, to December 31, 2022 or your club's, yearly** expiry date.
 - **Regarding expiry dates, we encourage each club to operate on the calendar year of January to December or a defined fiscal year, e.g., April 1 to March 31.
 - **NEVER** delete/remove expiry date details for any members on your roster, as this field must **always** have content whether in good standing or expired.
- We encourage you to **leave non-renewing members**, in the roster spreadsheet however, if you wish to delete expired members from your roster submission, you can do so. Note that 'Expired' member information is saved in the database for archival reasons, and to retain their details, should they wish to re-join at a later date. When we return a 'Current Roster' to you via email, it will again contain expired members, even if they were deleted from your previous upload.
- **Error corrections and updates** for existing members (changes to an address, email, or other information), correct the details in the appropriate cell, **except** for the AFGA ID. **NEVER edit or add an AFGA ID**, as it is created and managed by the system.
- To add a **'new member'** (*membership type and cost summary appears at the bottom of this document*) to your club's roster, scroll to the bottom of the Excel list, and add all of the pertinent information (i.e., physical address, email address, year of birth, whether they want to receive a magazine etc.) in the appropriate cells for that new member, but leave the AFGA ID details **blank**. A new and unique AFGA ID will be auto generated for the new member on the next successful upload.
- When adding a new **family** or adding new **dependents** to an existing family membership, please ensure **all of the dependents** have the same mailing address as the **head of the family**. We use this information to link the dependents to the head of household.
- **Troubleshooting and avoiding failed uploads:**
 - If a cell is highlighted in **RED**, it means there is an error in that cell. You **must** fix any red cells, for your roster to upload properly. Look for typos or invalid formatting.
 - **Do not** add or delete columns or edit the heading or worksheet name **in the roster that you send back to AFGA**, the details submitted in our system need to be an exact match to what was sent out, or the upload will fail.

Once you have completed your entries, save your document and email that saved version to us at membership@afga.org. Please include a remittance form or a tally of how many, and of which type of membership you are submitting, this information will assist us in cross checking the details and invoicing your club correctly.



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We will email you with confirmation of the details uploaded, and an invoice will be generated based on these details. Please **do not** submit payment until we verify your updates and send you an invoice.

An up-to-date roster will also be emailed to you. To avoid errors and duplications of members, please **only** use this up-to-date roster to add, edit or renew members.

Finally, please submit your rosters **no more than once a month**. This is to avoid multiple, small rosters throughout the month which can be very time consuming.

Please don't hesitate to contact us at membership@afga.org or (780) 437-2342 if you have any questions about using this roster form, or for helpful tips and tricks to make Excel work better for you.

Additionally, we have a 'how to use our new roster form' video on our website to assist you:
<https://youtu.be/WmclhS6uLJw>

Thank you for your volunteer efforts!

The AFGA Membership Team

AFGA Member Type	Cost	Description
Regular	\$45.00	An individual 18 years or older
Family	\$60.00	Family head with a partner or spouse, and/or any children under the age of 18, residing in the same household
Dependent (Spouse and/or Child)	Free	A partner or spouse, and/or any children under the age of 18, residing in the same household
Youth	\$20.00	An individual member under the age of 18