

How To Add/Remove A Person

Created on Apr 6, 2023 by Maria Curtis

This is ONLY available to the Primary contact for the account.

1 Login to your AASC account

[VIEW PAGE →](#)

If you need help login in and accessing your Member Compass click on the link below to learn how to login.



HOME



CALENDAR



ARTICLES



DIRECTOR

ABOUT

MEMBERSHIP

EVENTS

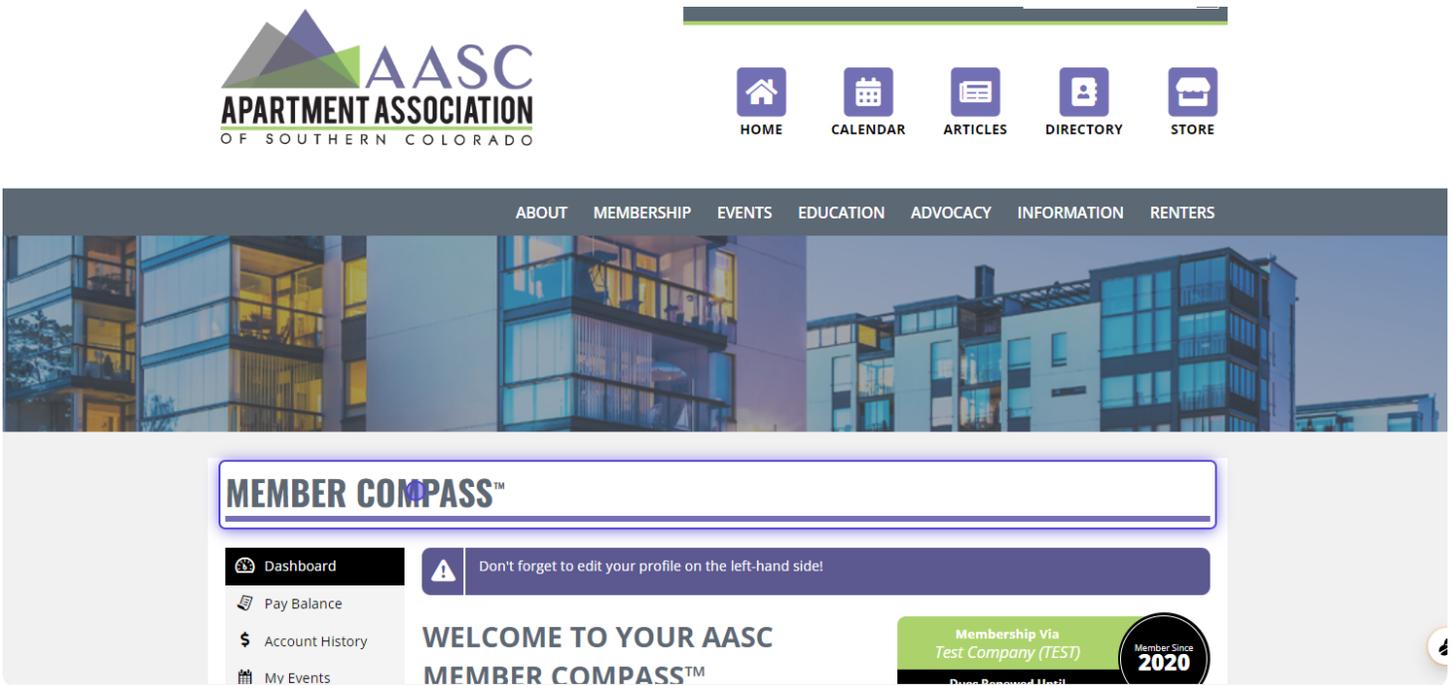
EDUCATION

ADVOCACY

INFORMATION

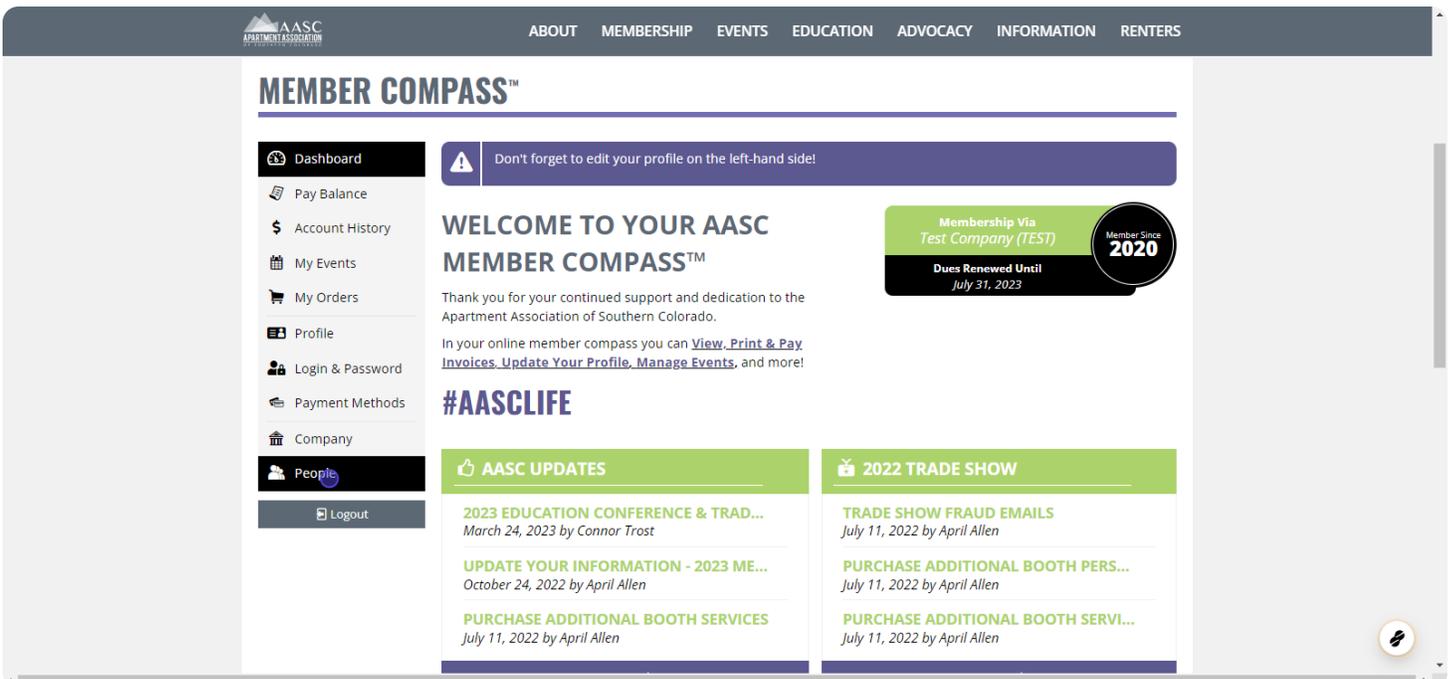
2 Got to your Member Compass

VIEW PAGE →



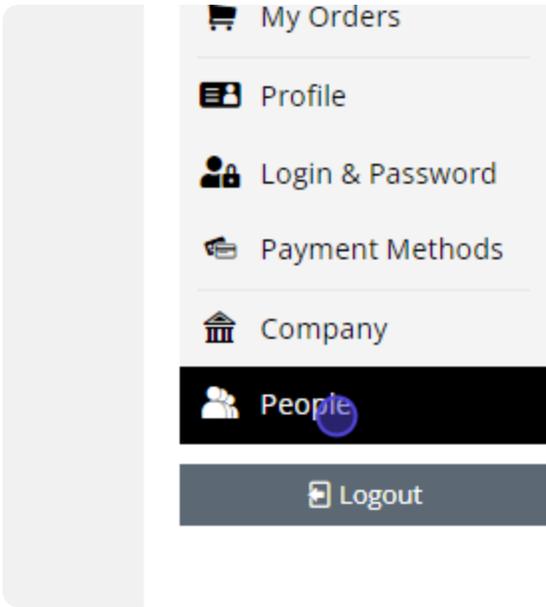
3 Go to Member Compass - Apartment Association of Southern Colorado

VIEW PAGE →



4 Click on People

[VIEW PAGE →](#)



Thank you for your continued support and dedication to the Apartment Association of Southern Colorado.

In your online member compass you can [View, Print Invoices, Update Your Profile, Manage Events](#), and

#AASCLIFE

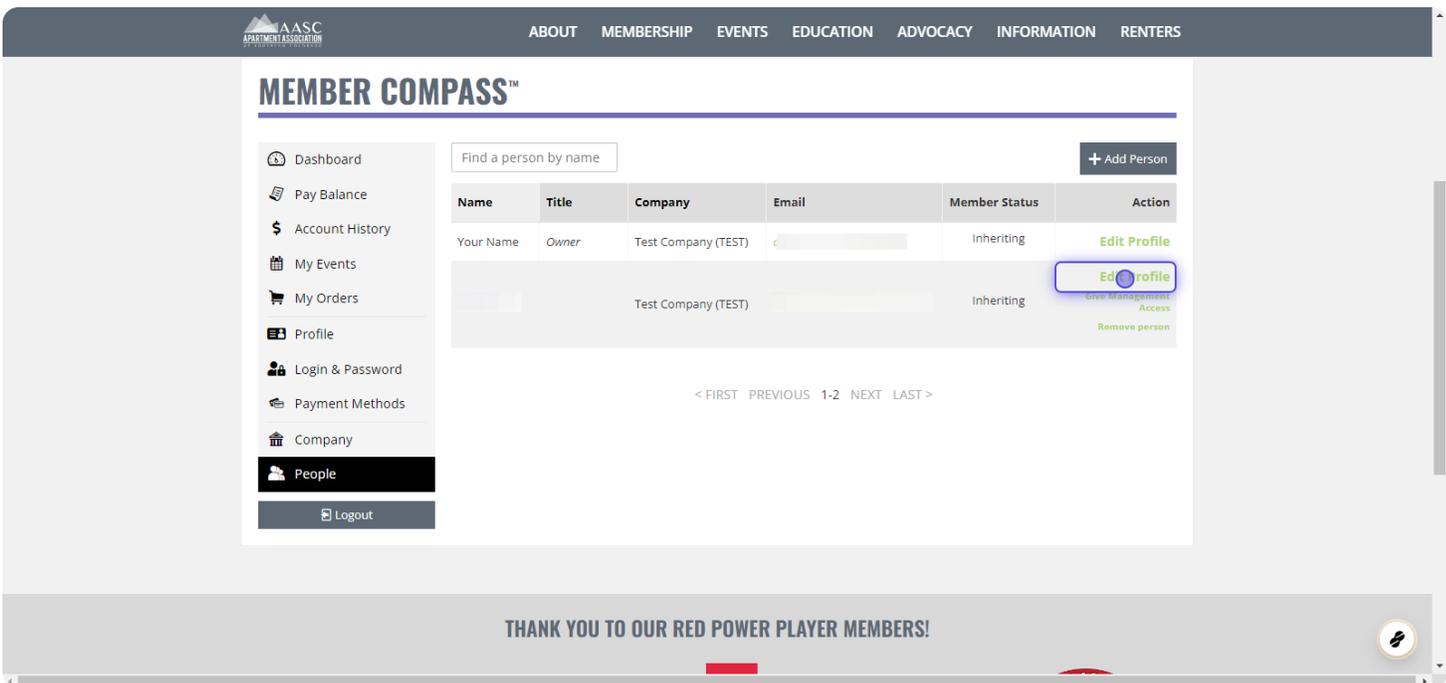


2023 EDUCATION CONFERENCE & TRADE SHOW
 March 24, 2023 by Connor Trost

UPDATE YOUR INFORMATION 2023 ME

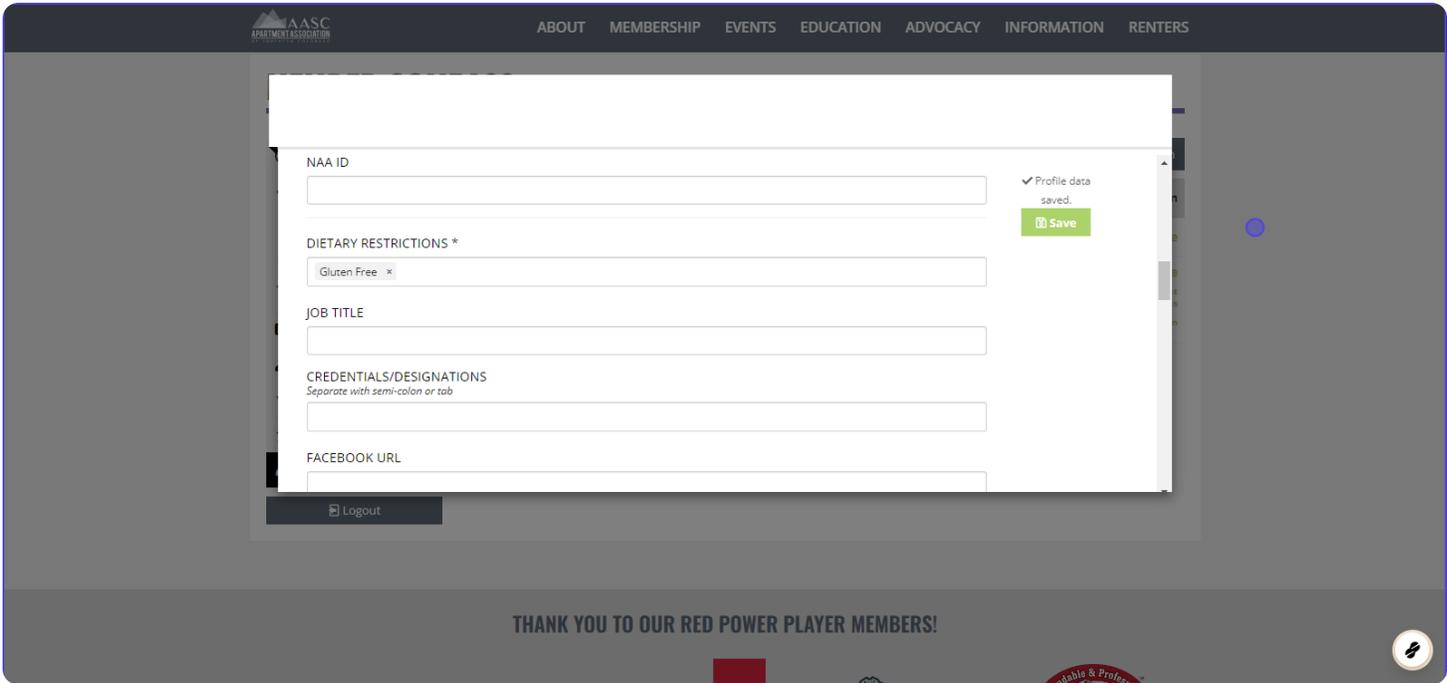
5 Click on Edit Profile

[VIEW PAGE →](#)



6 Click on x

[VIEW PAGE →](#)

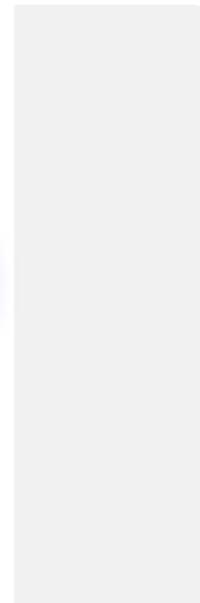


7 Click on Give Management Access

[VIEW PAGE →](#)

	Email	Member Status	Action
oy (TEST)	aaschq.test@gmail.com	Inheriting	Edit Profile
oy (TEST)	a.m.allen2010@hotmail.com	Inheriting	Edit Profile Give Management Access Remove person

FIRST PREVIOUS 1-2 NEXT LAST >



8 Click on Remove person

[VIEW PAGE →](#)

	Email	Member Status	Action
ly (TEST)	aaschq.test@gmail.com	Inheriting	Edit Profile
ly (TEST)	a.m.allen2010@hotmail.com	Inheriting	Edit Profile Edit Management Access Remove person

FIRST PREVIOUS 1-2 NEXT LAST >

9 Click on No

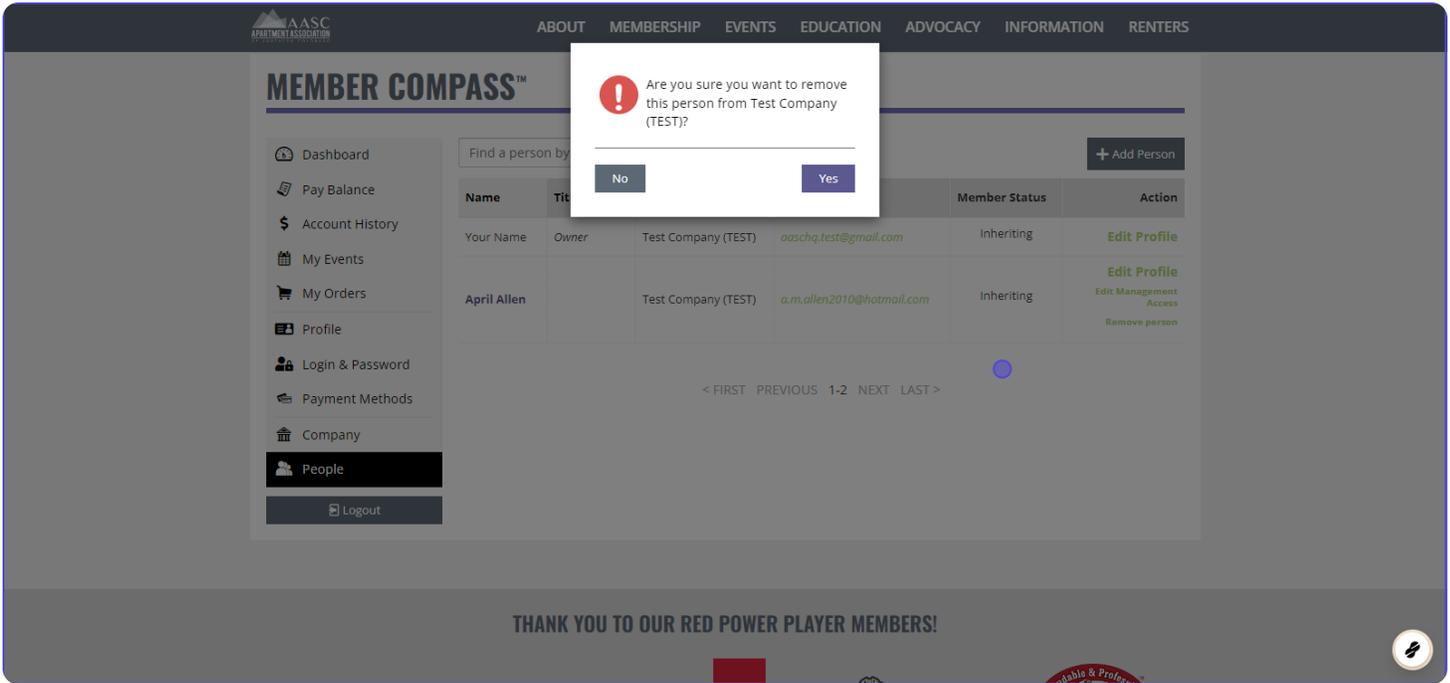
[VIEW PAGE →](#)

Remove this person from Test Company (TEST)?

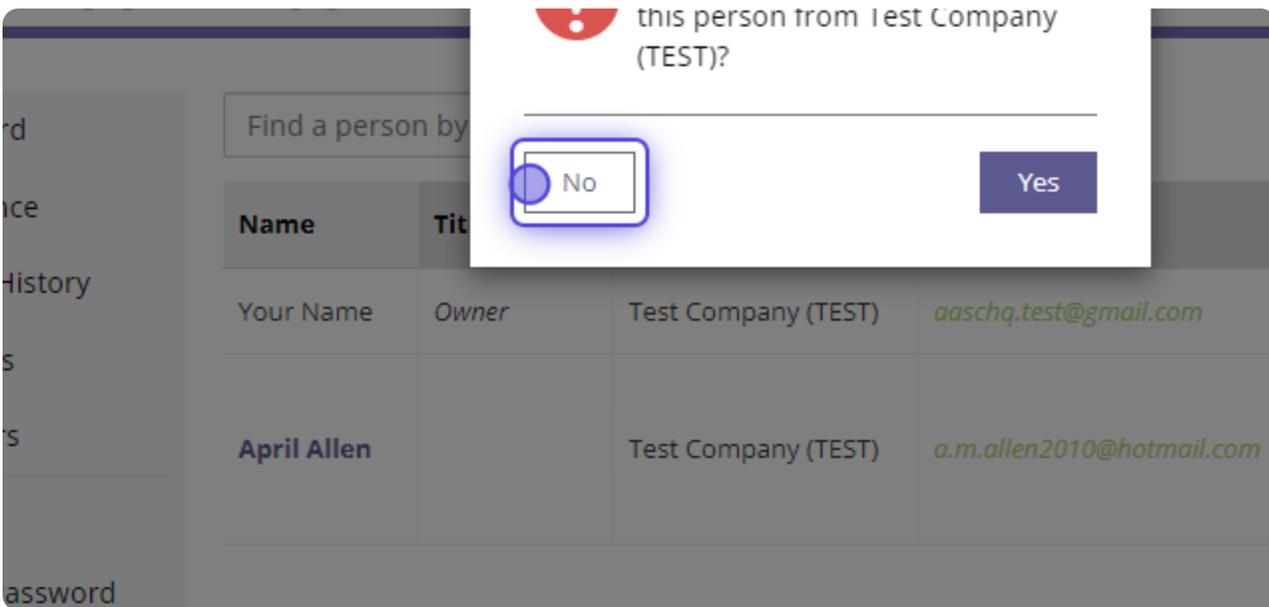
No Yes

Name	Tit			Member S
Your Name	Owner	Test Company (TEST)	aaschq.test@gmail.com	Inheri
April Allen		Test Company (TEST)	a.m.allen2010@hotmail.com	Inheri

- 10 Click on Are you sure you want to remove this person from Test Company (TEST)? [VIEW PAGE →](#)

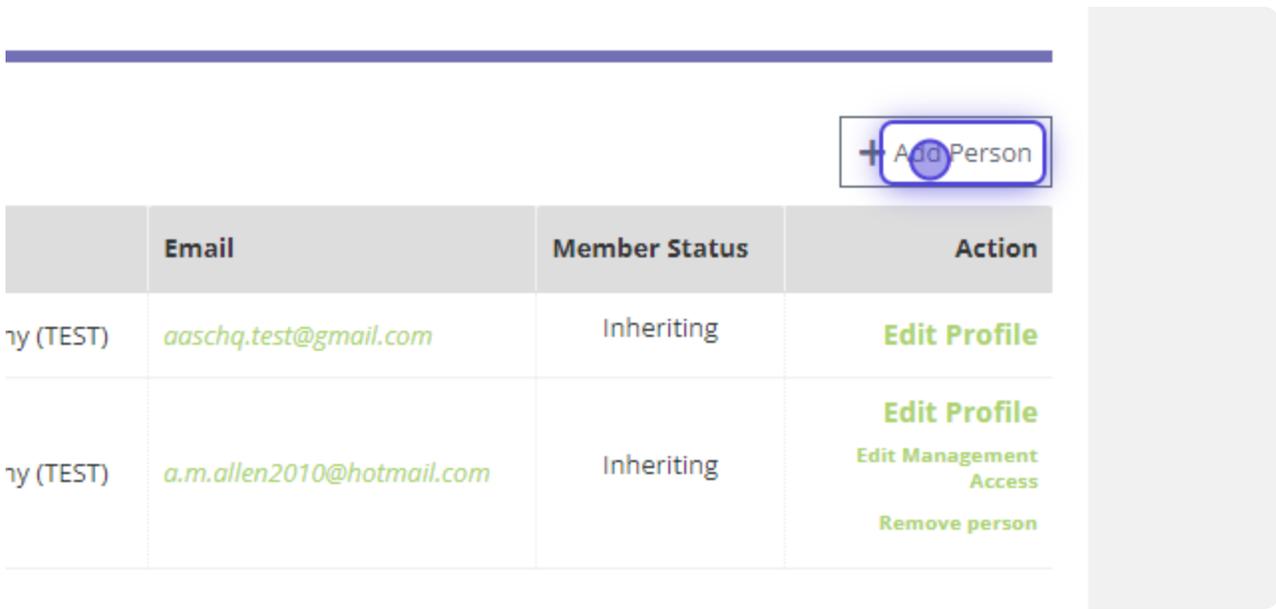


- 11 Click on No [VIEW PAGE →](#)



12 Click on Add Person

[VIEW PAGE →](#)

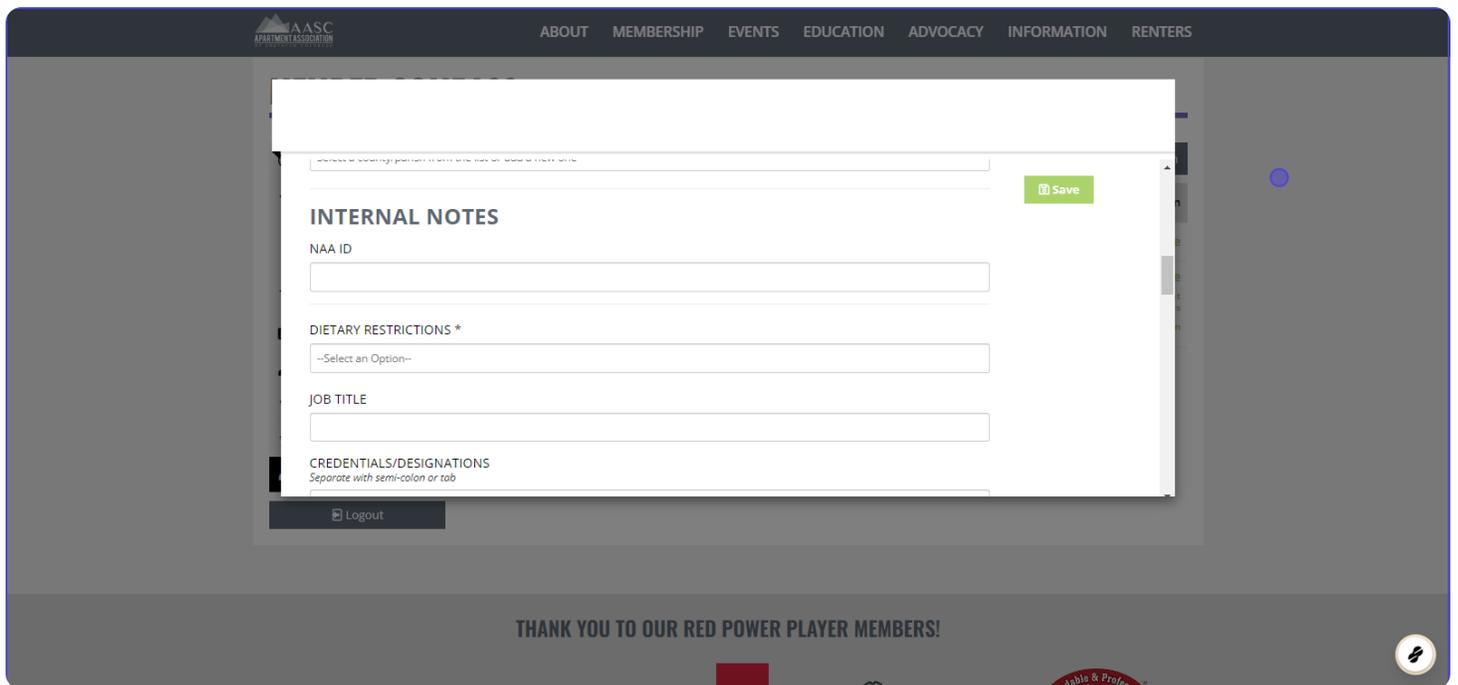


The screenshot shows a table with four columns: an empty column, 'Email', 'Member Status', and 'Action'. There are two rows of data. A '+ Add Person' button is highlighted with a blue box and a blue circle. A vertical grey bar is on the right side of the table.

	Email	Member Status	Action
ry (TEST)	aaschq.test@gmail.com	Inheriting	Edit Profile
ry (TEST)	a.m.allen2010@hotmail.com	Inheriting	Edit Profile Edit Management Access Remove person

13 Click on x

[VIEW PAGE →](#)



The screenshot shows a web application interface. At the top, there is a navigation menu with links: ABOUT, MEMBERSHIP, EVENTS, EDUCATION, ADVOCACY, INFORMATION, RENTERS. The main content area features a form titled 'INTERNAL NOTES' with fields for 'NAA ID', 'DIETARY RESTRICTIONS *', 'JOB TITLE', and 'CREDENTIALS/DESIGNATIONS'. A 'Save' button is visible. At the bottom, there is a footer with the text 'THANK YOU TO OUR RED POWER PLAYER MEMBERS!' and a logo for 'Table & Professions'.

INTERNAL NOTES

NAA ID

DIETARY RESTRICTIONS *

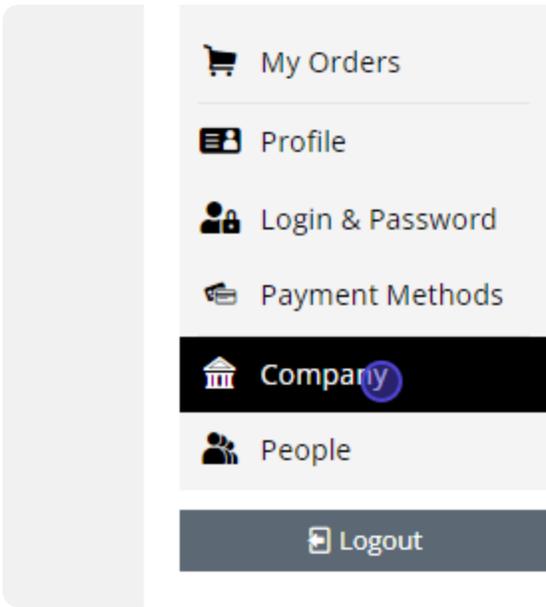
JOB TITLE

CREDENTIALS/DESIGNATIONS
Separate with semi-colon or tab

THANK YOU TO OUR RED POWER PLAYER MEMBERS!

14 Click on Company (ONLY FOR ACCOUNT PRIMARIES)

[VIEW PAGE →](#)



- My Orders
- Profile
- Login & Password
- Payment Methods
- Company**
- People
- Logout

Thank you for your continued support and dedicatic Apartment Association of Southern Colorado.

In your online member compass you can [View, Prin Invoices, Update Your Profile, Manage Events](#), an

#AASCLIFE



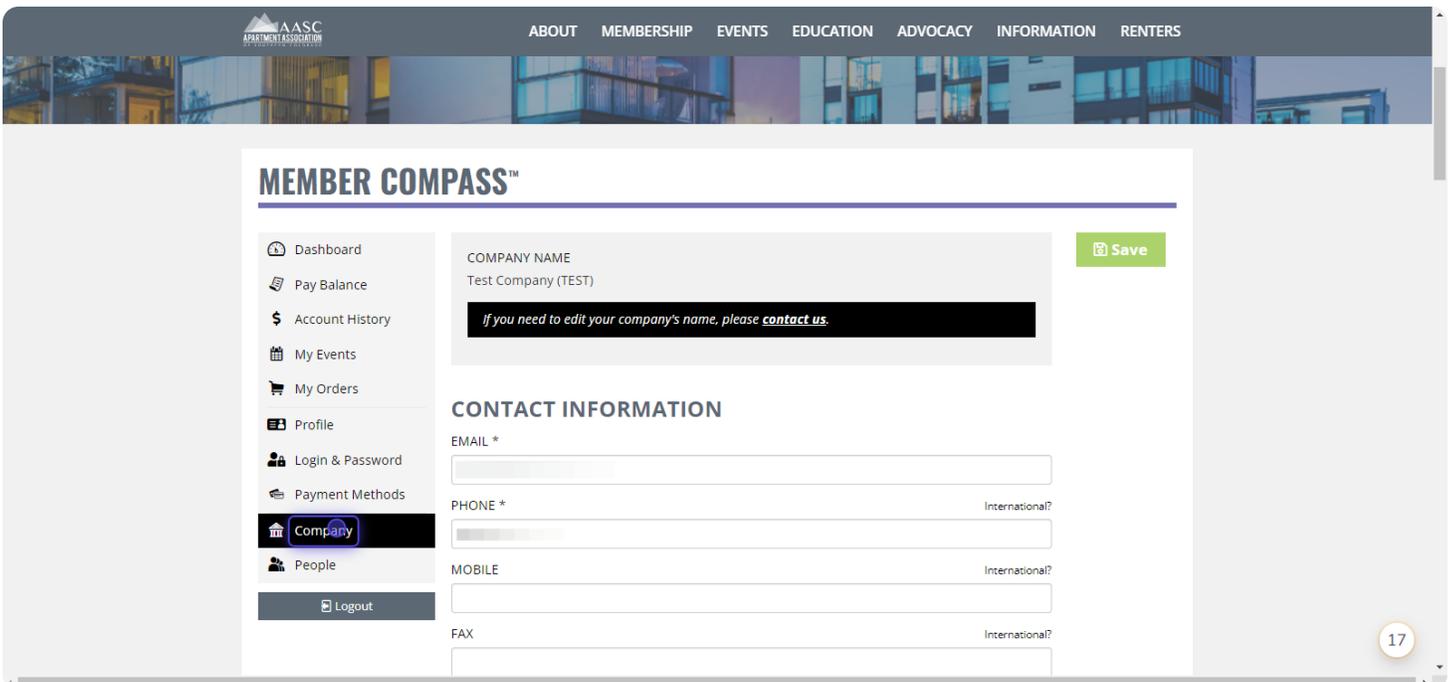
AASC UPDATES

2023 EDUCATION CONFERENCE & TRAD.
March 24, 2023 by Connor Trost

15 Company (ONLY FOR ACCOUNT PRIMARIES)

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In **Company**, you can update your Companies contact information, add logo's, and social media handles.



AASC APARTMENT ASSOCIATION

ABOUT MEMBERSHIP EVENTS EDUCATION ADVOCACY INFORMATION RENTERS

MEMBER COMPASS™

- Dashboard
- Pay Balance
- Account History
- My Events
- My Orders
- Profile
- Login & Password
- Payment Methods
- Company**
- People
- Logout

COMPANY NAME
Test Company (TEST) [Save](#)

If you need to edit your company's name, please [contact us](#).

CONTACT INFORMATION

EMAIL *

PHONE * International?

MOBILE International?

FAX International?

17

16 You can edit your Companies CONTACT INFORMATION

[VIEW PAGE →](#)

- Here you can edit/add
- Company email
- Company phone number
- Company mobile number
- Company fax
- Company website

The screenshot shows the AASC Member Compass interface. At the top, there is a navigation bar with the AASC logo and menu items: ABOUT, MEMBERSHIP, EVENTS, EDUCATION, ADVOCACY, INFORMATION, and RENTERS. Below the navigation bar is the 'MEMBER COMPASS™' header. On the left side, there is a sidebar menu with options: Dashboard, Pay Balance, Account History, My Events, My Orders, Profile, Login & Password, Payment Methods, Company (highlighted), People, and Logout. The main content area displays the 'CONTACT INFORMATION' form for a company named 'Test Company (TEST)'. A red box highlights the 'COMPANY NAME' field, which contains the text 'Test Company (TEST)' and a message: 'If you need to edit your company's name, please [contact us](#)'. To the right of the form is a green 'Save' button. Below the highlighted section, the form includes fields for EMAIL *, PHONE *, MOBILE, and FAX, each with an 'International?' checkbox. There is also a WEBSITE field with 'http://' pre-filled. At the bottom, there is a BILLING ADDRESS * field. A small gear icon is visible in the bottom right corner of the form area.

17 You can edit your BILLING ADDRESS

[VIEW PAGE →](#)

Edit your Billing Address

The screenshot shows the AASC website's user profile page. The navigation menu includes ABOUT, MEMBERSHIP, EVENTS, EDUCATION, ADVOCACY, INFORMATION, and RENTERS. A sidebar on the left contains 'Company', 'People', and 'Logout'. The main content area displays contact information: PHONE (719)254-9195, MOBILE, FAX, WEBSITE (http://), and BILLING ADDRESS *. The BILLING ADDRESS * label is highlighted with a blue box. Below it are fields for Address Line 1, Address Line 2, City, State/Province, and Postal Code. There is also a SHIPPING ADDRESS * section with a 'Copy Billing Address' link and a gear icon.

18 You can edit your SHIPPING ADDRESS

[VIEW PAGE →](#)

Edit shipping address or click *Copy Billing Address*

The screenshot shows the AASC website's user profile page, focusing on the shipping address section. The navigation menu and sidebar are the same as in the previous screenshot. The main content area displays the SHIPPING ADDRESS * section, which is highlighted with a blue box. It includes a 'Copy Billing Address' link and a gear icon. Below are fields for Address Line 1, Address Line 2, City, State/Province, and Postal Code. At the bottom, there is a COUNTY/PARISH field with the instruction 'Separate with semi-colon or tab'.

19 You can edit your INTERNAL NOTES

[VIEW PAGE →](#)

Here you can edit/add

NAA ID

What area of Colorado do you serve?

Areas of Expertise

Number of Employees

Referred by

How did you hear about us?

City

Colorado Springs

State/Province

Colorado

Postal Code

80907

COUNTY/PARISH

Separate with semi-colon or tab

Select a county/parish from the list or add a new one

INTERNAL NOTES

NAA ID

WHAT AREAS OF COLORADO DO YOU SERVICE? *

--Select an Option--

20 You can edit your **MARKETING** information

[VIEW PAGE →](#)

- Here you can edit/add
- Facebook URL
- LinkedIn URL
- Instagram Handle
- Twitter Handle
- Company Logo
- Organization Overview

HOW DID YOU HEAR ABOUT US? *

PLEASE SPECIFY BELOW: *

If a current member referred you or you selected the Other option, please explain below. If no further explanation is required, please indicate N/A below.

MARKETING

FACEBOOK URL

LINKEDIN URL

21 You can add SPECIAL OFFERS

[VIEW PAGE →](#)

Here you can edit/add any special offers your company might be offering.

300x300

Upload File

ORGANIZATION OVERVIEW

SPECIAL OFFER

SPECIAL OFFER TITLE

SPECIAL OFFER DETAILS

22 You can edit your DIRECTORY GALLERY images

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SPECIAL OFFER TITLE

SPECIAL OFFER DETAILS

DIRECTORY GALLERY

Gallery Items Drag & drop to change the order of your gallery items

+ Add Photo/Video

23 Don't forget Click on Save

[VIEW PAGE →](#)

Do not forget to scroll up and click SAVE.

