Ambassador's Guide to Managing Organization Contacts

OAUG™
oracle applications users group

When logging into your OAUG Profile, this is what you will see if you open the My Account Tab. Located in this section is where you can update personal basic profile information, make a payment, see previous membership (order) history or join/renew with the OAUG.

Have a Question?
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✉ Email OAUG

Welcome: **Ally Zarcone!** Ambassador (OAUG)

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👤 My Account

Stay Informed and help us ensure that you receive only the information that you want. Keep your profile up to date with your current contact information and communication preferences, make a payment on an existing order, view past orders and/or renew your membership.

👤 **Update User Profile**
Update Name, Address, Phone, etc.

💳 **Make a Payment**
Make a payment on an existing order

▦ **Order History**
View history of all Orders Placed, Order Status, Balance Due

↻ **Join/Renew**
Join/Renew membership(s) and subscriptions

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👤 Manage Organization

As the Ambassador for your organization, you have access to edit and review your organization's information and pay for your organization's membership. If you have any questions about the ambassador program or need assistance, please contact by email.

👤 Organization Information

View and edit your organization's information including address and topics of interest.

☰ Membership Management

View membership status, order history, membership renewals and a company directory. Add, edit or remove individual profiles from your organization's list of employees.

In order to update your company record, select the Manage Organization Tab. Clicking on the wording will bring you to this page.
Here are the two sub sections within this tab:
Organization Information
Membership Management

Organization Information tells you the very basic information about your specific organization such as address, phone number, website and membership type. This information can be edited by opening that section.

Membership Management is where you as the Ambassador will go to edit your company contacts, add new employees (in bulk or individually), update persons or company profile information, remove profiles from company record, monitor who is subscribed to Insight Magazine, and make membership payments.

👤 Membership Management

As the OAUG Ambassador, you can view your organization's information including membership status, order history, membership renewals and a company directory. You are also able to add, edit or remove individual profiles from your organization's list of employees. If you have any questions, please contact us by email.

> Under the Membership Management tab are more specific tabs that lead to you all the company/persons record information.

👤 Add New People

Create OAUG profiles for new employees to connect them to your organization.

☰ Company Directory

A complete list of all individuals associated with your organization and/or membership. You can view, edit or remove individual profiles from the directory.

> Each tab provides specific information about or to enhance the company record such as:
>
> - How to add new people to the company record (Can be done in bulk or one at a time).
> - Access to the Company Directory, where you view who is linked to the company record, remove them from the record, change basic information (email, address, phone) and see who is subscribed to OAUG Insight Magazine.
> - See previous membership history, make payments or join/renew.

🕑 Order History

View history of all Orders Placed, Order Status, Balance Due

💳 Make a Payment

Make a payment on an existing order

💳 Saved Payment Methods

View, add, or delete any saved payment method(s) you have listed.

↻ Join/Renew

Join/Renew your organization's membership.

👤+ Add New People

Add new individuals to your organization's directory with the table below. Keep the 'Create Web User' checkbox checked to create a new profile for the individual to use on the OAUG website.

Use the Excel template provided to add a group of new individuals and upload the list to add to your organization's directory. If an individual already has a profile with the OAUG, but it is not connected to your organization, you will not be able to upload the individuals in this section. Contact us by email for assistance.

Fields marked with * are mandatory.

First Name *	Last Name *	Title	Email *	Company	Create Web User?	Delete
				OAUG	☑	🗑

Add Rows: [1 ▼] [Insert] [Delete All] [Submit]

OR

Upload Records using Excel Template

📄 **Download Template**

Upload your Excel file

• [   ] [Browse.]

[Upload]

There are two ways in which new people can be added to the company record.

- Physically entering new persons information. You can add more rows depending on the number of people being added.
- Inputting all persons information into the Excel template and uploading them in bulk. Please fill out all required fields in Excel template.

Please be aware that when uploading in bulk; if there is already an OAUG profile in the system under that email, the upload will not be completed.

📂 Company Directory

Below is a complete list of all individuals associated with your organization. Click on the individual's name to edit their information. Click the checkbox to the right of an individual's name and click the 'Remove From Company' button to remove the individual from your organization's membership and directory. If you need assistance, please contact us by email.

Export To Excel

Member ▲	Email	Company Membership Type	Start Date	End Date	Insight Magazine	Remove
Al Garver Atlanta,GA	agarver@oaug.org	Corporate User Member	Oct 24, 2003	Jan 01, 2019	☐	☐
Alize Johnson Testing Atlanta,GA	aajohnson@meetingexpectations.com	Corporate User Member	Oct 24, 2003	Jan 01, 2019	☐	☐
Allison Dixon Marketing Atlanta,GA	adixon@oaug.com	Corporate User Member	Oct 24, 2003	Jan 01, 2019	☐	☐
Ally Zarcone Membership Senior Coordinator	azarcone@oaug.org	Corporate User Member	Oct 24, 2003	Jan 01, 2019	☐	☐

The Company Directory allows you to see who is associated with your company membership. Within this section you can export the list into an excel, edit a persons basic information, (un)subscribe that person from OAUG Insight Magazine, or remove them from the company membership and directory if they no longer work within the company.

Amber Wright Atlanta,GA	awright@meetingexpectations.com	Corporate User Member	Oct 24, 2003	Jan 01, 2019	☐	☐
Awesta Nawabi New Orleans,LA	awesta.nawabi@aptify.com	Corporate User Member	Oct 24, 2003	Jan 01, 2019	☐	☐
Chris Cosentino Programmer Atlanta,GA	chris000001@thebluephoenix.com	Corporate User Member	Oct 24, 2003	Jan 01, 2019	☐	☐
Christine Hilgert VP Atlanta,GA	chilgert@meetingexpectations.com	Corporate User Member	Oct 24, 2003	Jan 01, 2019	☐	☐
Cindy Force Communications Atlanta,GA	cforce@oaug.com	Corporate User Member	Oct 24, 2003	Jan 01, 2019	☐	☐
David Fattahian CIO Atlanta,GA	david@aetherquest.com	Corporate User Member	Oct 24, 2003	Jan 01, 2019	☐	☐
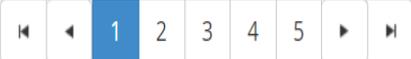
|◄ ◄ **1** 2 3 4 5 ► ►| Records Per Page | 10 ▼ | 44 items in 5 pages

Remove From Company

If an individual is being removed from the company record, please remember to scroll down to the bottom of the page after clicking the check box in the Remove column and click on the Remove from Company button.

👨‍💼 Member Profile

Back

✏️ Edit

Click the Send Notification button to notify this person that you have updated his or her profile

Send Notification

Personal Information   ✏️ Edit

First Name: Ally

Last Name: Zarcone

Company: OAUG

Title: Membership Senior Coordinator

Email: azarcone@oaug.org

By clicking on the edit buttons located in the top right hand corner of each section will allow to to update basic information about each member.

Specific area of information that can be changed are email address, mailing address, and phone numbers.

An area will not show if the information can not be changed.

Contact Information   ✏️ Edit

Preferred Address: Business Address

Business Address:
3525 Piedmont Rd NE
Bldg 5 # 300
Atlanta, GA 30305-1578
United States

(Area Code) Phone: Not Provided

(Area Code) Fax: Not Provided

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💳 Make a Payment

Open invoices are listed below. If you wish to make a payment, click the check box to the left of the line of the invoice(s) that you wish to pay.

Your OAUG membership is current and you do not need to renew at this time. Please check back three months before your membership expires or contact the membership staff at membership@oaug.org or call +1 404 240-0897 for assistance.

If trying to make a payment to join the OAUG or renew your current OAUG membership, selecting the Make a Payment will lead you to this page which will provide an invoice if one is created and available.

Need more information?

ambassador@oaug.com

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