



AUSA National Partner Program: Member Checklist

First off, **THANK YOU** for your past support of AUSA! We have truly appreciated working with you!

Your National Partner Membership comes with many benefits which are described in this packet. Below is a check-list so that you can make the most of your membership and strengthen your partnership with AUSA and the U.S. Army.

- Fill your AUSA Roster with up to 50 Memberships!** Each assigned employee will receive a number of great member benefits and discounts throughout the year; this includes a membership card and a subscription to the ARMY Magazine. Please provide us with the name, title, mailing address, number, and email of each employee you would like to add. Included in this packet is a worksheet to help collect the proper information.
 - Designate the proper mail codes to your members.** Not all employees need a mailing code, but it is best to make sure that the correct employees receive the proper information throughout the year about exhibits, sponsorships, housing, and events.
 - Let your employees know they are now “Individual Members” of AUSA and their local Chapter!** Once assigned in our system, members will receive a “Welcome Email” from both AUSA and their local Chapter. Located on our website is a list of benefits and discounts they are now eligible to receive; the same benefits are described in a brochure included in this packet. Members also have access to their **Online Account** using their email as the login. Once logged-in, they have access to member-only information found on our website and can **register for events such as the ILW Breakfasts, Hot Topics, and symposia** throughout the year.
 - Set up your Online Company Profile in [AUSA's Industry Guide](#).** Included in your membership is an Online Profile where your organization’s logo, description, contact information, website, and much more are listed for fellow industry members and Army leaders to view and reference. In order to access this, please contact Carizza Rosales from InLoop at carizzar@inloop.com.
 - Update your roster.** It is up to you how frequently your AUSA roster is updated as your organization experiences changes in employment. You can make changes to the roster online at any time by logging in with your email through the AUSA website *OR* you can send the changes to Lynette Nichols at LNichols@ausa.org.
 - Earn Order of Merit (OML) Points.** The Order of Merit List is a point system used by AUSA to establish the order in which exhibit space is allocated at our Annual Meeting. Points accrue every time your organization renews, exhibits domestically and internationally, sponsors, advertises, donates, and attends a symposium or Hot Topic. The more you are involved with AUSA, the more points your organization receives and the sooner you can choose space for the following Annual Meeting.
 - Contact us and stay involved!** If you ever have questions regarding AUSA, membership benefits, roster updates, exhibits, sponsorships, advertisements, or registration, please let us know! All contact information is found in this packet. The more you are involved with AUSA, the better!
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