

AHCA

ClubExpress Training Plan for 2024 Renewal Season

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Key Training Initiatives: Zoom Training Recording

- Refresher on logging in to AHCA website
- How/why to renew online
 - How to add an Area Club
 - Adding a spouse/partner
 - Updating personal data
 - Updating Privacy/Public settings
- MD Does & Don'ts when processing a renewal check
- How a member can update their personal data (email address, phone #, etc)
- How to use the online Membership Directory
- Features of the new AHCA website

Zoom Training tapes:

- Links to all of the above training n tapes will be uploaded to "Documents" on the website
- Membership Directors will be sent an email with all of the links that can then be sent or forwarded to their members on an as needed basis.