

A Beginner's Guide to the ALAMIS System

Welcome to the American Legion Auxiliary! This guide is designed to demystify the American Legion Auxiliary Management Information System (ALAMIS) for new users. Our goal is to make the system's core concepts and terminology easy to understand so you can confidently manage your unit's membership.

1. What is ALAMIS? The Big Picture

Here is a high-level overview of the system:

- **ALAMIS** stands for the **A**merican **L**egion **A**uxiliary **M**anagement **I**nformation **S**ystem.
- Its primary purpose is to serve as the central system for units and departments to manage member records and leadership information.
- As a unit user, you can perform four main actions: stay informed via announcements from National Headquarters, make updates to member records, perform searches for specific information, and view detailed unit reports.
- Access is limited to two designated users per unit and must be authorized by your department headquarters. Each login account has an associated cost of \$10 or \$15.

Now that you have a sense of what the system is, let's look at the specific capabilities it offers your unit.

2. Core Capabilities: What Can You Do in ALAMIS?

ALAMIS provides three main capabilities to help you manage your unit's day-to-day operations. These functions ensure your data is accurate, accessible, and useful for communication and planning.

Capability	Examples of Use	Primary Benefit for Your Unit
Make Updates	☐ Add new members ☐ Update member information (name, address, contact info) ☐ Add or edit unit leadership positions ☐ Update Auxiliary magazine preferences ☐ Update solicitation and communication preferences	Keeps your unit's records accurate and up-to-date, ensuring smooth operations and communication.
Perform Searches	☐ See if a member's dues have been applied ☐ View a member's join date and continuous years ☐ View a member's membership activity history	Allows you to quickly find specific member information and answer

	☐ Filter to see only expired or junior members ☐ See if a member is in a special category like Paid Up For Life (PUFL)	common questions without delay.
View Reports	☐ Use the Membership Roster to see all members ☐ Export reports to Excel for mail merges ☐ View who has paid/not paid dues	Provides powerful tools for communication and managing membership status across the entire unit.

To use these capabilities effectively, it's essential to understand the specific language and codes used within the system.

3. Understanding Member Status: The Language of ALAMIS

ALAMIS uses specific codes to classify members by type and category, which helps in tracking and reporting.

Member Status & Type Codes

This table outlines the codes that define a member's current standing and history with the organization.

Code	Description
MAM	Senior Member
MYM	Junior Member
PAM	Pending Member
PYM	Pending Junior Member
XAM	Expired Member (<i>expired 2 years or less</i>)
XYM	Expired Junior Member (<i>expired 2 years or less</i>)
FAM	Former Member (<i>expired more than 3 years</i>)
FYM	Former Junior Member (<i>expired more than 3 years</i>)
DMAM	Deceased Member
DMYM	Deceased Junior Member

Membership Category Codes

These codes identify special membership classifications.

Code	Description
CL	Cancelled Membership
HLM	Honorary Life Member
SLM	State Life Member (<i>CO, NE, ND states ONLY</i>)
VIM	Paid Up For Life (PUFL)

It is particularly important to understand the difference between the two non-active statuses for members who have not paid dues:

- **Expired Members:** Members who have not paid dues in **two years or less**.
- **Former Members:** Members who have not paid dues in **three or more years**.

Knowing these statuses is critical, as they determine which members appear in the system's various reports.

4. Making Sense of Reports

Reports are one of the most powerful features in ALAMIS, allowing you to get a clear and organized view of your unit's membership. Here are the most important reports and what they contain.

- **Membership Roster** This report lists all *current* members in your unit, including juniors. It specifically **excludes** expired and former members. Its main purpose is to give you a complete and accurate list of your active unit.
- **Leadership Roster** This is the go-to report for finding the names and contact information of your unit's leaders and their official positions. *Note: To edit or add leaders, you must go to the unit tab and use the "edit unit leaders" function.*
- **Unit Paid Dues Roster** This report shows all members who have paid their dues for a selected year, regardless of when they transferred into the unit. It provides a complete picture of who is paid for the current year and includes data such as the member's ID number, name, address, member type, continuous years of membership, and date of birth.
- **Unit Unpaid Dues Roster** This is a list of all members who have **not** paid their dues for the selected year. It is an essential tool for managing renewals and includes data such as the member's ID number, name, address, phone number, email address, member type, and paid-through date.

Viewing reports helps you see who has paid, but the next step is submitting those payments and the associated paperwork to the department.

5. The Online Transmittal Process Explained

The online transmittal process is the official method for units to submit membership payments and paperwork to the department. Following these steps ensures your members' payments are processed correctly and on time.

1. **Update ALAMIS First:** Before starting, make any necessary member changes (e.g., address updates, contact information) directly in the ALAMIS system.
2. **Complete the Transmittal Form:** Fill out the official membership transmittal form. You can use either the fillable PDF version or complete it on paper.
3. **Make the Payment:** Pay online via ECheck or Credit Card.
4. **Submit the Paperwork:** Gather the completed Unit Transmittal Form and any New Member Applications.
5. **Email the Documents:** Send all completed documents to membership@alatexas.org.

NOTE – Your membership can not be processed until payment and transmittal paperwork is received.

Finally, here is a quick reference for logging into the system.

6. Quick Reference: Accessing ALAMIS

Keep these simple rules in mind when logging in to ALAMIS.

- **Login URL:** <https://members.legionaux.org>
- **Usernames:** Are **NOT** case sensitive.
- **Passwords:** **ARE** case sensitive.
- **Security:** Do **NOT** share your password with other members of your unit.
- **New Users:** If a new user is appointed for your unit, you must contact your Department Headquarters to request a new ALAMIS account.