



# **Ambassador's Guide to Managing Organization Contacts**

## Welcome to Oracle Applications Users Group

### 🌐 **My Profile**

Your Customer ID: **39713**

Karen Daniel  
OAUG  
3525 Piedmont Road  
Building Five, Suite 300  
Atlanta, GA 30305 US

Preferred Contact #: (404) 869-2568  
Email: [kdaniel@oaug.com](mailto:kdaniel@oaug.com)  
Login ID: [kdaniel@oaug.com](#) ([change](#))

- ⚙️ [Edit My Information](#)
- ⚙️ [Change My Password](#)
- ⚙️ [Manage Organization Contacts](#) ←

You are linked to 1 other record(s). You can login as them to update or review their account information:

- [OAUG \(Organization\)](#)

### 👤 **My Membership**

Status:	Current
Member Since:	10/24/2003
Expiration:	11/1/2014 ←

- My Current Memberships  
1. [View User Membership \(1 year\)](#)

### 💰 **My Organization Account**

Outstanding Balance:	\$1,748.00
Credit Balance:	\$0.00
Last Payment:	11/4/2013 for \$920.00

- [Make a Payment](#)
- [Manage Saved Payment Options](#)
- [Manage Installment Plans](#)
- [View Account History](#)

When you log in to your OAUG profile, you will see this page. Click on Manage Organization Contacts.

This is where you can see when your organization's membership expires.

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## Manage Contacts for OAUG

Clicking on Manage Organizational Contacts brings up a list of everyone associated with your organization's membership. You can edit, change the relationship, or disable the contact.

### Current Contacts

ID	First Name	Last Name	Email Address	Relationship			
114418	Alex	O'Keefe	aokeefe@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
27585	Allison	Dixon	adixon@oaug.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
14384	Brett	Davis	bdavis@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
114419	Brian	Meyer	bmeyer@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
128140	Chris	Cosentino	chris@thebluephoenix.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
114417	Christine	Hilgert	chilgert@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
98391	Christopher	Cosentino	ccosentino@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
30639	Cindy	Force	cforce@oaug.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
53546	Darnette	Holbert	dholbert@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
22762	Former	Employee	formeremployee@oaug.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
3127	George	Barnes	gbarnes@soundenterprises.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
128142	James	Hobbs	jhobbs@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
123157	James	Hobbs	jhobbs@oaug.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
76960	Jeff	Rausch	jrausch@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
19824	Jeff	Rausch	test@example2.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
8952	Joey	Sirmons	jsirmons@oaug.org	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
125688	Joey	Sirmons	jsirmons@oaug.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
145652	Joey	Sirmons	joey@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>

If you choose change the relationship, you will see this page that enables you to change the person's relationship with your organization.

Home

📁 ID: 39713

👤 Karen Daniel

🖨️ 🖥️ [Logout](#)

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## Change Relationship between OAUG and Karen Daniel

### Relationship Information

Relationship Type:

- Ambassador
- Ambassador
- Billing Contact**
- Key Contact
- Mailing Contact
- Organization Contact

Start Date:



End Date:



Notes/Description:

Save

Cancel

[Home >](#)


## Manage Contacts for OAUG


You can also choose to edit any of the contacts within your organization.

### Current Contacts

ID	First Name	Last Name	Email Address	Relationship			
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27585	Allison	Dixon	adixon@oaug.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
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114419	Brian	Meyer	bmeyer@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
128140	Chris	Cosentino	chris@thebluephoenix.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
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123157	James	Hobbs	jhobbs@oaug.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
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145652	Joey	Sirmons	joey@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>

If you choose to edit a contact, you will see this screen. You have the ability to change the person's title, phone number, work address, etc.

 ID: 39713

 Karen Daniel

  [Logout](#)

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## Edit My Personal Information

Please enter your contact information below.

\* - indicates a required field.

### Basic Information

Primary Organization:

Title:

First Name:\*

Last Name:\*

Email Address:\*

Email Address #2:

Profile Photo  
Change Profile Photo  
 No file chosen  
Images larger than 120x120 will be resized

### Phone Numbers

Please enter at least one contact number below. Use the **Preferred?** radio button to indicate the phone number at which you prefer to be contacted.

Work Phone Number:   Preferred?

Mobile Phone Number:

### Address Information

Please enter at least one address below.

#### Work Address

Line 1:\*

Line 2:

City:\*

State/Province:\*

Postal Code:\*

#### Home Address

Line 1:

Line 2:

City:

State/Province:

Postal Code:

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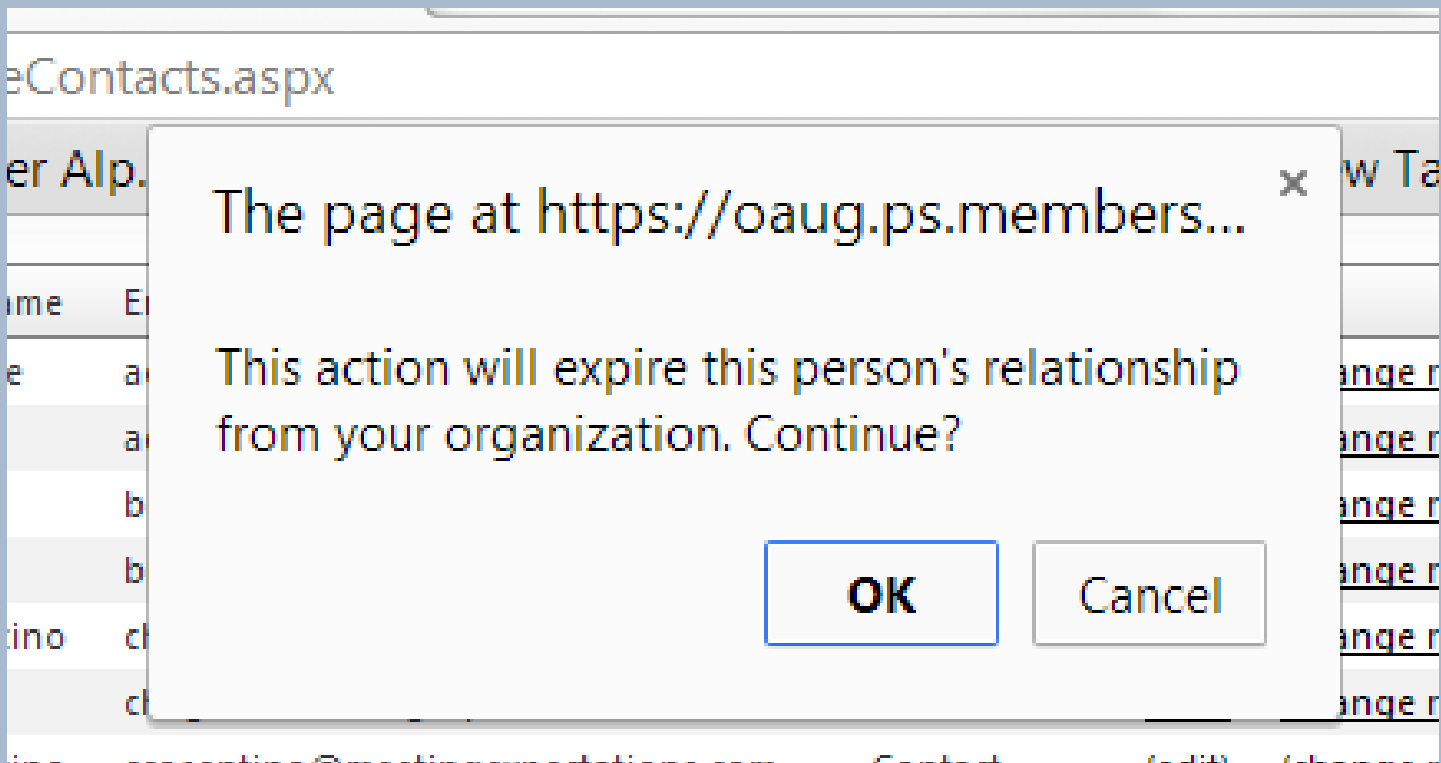
## Manage Contacts for OAUG

You also have the option to disable the contact. This will remove that person from your organization's membership but will not delete his/her record from the database.

### Current Contacts

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125688	Joey	Sirmons	jsirmons@oaug.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>
145652	Joey	Sirmons	joey@meetingexpectations.com	Contact	<a href="#">(edit)</a>	<a href="#">(change relationship)</a>	<a href="#">(disable)</a>

You will be asked to verify that you want to disable the contact.





This is what you see if you click on View Membership.

### Membership Information

Membership ID:	70451	Join Date:	10/24/2003
Owner:	#420164737 - OAUG	Expiration Date:	11/1/2014
Status:	Current	Renewal Date:	3/18/2014
Type:	User	Approved?	True
Product:	User Membership (1 year)	Membership Directory Opt Out?	False
Receives Member Benefits:	True		

### Billing Information

You can have this membership renewal automatically charged to your credit card. The current information is below. [Click here to update.](#)

Payment Method: You currently have no payment information associated with this membership.

### History

Activity	Performed By	Date
Renewal	mpmiller@meetingexpectations.com	3/18/2014
Renewal	mpmiller@meetingexpectations.com	3/18/2014
Renewal	mpmiller@meetingexpectations.com	3/18/2014
Renewal	mpmiller@meetingexpectations.com	3/14/2014
Renewal	MemberSuiteAgent	11/4/2013
Renewal	MemberSuiteAgent	10/11/2013
Renewal	MemberSuiteAgent	10/11/2013
Renewal	MemberSuiteAgent	10/2/2013

### Tasks

- [Update Contact Info](#)
- [Update Billing Information](#)
- [Update Membership Info](#)
- [Renew Membership](#)
- [View Account History](#)



**Need more information?**

**[ambassador@oaug.com](mailto:ambassador@oaug.com)**

**+1 404.240.0897**