

# AmCham EU Members Directory 2021

How to update your list of committee representatives

# Main features online form

**Click on Confirm to submit form**

Member Form TEST

**Confirm** **PDF** **save form as pdf to review**

**+** **Show all fields**

Line...	Group	First name
1	AmCham EU	Tom
2	AmCham EU	Jane
3	Board	Tom
4	Policy Group	Tom
5	Policy Group	Jane
6	Competition Policy	John
7	Agriculture and Food	Tom
8	Competition Policy	Grace
9	Competition Policy	James
10	Consumer Affairs	Tom
11	Consumer Affairs	Jane
12	Consumer Affairs	Leo
13	Customs & Trade	Leo
14	Customs & Trade	Anne
15	Customs & Trade	Anna
16	Digital Economy	Anna
17	Digital Economy	Anne
18	Digital Economy	Tom
19	Digital Economy	Jane
20	Environment	Jane
21	Environment	Anne
22	Environment	Tom
23	Healthcare	Anne
24	Healthcare	Tom
25	Agriculture and Food	James

**Add a new line or contact**

Matrix

**Previous** **Next** **New** **Save** **Save after change**

**Member** **Click on New to add new representative**

Group\* **Select group from drop-down**

First name\* **Select or enter new name**

Last name\*

Member or substitute\* **Select role from drop-down**

Member

Email address\*

Take out  
 Please check this box to take out the name. **Check box to take out name**

New member details

Salutation\* **For new representatives, fill out contact details**

Mr Ms

Job title\*

Main phone\*

## Confirmation

Please check to confirm that the information is correct\*

Date / time\*

**Confirm accuracy of data before submitting**

Field is required

28-10-2020 11:47

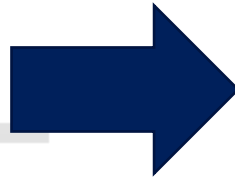
# 1. Review

You can download the form as a pdf file to revise your company list internally.

Member Form TEST

Confirm

PDF



need to be assigned as substitute.

In case of a Chair or Vice Chair, the official member role is taken by the Chair or Vice Chair role. Other representatives need to assigned as substitute.

**Note 2:**

Committee Chairs and Vice Chairs as well as members of the Executive Council, Board, Policy Group, Op Group and Comms & Marketing Group are voted through an election process. They are displayed for your information only.

Company:

Member company

No	Group	First name	Last name	Member or Chair
1	AmCham EU	Tom	Jones	
2	AmCham EU	Jane	Thompson	
3	Board	Tom	Jones	
4	Policy Group	Tom	Jones	
5	Policy Group	Jane	Thompson	
6	Competition Policy	John	Smith	



## 2. Update the online form (1)

Click on the **+ sign** at the top to add a new entry.

A pop-up menu will allow you to make the required changes.

The screenshot displays the AmCham EU online form interface. On the left, a table lists entries with columns for Line number, Group, and First name. A red arrow points to the '+' sign in the top left corner, with the text 'Add a new line or contact'. A large blue arrow points from the table to the pop-up form on the right. The pop-up form is titled 'Member' and contains several fields: Group\* (Agriculture and Food), First name\* (Select or new ...), Last name\*, Member or substitute\* (Member), Email address\*, and a 'Take out' checkbox. A red arrow points to the 'Save' button in the top right corner of the pop-up form, with the text 'Save after change'. Another red arrow points to the 'Take out' checkbox, with the text 'select this box to take out representatives'. A third red arrow points to the 'New member details' section, with the text 'enter details for new representatives'. The table on the left has rows 6, 8, 9, and 12 highlighted in red, orange, yellow, and blue respectively.

Line...	Group	First name
1	AmCham EU	Tom
2	AmCham EU	Jane
3	Board	Tom
4	Policy Group	
5	Policy Group	
6	Competition Policy	
7	Agriculture and Food	
8	Competition Policy	Grace
9	Competition Policy	James
10	Consumer Affairs	Tom
11	Consumer Affairs	Jane
12	Consumer Affairs	Leo
13	Customs & Trade	Leo
14	Customs & Trade	Anne
15	Customs & Trade	Anna
16	Digital Economy	Anna
17	Digital Economy	Anne
18	Digital Economy	Tom
19	Digital Economy	Jane
20	Environment	Jane
21	Environment	Anne

## 2. Update the online form (2)

Click on the **+ sign** at the top to add a new representative.

In the pop-up menu you click on **+New**. You fill out the details.

You click on **Save** when done.

The screenshot displays the 'Company members' interface. On the left, a table lists existing members with columns for 'Line', 'Group', and 'First name'. Row 6, 'Competition Policy' with first name 'John', is highlighted in red. A red box with a '+' sign and a red arrow points to the top-left corner of the table area. On the right, a 'Matrix' panel contains navigation buttons: 'Previous', 'Next', '+ New', and 'Save'. The '+ New' and 'Save' buttons are highlighted with red boxes and labeled '2.' and '5.' respectively. Below these buttons, the 'Member' form is visible. The 'Group\*' dropdown is set to 'Agriculture and Food'. The 'First name\*' field contains 'Tom'. The 'Last name\*' field is empty. A red text annotation '3. Enter new representative with group and role' points to the 'Member or substitute\*' dropdown, which is currently set to 'Member'. Below this, the 'Email address\*' field is empty. The 'New member details' section includes 'Salutation\*' (radio buttons for 'Mr' and 'Ms'), 'Job title\*', and 'Main phone\*' fields. A red text annotation '4. Fill out contact details' points to the 'Salutation\*' section.

Line	Group	First name
1	AmCham EU	Tom
2	AmCham EU	Jane
3	Board	Tom
4	Policy Group	Tom
5	Policy Group	Jane
6	Competition Policy	John
7	Agriculture and Food	Tom
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12	Consumer Affairs	Leo
13	Customs & Trade	Leo
14	Customs & Trade	Anne
15	Customs & Trade	Anna
16	Digital Economy	Anna
17	Digital Economy	Anne
18	Digital Economy	Tom
19	Digital Economy	Jane
20	Environment	Jane
21	Environment	Anne
22	Environment	Tom
23	Healthcare	Anne
24	Healthcare	Tom

## 2. Update the online form (3)

You can take out representatives by double clicking on their name and checking the "take name out box". They will be marked in red afterwards.

Matrix

Previous Next New Save 2.

Member

Group\*  
Competition Policy

First name \*  
John

Last name\*  
Smith

Member or substitute\*  
Member

Email address\*  
cpa@amchameu.eu

Take out  
 Please check this box to take out the name. 1.



First name	Last name
Tom	Jones
Jane	Thompson
Tom	Jones
Tom	Jones
Jane	Thompson
John	Smith
Tom	Jones

## 2. Update the online form (4)

The rules allow for **1 official member per committee**. Please assign **only 1 member per committee**. Other representatives need to be **assigned as substitute**. If this is not the case, the representatives will be displayed in orange. Please correct this before submitting the form.

The screenshot displays a web interface for assigning committee members. On the left, a 'Matrix' table lists various roles. A green box labeled '1.' highlights a 'Substitute' role, with a green arrow pointing to the right. On the right, a detailed form for a 'Member' is shown. A red box labeled '3.' highlights the 'Save' button at the top of the form. Another red box labeled '2.' highlights the 'Member or substitute\*' dropdown menu, which currently shows 'Member' selected. The form includes fields for 'Group\*' (set to 'Competition Policy'), 'First name \*' (set to 'James'), and 'Last name\*' (set to 'Williams').

# 3. Submit your changes

## 1. Confirm that the information is correct

**Confirmation**

Please check to confirm that the information is correct\*

Date / time\*

**Field is required**

28-10-2020 11:47

## 2. Click on **Confirm** to submit the form

Member Form TEST

**Confirm** PDF

Thank you for updating your company list details.