Instructions for Online Submission of Hotel Expenditure Form - Report #10

(REVISED OCTOBER 2018)

- ALL CHAPTERS ARE REQUIRED TO FILE ANNUAL ONLINE CONFERENCE PLANNING REPORTS WHICH INCLUDES THE HOTEL EXPENDITURE REPORT (REPORT #10).

- ALL CHAPTER CONFERENCE PLANNING REPORT SUBMISSIONS MUST BE REPORTED ONLINE NO LATER THAN FEBRUARY 1, 2019 BY 11:00 PM CST.
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Requirements

- To access the Conference Planning Reporting site, you must be listed on the current Roster of Officers form that was submitted to the corporate office in one of the following positions: Basileus, Tamiouchos, or Graduate Advisor. The Roster of Officers form can be completed online by the listed Grammateus and Basileus in Members Only section (Resources → Chapter Officers → Officer Management)
- Make sure that any Pop-up Blockers are disabled. The Conference Planning Reporting link takes you to a new site in a new window. If you have Pop-up Blocker turned on, it will not launch the site.
- Make sure that cookies are enabled on. The Conference Planning Reporting site uses cookies to track chapter and user data. If your cookies are disabled, you will receive error messages when trying to submit reports.

**Note:** The instructions for Pop-up Blockers and Enabling Cookies listed below are for Internet Explorer only. If you need assistance with another browser, please search online for instructions on how to disable Pop-up Blockers and enabling cookies.

How to Remove Pop-Up Blockers

These below instructions for removing pop-up blockers are for Internet Explorer 10+. If you are using another browser, please visit [https://www.wikihow.com/Allow-Pop-ups](https://www.wikihow.com/Allow-Pop-ups) or search for instructions on how to remove your pop-up blocker.

In your browser access Internet Options and access the Privacy Tab.

Uncheck the “Turn on Pop-up Blocker” or click the Settings button.

If unblocking pop-ups for AKA only, enter “https://akawebnet aka1908/ewe” into the textbox and click Add. Also enter “*.aka1908.com” and click Add.

Click Close on the Pop-up Blocker Settings. Click OK on the Internet Options window.
How to Enable Cookies

These below instructions for enabling cookies pop-up blockers are for Internet Explorer 10+. If you are using another browser, please visit https://www.wikihow.com/Enable-Cookies-in-Your-Internet-Web-Browser or search for instructions on how to enable cookies.

In your browser access Internet Options and access the Privacy Tab.

(A) Slide the Settings slider to Medium or Low or (B) click the Sites button to set cookies options for a particular website.

If setting cookies for the AKA site only add “aka1908.com” into the Address of Website box and click Allow.

Once the address has been added to the list of Managed Websites, click OK.

Click OK on the Internet Option window to complete the changes.

If all of the above have been verified and you still cannot access the site, submit your issue to the Member Assistance Form.
Inputting Reports

Accessing Conference Planning Reporting Site

Direct Address

Go to [http://reports.aka1908.com/conferences](http://reports.aka1908.com/conferences). You will be prompted to login using your Members Only login.

If you only have access to one chapter, you will be automatically redirected to the conference planning reporting site.

If you have access to multiple chapters (i.e. graduate advisor for an undergraduate chapter and Tamiouchos for graduate chapter), you will see a list of chapters. Click the chapter for which you are completing reports.

From Members Only

**Step 1:** Log in to the Members Only section from the Alpha Kappa Alpha Sorority Inc. website. If you have problems logging in, please submit a [Member Assistance Form](#) for assistance.

**Step 2:** After logging into the Alpha Kappa Alpha Members Only site, click the Resources link on the top menu bar.

You will be directed to the Resources landing page, which will have a submenu.

**Step 3:** Click the Chapter Reporting link to get to the reporting page.
Step 4: The Chapter Reports page contains the Chapter Report Book which includes instructions and actual reports for the end-of-year reports. At the bottom of the Chapter Report page contains the links for the reporting sites (Conference Planning, Programs, Finance, and Report Book Upload). You will click the Conference Planning Reporting Site link (see below) to proceed with submitting the reports.

![Conference Planning Reporting Site](image)

Step 5: You will reach a page where you must select the chapter for which you are submitting reports. Again, note that a member may have multiple chapter relationships. Click the Add/Edit Reports link in the Link column.

![My Chapter Relationships](image)

The Conference Planning Reporting Site will open. There will be different menu items in the submenu bar.

- **Report Entry** – use this link to add new reports or view/edit previously submitted reports
- **Summary Reports** – generate a report to summarize all chapter reports submitted for a given date range
- **Troubleshooting** – contact information for help
Report Entry

After clicking the Report Entry link, you will be given an option to (1) add a new report or (2) select a year from a drop-down list to review or edit completed reports.

If you select Add New Report, a blank Hotel Expenditure Report will open (see below). Fill in all fields and answer all questions on the form. Do not use commas when inputting amounts.

At the end of the report, check the box that you acknowledge the validity of the report and click Submit.
If you select a year from the drop-down list, a list of reports completed for that year will appear (see below). Click the View/Edit link next to the submission that you want to edit. The Hotel Expenditure form will open to make any changes.

![Report Entry](image)

Again, at the end of the report, check the box that you acknowledge the validity of the report and click Submit.
Summary Reports
After clicking the Report Entry link, you will choose the options to query the data for your summary reports. Report Type determines if you get only summarized data, as seen below, or the summarized data and the details of each report. A date range is required.

Click Submit to generate the report.

Other Resources
The PDF of Report #10 is located at the following locations:

2. Go to [www.aka1908.com](http://www.aka1908.com) → Members Only → Chapter Reporting
3. Go to [www.aka1908.com](http://www.aka1908.com) → Members Only → Chapter Officers → Chapter Reporting