



Thanks for being an AWA
Affiliate!

Here's an introduction to using your benefits. The table of contents is clickable, so you can easily navigate to the instructions you need. Click [here](#) to go back to AWA's main site and [here](#) to go to the Affiliate Dashboard.

Setting Up Your Username and Password.....	3
Logging In.....	3
Navigating to the Affiliate Dashboard.....	4
Editing Your Affiliate Profile, Setting Up Your Listing.....	5
Basic Profile Info.....	5
Changing Your Password.....	6
Privacy on the AWA Website.....	7
Your Business Card.....	8
Fleshing Out Your Listing.....	9
Profile Gallery.....	9
Profile Description.....	10
Social Links.....	10
Recommendations/Testimonials.....	11
Labels.....	13
Posting Your AWA Affiliate Event.....	14
Editing Events.....	14
Deleting Events.....	14
Signing Up for Events (Free and Discounted).....	15
Free Events for Affiliates.....	15
Online Writes.....	15
Launchpad Groups.....	15
Ask Me Anything Q&A Sessions.....	15
The Water Cooler.....	16
Events with Affiliate Discounts.....	16
Post-Certificate Trainings.....	16
Professional Development and Writing Retreats.....	17
Paying Dues.....	17
Connecting with the AWA Board.....	18
Additional Resources.....	18

Training Materials.....	18
Manual.....	18
Where Your Authority Comes From.....	18
Summary of AWA Guidelines.....	19
Taking AWA Online.....	19
Business.....	19
Prompts.....	19
Diversity and Inclusion.....	19
Data.....	20
Press Clippings.....	20
Your AWA Affiliate Badge/Logo.....	20
Sharing Your News with AWA.....	21
How to submit to our email newsletter.....	21
How to connect on social media.....	21

Setting Up Your Username and Password

Your username is your email address. If you have more than one, use the one you gave us when signing up for your training, unless you've updated us with a new address.

To set up your password, select Request Password:

Login

If you have an **AWA Affiliate** or **AWA Writer** membership, please login below to access your full benefits.

☐ **Sign In**
with your email and password.

☒ **Request Password**
We will email you a new password so you can access your account.

Email

Required

Enter the email that we have on file to have a password sent to you (if we have the incorrect email for you, please [contact us](#)). Then use that new password to log in. Once you're logged in, be sure to [change your password](#) to something more secure.

Logging In

Please visit this page to log in to your affiliate account on the AWA website:
<https://amherstwriters.org/login/>

Clicking the link above will take you to the login page. You can also get there by hovering over “About” on our menu and clicking “Login.”

Once there, enter your email address and password and press Sign In:

Login

If you have an **AWA Affiliate** or **AWA Writer** membership, please login below to access your full benefits.

● **Sign In**
with your email and password.

Email

Required

Password

Sign In

Navigating to the Affiliate Dashboard

Once logged in, you should be automatically redirected to a page that looks like this:

Thanks for signing in!

Welcome, Kate Frank!

Please click the name of your membership level below to access your benefits:

- **Writer Member**
- **AWA Affiliate**

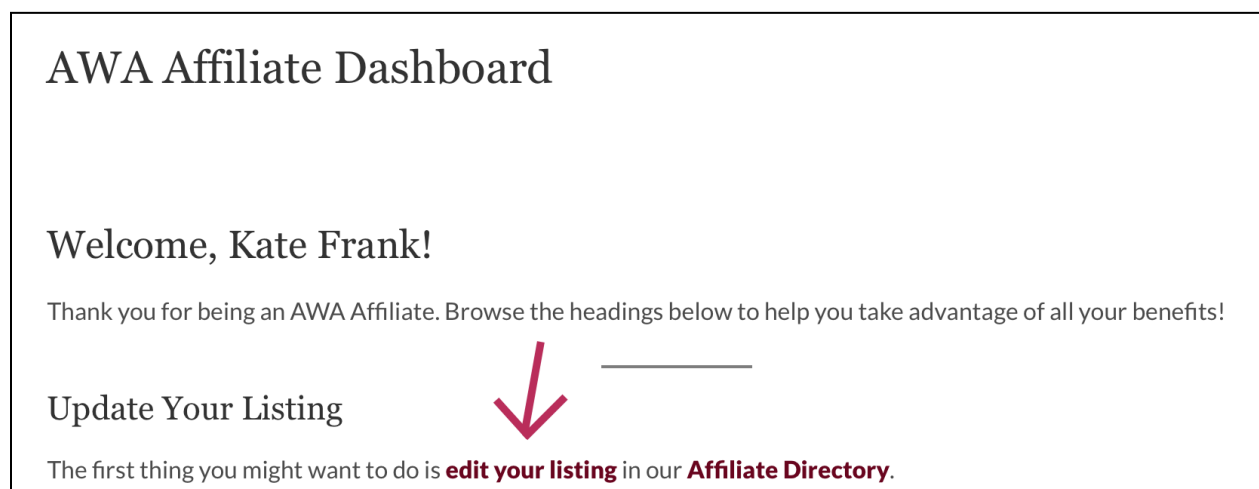
Click on the link that reads AWA Affiliate and you'll find yourself on the Dashboard. From there, you can navigate to access all your benefits.

Editing Your Affiliate Profile, Setting Up Your Listing

One of the best benefits of your AWA membership is representation in [our directory](#). People who are interested in finding an AWA group to join will see your dot on the map and/or find you using our search function.

The more information there is on your profile, the more likely people are to find you.

The first heading on the Dashboard will help you update your listing.



Click the “edit your listing” link pictured above to get started.

Basic Profile Info

Your profile starts with basic info about yourself, so that comes up first when you click on “Update Your Profile.”

You can also navigate to this screen by clicking the About tab (pictured in the image on the next page). It's likely already filled out with info you gave us. Make sure that it's accurate and matches what you want shared on the website.

Manage Your AWA Account

[About](#)[Profile](#)[Additional](#)[Sign Out](#)

Full Name

Organization Name

Address

Email

Public directory email

Your address determines your dot on the map. If you don't want to share your street address, we recommend you delete that information (you'll see it's blank in the image above) and keep just your city, state, zip code if applicable, and country. More on this in the [Privacy](#) section.

Changing Your Password

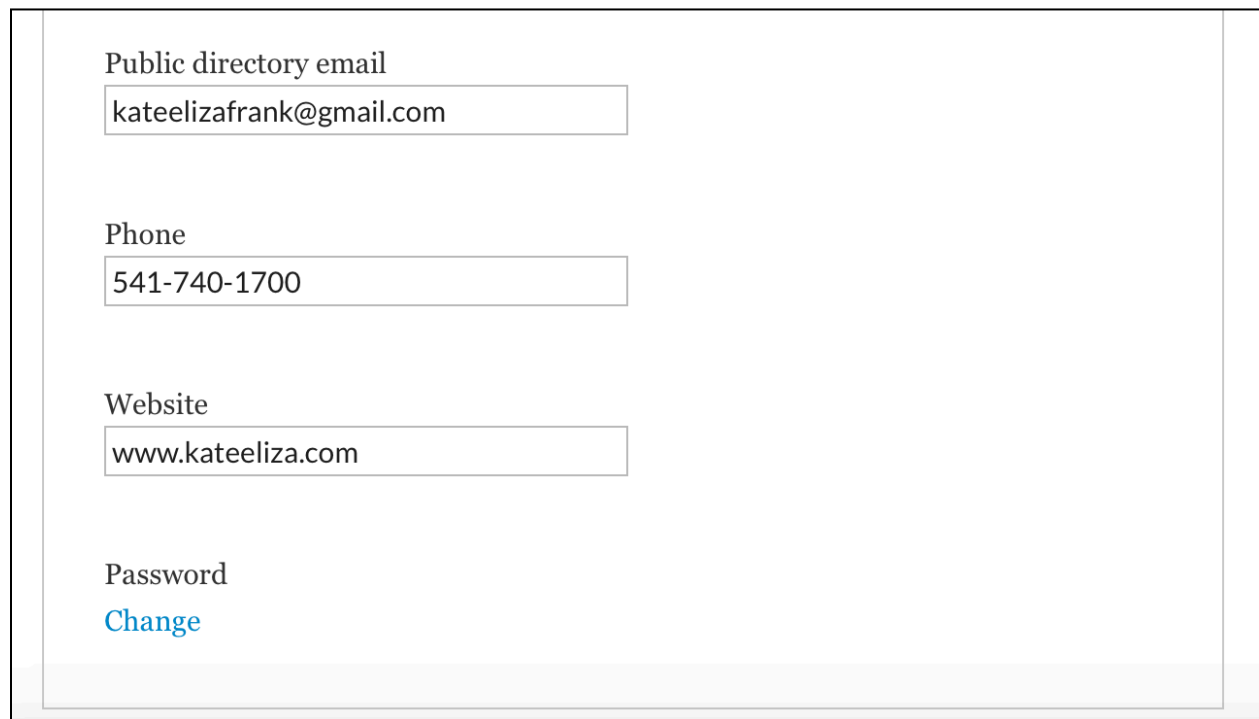
If we sent you your password in an email, it's no longer secure and should be updated. [Click this link](#) or navigate from this section of the Dashboard to

the About tab of your Affiliate Account:

Pay Dues, Change Password, or View Payment History

Please **visit this page** to Manage Your Account.

Update your password to something you've chosen by clicking the "Change" link under the word Password in the About editing screen:



Public directory email

Phone

Website

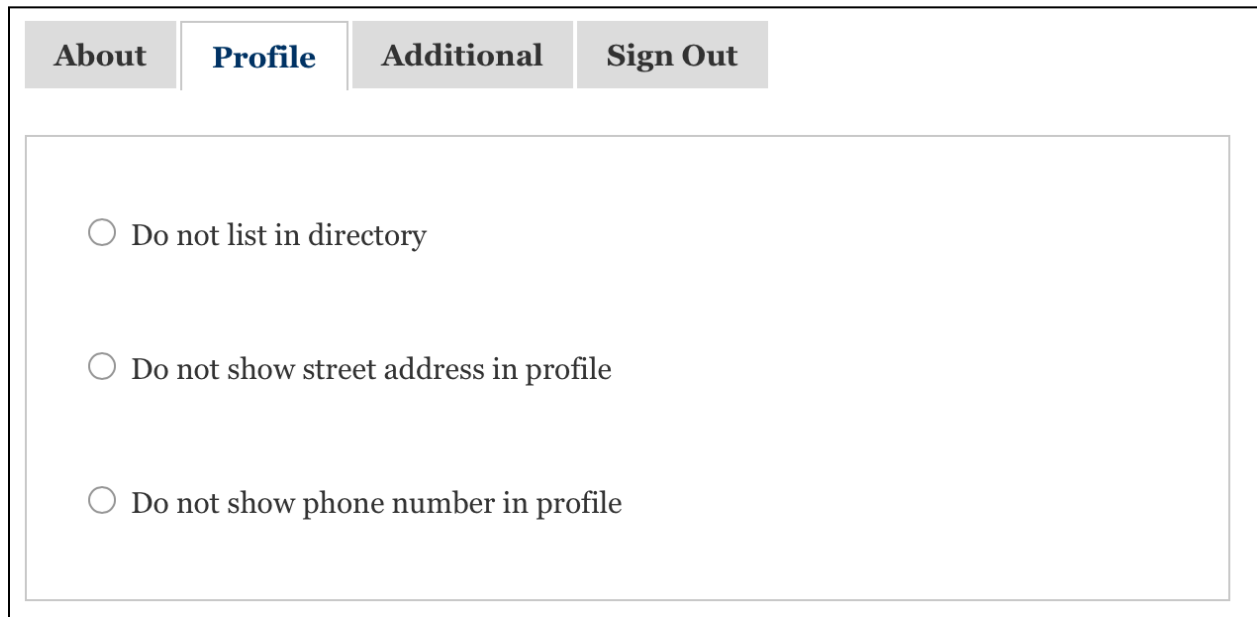
Password

[Change](#)

Privacy on the AWA Website

Once you've clicked "Save & continue" or "Skip" on the About tab screen or clicked on the gray "Profile" box next to "About," you'll be able to update more information.

The first part of this screen concerns privacy:



The screenshot shows a user interface with four tabs at the top: 'About', 'Profile', 'Additional', and 'Sign Out'. The 'Profile' tab is selected and highlighted in blue. Below the tabs is a large white rectangular area containing three radio button options, each with a label:

- ☐ Do not list in directory
- ☐ Do not show street address in profile
- ☐ Do not show phone number in profile

If you maintain a membership with AWA to support our work but aren't actively leading workshops, you are welcome to check "Do not list in directory" to avoid appearing on our map and in searches.

If you don't want to appear on the map, check "Do not show street address in profile." If you do want to appear on the map but don't want your street address to show, simply remove your street address from the basic info you entered under the "About" tab.

If you want your phone number to be just for AWA's reference, check "Do not show phone number in profile."

If you have privacy concerns that are not addressed by these options, please [reach out to us](#).

Your Business Card

The business card is the first impression that visitors get. You'll want to include a photo (either a headshot or a business logo is a good choice) and a summary of your work. Clicking on any part of the card will allow you to update it (except for your name and optional organization name, both of which populate from the [Basic Info](#) you've entered).

Business Card [? Learn more](#)

Click areas on card to upload logo or edit tagline:

[Click here to delete the current image.](#)



Kate Frank

Online intergenerational
LGBTQ group for elders:
kateeliza.com for details

Fleshing Out Your Listing

Once people click on your business card, they'll see a more detailed listing. This is the place to get creative and tell your unique story.

Profile Gallery

Here you can display multiple photos to help people get to know you and your work.

Profile Gallery [? Learn more](#)

Upload pictures to to your profile, or click an image to delete:



Click or drop file here to upload image

You can include your logo if you used a headshot on your business card, or vice versa.

Give people a sense of what it's like to be in your groups—show us refreshments, the space you write in, or the people you write with, or of an open notebook. If you've written a book, upload the cover! You can also share graphics that promote upcoming events.

Profile Description

Share as much information about your workshops and your writing as you'd like. Some options include sharing a bio, including certifications and training you have beyond AWA, dates and locations of ongoing groups, information about upcoming retreats, and links to read your work in journals or a blog or to learn more about what you do.

Profile Description ? Learn more

Describe your products & services:

Edit ↕ **B** *I* U [List Icons]

Kate Eliza Frank is a poet & performer who spent several years getting snowed on in New England before finally reuniting with the NW in 2014. She holds a BA in poetry, performance, & queer studies from Hampshire College. Her poems have appeared in online & print journals, as well as on stages across the country, including at the 2010 National Poetry Slam.

She's a former co-host of the Hampshire County Slam Collective & a member of their 2010 CUPSI team, which won Best Writing. In 2012, Kate conceived, produced, & performed in *The Joy Experiments*, a site-specific solo show. The play was adapted in collaboration with Esmé Rodriguez Vaandrager from poems Kate had written. Esmé also acted as director, art director, & choreographer.

Kate is a trained writing workshop leader, certified in the Amherst Writers & Artists method. She's worked some wonderful book-related jobs, as a shelver at a library &

Social Links

Social Links

LinkedIn	<input type="text"/>
Facebook	<input type="text"/>
Twitter	<input type="text"/>
Google+	<input type="text"/>
Yelp	<input type="text"/>
Youtube	<input type="text"/>
Pinterest	<input type="text"/>
Instagram	<input type="text"/>

If you have social media accounts you'd use to connect with fellow workshop leaders and interested writers, you can link them here.

For most accounts, use the URL of the social media platform / the name of your account. For example, our Twitter is @amherstwriters, so our link is <http://www.twitter.com/amherstwriters>

Recommendations/Testimonials



Sue Reynolds
AWA certified since 2002, I work with both emerging and experienced writers.



The thumbs up displayed at right shows up on your business card when you've received a recommendation. These aren't something you can add from the editing screen.


Recommendations are offered by writers in your groups. If you're just getting started, you may want to ask members of your training cohort to write one for you! The option to do so appears on your affiliate directory listing:

Do you know Kate Frank? Be the first to:


[Recommend Kate Frank](#)

And once you have recommendations, they display at the bottom of your detailed listing:


Sue Reynolds is recommended by:



Excellent tutor. Her prompts have been so thought provoking and encouraged me to develop the written responses.
Sinéad MacDevitt on Sun Dec 18 2022



Sue embodies all that is good and great in AWA. She inspires me.
Annie Fahy on Thu Aug 27 2020



Recommended!
Teegan Mannion on Thu Feb 6 2020

Don't have testimonials yet? Lead a Write Around the World group for AWA in May! We will send you the comments we receive on our exit survey. Most often, these are glowing reviews of what a wonderful experience your writers had that you can use on your listing, your website, and beyond!

Putting it all together


For an example of how this all fits together, check out [this profile of AWA Board Chair Sue Reynolds](#). You see the information from the business card displayed at the top, along with the profile description, followed by the gallery images, recommendations, and social media links.

On the Contact tab, you see her dot on the map, her name, organization name, address, phone number, website, and a link to send her a message (which protects her email address from spammers):

X CloseAboutContact

✕ PostShare

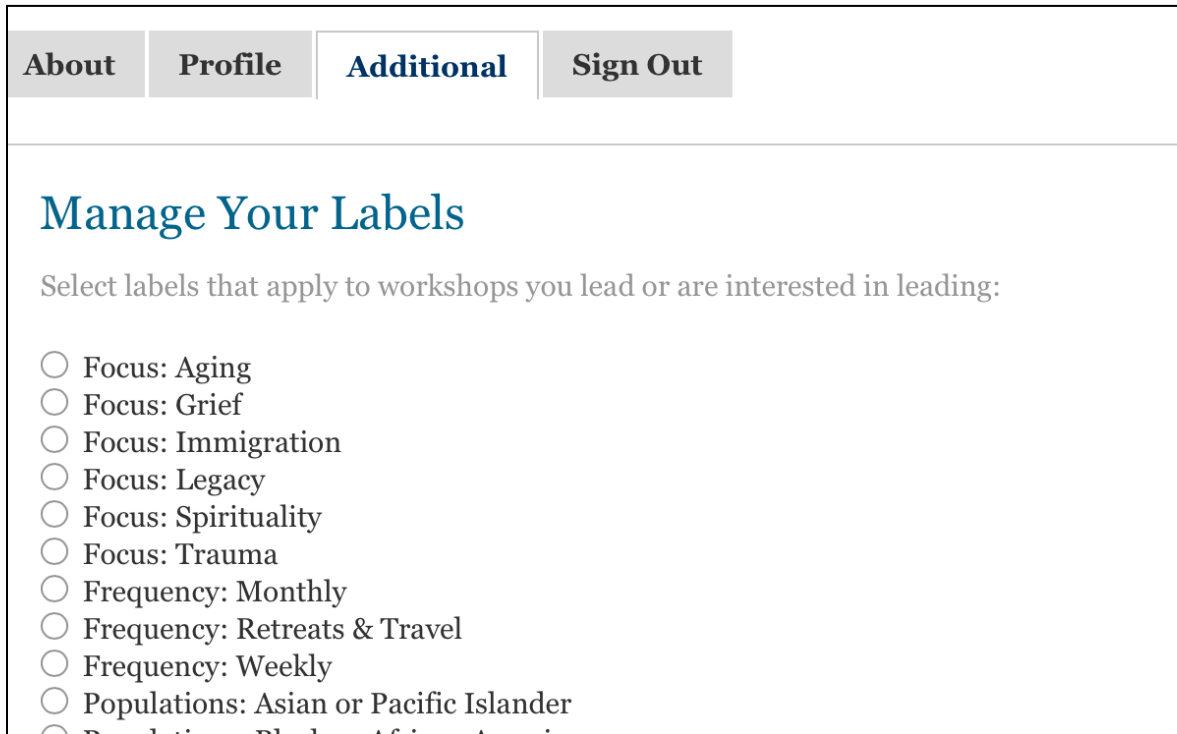
13240 Mast Rd
[View larger map](#)



Sue Reynolds
Inkslingers
13240 Mast Road
Port Perry ON L9L 1B5, CA
📞 **905-985-8389**
🌐 suereynolds.ca/
✉ [Send a Message](#)

Labels

Lastly, you'll want to use our labels feature, which is under the Additional tab once you're [Managing Your Account](#). You can give us this information in more detail in other places, but we use these labels for easily sorting our data.



The screenshot shows a user interface with four tabs: 'About', 'Profile', 'Additional' (which is selected), and 'Sign Out'. Below the tabs is a section titled 'Manage Your Labels' in blue text. Under this title is a prompt: 'Select labels that apply to workshops you lead or are interested in leading:'. Below the prompt is a list of labels, each preceded by an empty radio button. The labels are: 'Focus: Aging', 'Focus: Grief', 'Focus: Immigration', 'Focus: Legacy', 'Focus: Spirituality', 'Focus: Trauma', 'Frequency: Monthly', 'Frequency: Retreats & Travel', 'Frequency: Weekly', and 'Populations: Asian or Pacific Islander'. The bottom of the list is partially cut off.

About	Profile	Additional	Sign Out
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Manage Your Labels

Select labels that apply to workshops you lead or are interested in leading:

- ☐ Focus: Aging
- ☐ Focus: Grief
- ☐ Focus: Immigration
- ☐ Focus: Legacy
- ☐ Focus: Spirituality
- ☐ Focus: Trauma
- ☐ Frequency: Monthly
- ☐ Frequency: Retreats & Travel
- ☐ Frequency: Weekly
- ☐ Populations: Asian or Pacific Islander

Sometimes, we'll use this info to pull together a list of leaders for a person who's emailed us looking for a particular kind of workshop. Other times, we'll make a list for a workshop leader who has a question about working in a certain setting or with certain groups. These labels are also useful for the search function of our directory. Don't see a label you need? Please [email us](#)!

Thank you for taking the time to fill out your profile!

We really appreciate you helping us showcase the variety of skilled facilitators who make up our community. We're [here to help](#) if you run into any trouble following these instructions.

Posting Your AWA Affiliate Event

We would love for you to add your events to our calendar: a workshop series, a retreat, a book launch, or any other writing-related event.

[Click here to fill out the info for your event and submit it to AWA's calendar.](#)

Please only list the FIRST event of any ongoing group to avoid over-crowding. If your event is an ongoing workshop series, you can note in the title that it meets weekly how many weeks it recurs.

You can also [view events you've created on our calendar.](#)

Editing Events

To edit an event, please click into the one you would like to change and click on the grey “Admin” button (pictured below). If you don't see that button, please make sure you are logged in.



Deleting Events

To cancel an event, click into the one you would like to remove and click on the grey “Admin” button (pictured above).

Change the event's color to grey/hidden and it will be removed from the calendar. Once that happens, you won't be able to make any other changes.

If you need to make the event live again for any reason, please [contact us](#) to fix it for you.

Signing Up for Events (Free and Discounted)

Free Events for Affiliates

Online Writes

Your Affiliate membership entitles you to attend eight online writing sessions per membership year. Additional writing sessions are suggested donation \$10-20.

You can view them on our calendar or as a list [here](#) and sign up, when logged in, using the members-only ticket. These sessions are a great opportunity to experience different leadership styles and make connections in the AWA community.

If you'd like to lead one of the breakout sessions or apply to be a workshop leader for the 2024 year, you can [fill out this form](#).

Launchpad Groups

AWA offers a series of online Launchpad groups for free for Affiliates, inspired by the Mastermind model, that are led by experienced AWA workshop leaders.

In these groups, you'll receive support for goal setting and problem-solving. Our hope is to provide the consistent encouragement you need to launch your first workshop series or take your facilitation practice to the next level.

Most groups meet biweekly for 2-3 months. Learn more about [what kind of experience to expect](#) and [click here](#) to see what groups are running right now.

Ask Me Anything Q&A Sessions

Quarterly Ask Me Anything sessions are live on Zoom with AWA's Training Program Director and Board Members.

We address questions from Affiliates at each meeting. In this open forum, affiliates learn from each others' concerns and experiences. We invite the wisdom of experienced facilitators in our community and share AWA's plans to receive feedback and hone the direction of the organization.

Sign up for free [here](#).

The Water Cooler

The Water Cooler is a bi-monthly opportunity for AWA workshop leaders to discuss all things workshop-related with fellow workshop leaders. An online gathering to share and/or seek advice, support, resources and inspiration, in an informal setting. No preparation needed to attend. No expectations of follow-up. Just a real-time, friendly get together, for people who share common goals.

The first two or three Water Coolers will be hosted by Matthew Curlewis, in the hope that eventually leaders will simply 'pass the baton' to fellow leaders to host these events in an ongoing manner.

Sign up for free [here](#).

Events with Affiliate Discounts

Post-Certificate Trainings

Our post-certificate training modules are offered live on Zoom for \$30 for AWA-certified leaders. Affiliates receive a discount of \$10 so each session is \$20.

These sessions explore a variety of topics relevant to seasoned workshop facilitators in a small group setting. There are four core sessions offered each year: Manuscript Review; Business Practices; Prose Craft; Poetry Craft. In addition, we've offered sessions on working with Veterans, Writing and Trauma, and more.

If you are a logged-in Affiliate, that is automatically applied when you register [here](#).

Professional Development and Writing Retreats

AWA offers a retreat almost every year, in person or online, that brings together our network of trained leaders. Affiliates receive a significant discount, often \$100 or more. [Click here to learn about our retreats generally](#) and when registration is launched, we will update this section with that link as well.

Paying Dues

Once [logged in](#), you'll want to browse to this heading and click the link for managing your account:

Pay Dues, Change Password, or View Payment History

Please **visit this page** to Manage Your Account.

On the [Manage Account](#) page, you'll see something like this, which lists your renewal date followed by a button:

AWA Affiliate

This membership level is for AWA-trained workshop leaders. All the benefits of writer membership, plus many more designed to support your practice as a writing facilitator.

Membership expires on Dec 12, 2024

[Renew, Upgrade or Update Billing](#)

Click the button when you want to **update your card info, change how frequently you're billed, or make an annual dues payment** you prefer not to set up recurring billing.

If you are Canadian and need to pay on par with the Canadian dollar, you can enter the discount code “awacanada” at checkout to have your dues cost reduced. You can also pay via PayPal [on AWA Canada's website](#).

Connecting with the AWA Board

If you'd like to get more involved with AWA as a volunteer, you can view our [Board of Directors](#) and get in touch with the Chair to learn about opportunities to support our work.

You can also [attend an Ask Me Anything session](#) to meet Board members live and get questions answered.

Additional Resources

Training Materials

Manual

If you'd like to revisit your manual as a searchable PDF, you can view that at [this link](#).

Where Your Authority Comes From

We are often asked for a copy of the historical overview Maureen gives of AWA's position in the writing process movement, *Where Your Authority Comes From*. She's created a version you can revisit [here](#).

Summary of AWA Guidelines

[Here is a link to the guidelines for the AWA Method](#). You can download it as a PDF to offer to your writers until you have your own version. I've shared it as a document so you can copy and paste it to make it your own.

Add your own graphics, website link or email address, and anything else to make it more personal to your workshop practices, then convert to a PDF to share with your group.

Taking AWA Online

Click [this link](#) to watch a video and learn some of our early best practices for leading AWA groups via Zoom or other online platforms. Maureen and Katie recorded this in March and April of 2020.

Business

AWA has [some great business resources](#) collected from past Professional Development retreats. The facilitators who created them generously allowed us to share them with you!

Another business tool to be aware of is [this listserv](#) that will share your writing-related news weekly to a large audience. It's been useful for fellow AWA Affiliates in promoting their offerings.

Prompts

We are always collecting new [prompts](#)! Affiliates receive a collection of them every year, which we've archived for you at the link above, along with a prompts thread on our Forum and a few other lists you can pull from.

Diversity and Inclusion

- [A library of articles](#) about how to create an inclusive workshop and respect writers' differences
- [AWA's Anti-Discrimination Policy](#), which you can use or adapt as you see fit
- [“Unravelling Racism through Creative Writing”](#) by Sahada Alolo and Suzanne Doerge

Data

[A collection of articles and evidence](#) about how AWA is healing work. We're growing this category right now through our work with the Caregivers Project and we will have even more to share soon. If you've done any research of your own or come across compelling evidence about how the arts and writing in particular are beneficial, please share with us! You can send an email to info@amherstwriters.org.

Press Clippings

[A collection of articles](#) written about the AWA Method. If you've got one to add, please share!

Your AWA Affiliate Badge/Logo



This logo quickly tells people you are an AWA affiliate. We invite you to use it in all advertising to support your work as a leader. We have versions you can easily download in [red](#), [teal](#), and [blue](#).

If you'd like a different color, a transparent background, or to link the image back to amherstwriters.org, we can help. Please reach out to Sue Reynolds at sue@amherstwriters.org.

Sharing Your News with AWA

How to submit to our email newsletter

Our Managing Director Katie sends two newsletters per month: one mid-month just for AWA Affiliates (due date for news: 10th of the month) and one at the end of the month to our whole mailing list (due date: 20th of the month).

To advertise an upcoming group or share publication news, email her at info@amherstwriters.org with a brief blurb (50-60 words) by the deadlines above to be included.

That blurb will automatically be shared on social media as well. If you have a photo you'd like us to use or a handle we can use to tag you in the post, please share that information too. Katie will pass it on to Shay, below, who manages our social media.

How to connect on social media

We look forward to connecting with you on [Facebook](#), [Twitter](#), and [Instagram](#). You can follow us there and email Shay, shaymdelcastillo@gmail.com, to let us know where to follow you back.

If you're not sure how to use tags, AWA has [a guide for that](#).