

# APSA Related Group Officer Resource Guide

## Joining a Related Group

Active APSA members have access to join Related Groups, once logged in to their APSA account, here: <https://www.apsanet.org/User-Home/override/related>

## Related Group Rosters

Related Group Officers have online access to the group's current membership roster. Officers may download the up-to-date roster from the APSA website as needed. Membership lists should be used to facilitate communication with Related Group members for group related announcements only. **This list should not be shared, sold, rented, or traded.** Related Group Rosters will only contain active APSA members.

**Related Groups are required to maintain 35 active APSA members in order to maintain their status as an APSA Related Group.**

Instructions to access rosters are as follows:

1. Log in to [APSANet.org](https://www.apsanet.org)
2. Hover over "Resources" from the menu tool bar
3. Hover over "Related Groups" from the drop down menu
4. Select "Related Group Officer Resources"
5. Click blue "Download Related Group Roster" button

Related Group Rosters can be accessed directly through:

<https://www.apsanet.org/RESOURCES/Related-Groups/Related-Group-Rosters>

## APSA Microsites

APSA provides the option for Related Groups to create a Microsite. A Microsite will allow you to post expanded information about your group to the public. While some groups manage their own websites using other platforms or at their universities, APSA encourages groups to use this service and will provide this benefit to prevent any interruption during leadership changes for your section. Please contact [communications@apsanet.org](mailto:communications@apsanet.org) if you are interested in establishing an APSA Connect group or microsite for your Related Group.

## APSA Connect

APSA Connect Groups are available to Related Groups upon request. APSA Connect Groups allow members to post on forums, and easily share documents with one another.

## Related Group Officers

Related Group Membership chair, Annual Meeting Chairs, and Call for proposals are due July of the year prior to the Annual Meeting. (Actual date can vary depending on the date of the Annual Meeting.)

## Panel Allocations

Related Group panel allocations are based on Related Group panel attendance as a proportion of total panel attendance, capped at a percentage of Division panels.

Allocations are calculated 80% on attendance and 20% on submissions. Allocations based on panel attendance adjust for panel time slot when measuring attendance. Allocations based on submissions use current year data to adjust for submission levels for that year.

## Request for Space at Annual Meeting

Related Groups are invited to hold a business meeting and or reception at the APSA Annual Meeting. To request space for a business meeting, reception, or other event at the Annual Meeting, all requests must be submitted through the online APSA Affiliated Event request form. The form is launched in January of each year.

The individual who submits the space request will become the primary point of contact (POC) for the event if it is approved. Space confirmations (including facility, room, and time slot assignments) are sent via email each Spring.

Information on available time slots for meetings and receptions will be posted to the Annual Meeting website each year and are subject to change based on the current year's venue rules and conference schedule.

**Any changes regarding your Related Group should be communicated to [membership@apsanet.org](mailto:membership@apsanet.org).**