Majlis Ansarullah USA

Tajnid Guidelines

Tajnid Department is responsible for maintaining accurate and up-to-date information of Ansar, regardless of the level of participation in Jamaat or Ansar programs (Member code, name, home/cell phone, mailing address, e-mail, profession, and year of birth).

Both active and inactive members are included in official tajnid.

- *For majlis evaluation, Qaideen of departments which require 100% participation may give some relaxation on individual cases. Please contact relevant Qaid with member names and explanation.*
- *There is no need to contact Qaideen of departments which require 50% participation.*

Correct mailing address is required to mail monthly newsletter, Al-Nahl and Ta'lim exams. E-mail address is used for Misc. Majlis communications.

Tajnid Update Process:

A Za'im or Muntazim Tajnid can directly update Tajnid in [AManaT](). However, to add/remove a member from Majlis Tajnid, please fill out this Tajnid update form: *https://amanat.ansarusa.org/tajnid-update*.

> ***Note for Za'im:*** *When a member moves out of a Majlis, please try to get his new address (from member himself, or his friends or relatives) and submit it at above URL*

Inactive Members:

Local Majlis should reach out to these members. If needed, Jama'at president, Tarbiyyat Secretary or other auxiliary heads should be involved in contacting these members.

A member can't be removed from Tajnid on basis of inactivity in Jama'at programs.

Unknown members:

An effort should be made to contact these members using information available in Tajnid like phone, mailing address, email etc.

If available information in Tajnid is incorrect and there is no way to reach out to these members, use following steps to update the Tajnid.

a) Za'im Majlis should discuss this in local Jama'at Amila meeting. If Jama'at Amila approves removal of these members from local Jama'at Tajnid then Jama'at Finance Secretary must send this request to the center along with Amila meeting minutes.
b) Once the above step is complete, submit Ansar Tajnid update request using online request form. We will add the member to a transition state for a brief period till Jama'at Tajnid update process is completed.

Jama'at issued member code:

Apply for Jama'at member code at the following link
http://www.ahmadiyya.us/tajneed-membership (use appropriate request form)