

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Tajnid Department

LAJNA IMA'ILLAH REFRESHER COURSE 2025-26

Contact Information

ZUJAJA TUL-NOOR TALHA

E: TAJNID@LAJNA.CA



- Google Chats group (please take advantage of the National Google Chat group)
- Please check your @lajna email account regularly

Can reach me by cell

- Kindy text if I don't receive your call (please leave a message with your name and Majlis)
- I do NOT use voicemail and do NOT pick up calls from unknown number unless accompanied by a text message)

National Tajnid Naibaat

Task	Naiba	Cell#	Email
Naiba (Overall)			tajnid_assistant1@lajna.ca
Naiba Datasheet & Maps			tajnid_assistant2@lajna.ca
Naiba Unreachable/ Inactive Updates			tajnid_assistant3@lajna.ca
Naiba Reports			tajnid_assistant4@lajna.ca

Email Communication Guidelines

- Use your lajna.ca email only (personal accounts not accepted).

Subject line format: Issue + Majlis name

- Example: Datasheet – Majlis BRW Caledon
- Always CC your Local President
- Include member codes in the email:
 - Your code & full name
 - Codes + full names of members you're inquiring about



Tajnid Quarterly Meetings

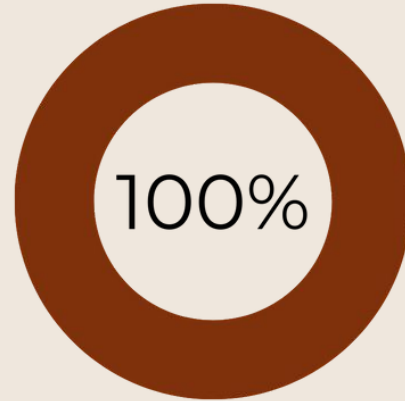
Please mark your calendars. Meetings are mandatory!

- Monday, **January 12**, 2026 at 8:00 PM EST
- Monday, **March 30**, 2026 at 8:00 PM EST
- Monday, **June 22**, 2026 at 8:00 PM EST
- Friday, **September 7**, 2026 at 8:00 PM EST



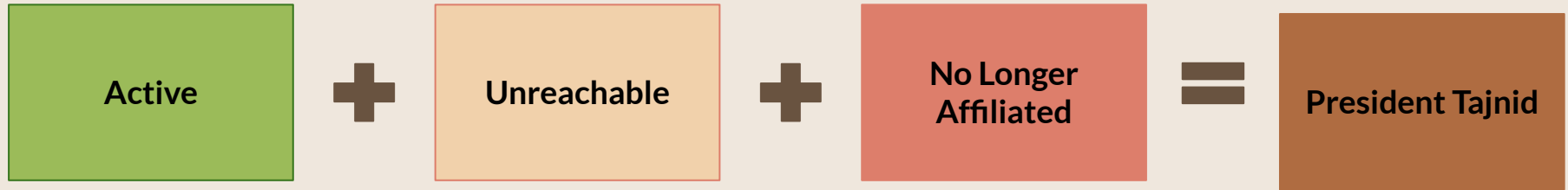
GOAL

- To maintain accurate Tajnid information at all times
- **MINIMIZE** and **ELIMINATE** the gap between AIMS Tajnid and local President's Tajnid.



TAJNID CATEGORIES

GOAL: AIMS Tajnid= President Tajnid



TAJNID STATUS SUMMARY TABLE

Department of Tajnid 2025
Lajna Ima'illah Canada



Status	Chanda Paying ❁	Attends Programs	Can be Contacted
Active	YES	YES	YES
Active- Infrequent or Active- Accomodated ☆	YES	NO	NO
	NO	NO	YES
	NO	Attends 1-2 events (can include Jalsa, Eid, Meena Bazaar,	NO
Unreachable- Requires Reform	Not paying or Not paying themselves (ex. parents of adult Lajna)	NO	Does not wish to be contacted OR cannot be contacted via any means even though she is a confirmed resident of the Majlis.
Unreachable- Does Not Reside in Majlis	A. Does not reside in the Majlis and cannot be reached (whereabouts are unknown). B. Confirmed as out of the country for more than 1 year (regardless of Chanda being paid by family or not)		
No Longer Affiliated	1a. Umur Aama case: No Longer Affiliated with the Jama'at and has denounced the Jama'at (officially submitted through National Sadr Sahiba and National Secretary Tajnid) 2b. Other Umur Aama Issues: Excommunication or Restrictions on the member (although these members should not appear in Tajnid list, if they are, they would be considered no longer affiliated)		

❁ Any Chanda is paid (either by husband or parents when they are dependents) and member herself wants to stay connected.

☆ These members are in the active category - but infrequent or accommodated - thus, require focused efforts to activate them further. Will include even those Lajna whose husbands are estranged from Jama'at but she is in her heart connected.

☆ Members who do not attend due to health or SEND families or students living on campus will fall under active - accommodated category where we understand that they have valid reasons for absence.

TAJNID STATUS BREAKDOWN



Unreachable- Requires Reformo

All options apply:

- Does not pay Chanda or not paid by themselves
- Does not attend any events
- Does not wish to be contacted
- Is a **confirmed RESIDENT** of the Majlis

No Longer Affiliated

- Does not affiliate with the Jama'at
- Excommunication or Restrictions on the member

Unreachable- Does Not Reside in Majlis

- Does not reside in the Majlis (whereabouts are unknown).
- Confirmed as out of the country for more than 1 year (regardless of Chanda being paid by family or not).

Active- Infrequent

Only one of these options apply:

- Paid Chanda in the previous Lajna year only, but doesn't wish to be contacted and doesn't attend programs
- Can be contacted by any means (ex. phone, text, in-person etc.)
- Attends 1-2 events (can include Jalsa, Eid, Meena Bazaar, National Ijtema etc.)

Active- Accommodated

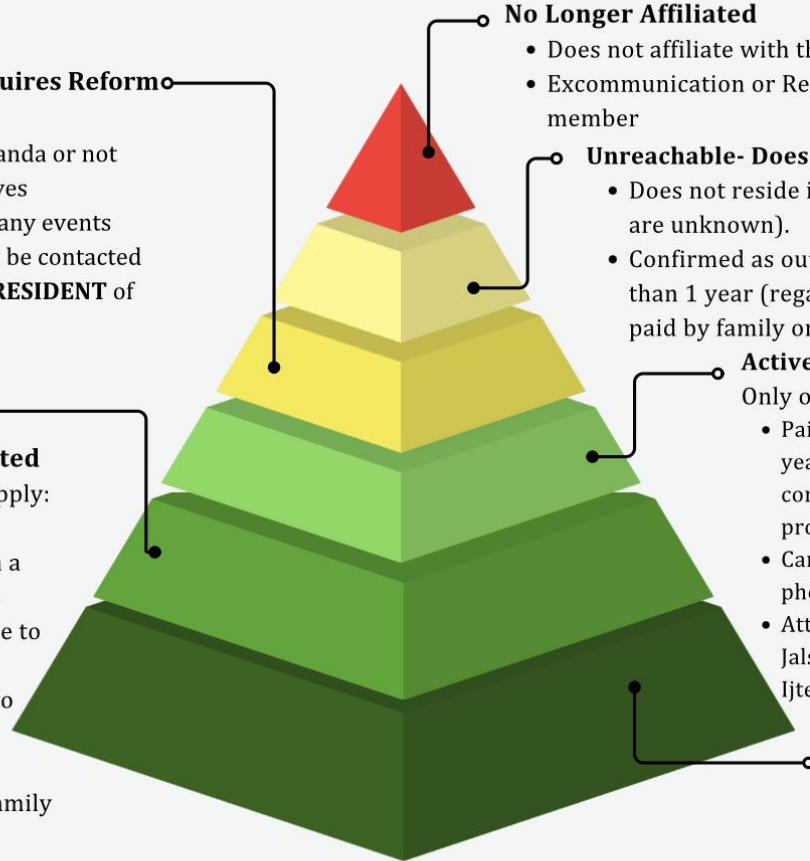
One of these options apply:

- Lives on Campus
- Seniors who live in a different city (with relatives) from time to time
- Physically unable to attend (including mental health)
- Caring for a sick Family Member
- SEND families

Active

A combination of these:

- Pays Chanda
- Attends Events
- Responds to texts, calls and/or emails



WHERE DOES A MEMBER FIT?

Department of Tajnid 2025
Lajna Ima'illah Canada



Category	Member Description / Criteria
ACTIVE	Attends Lajna programs and combined Jama'at events like Ijlas e Aam or Jalsa Salana
	Pays Chanda themselves (Any Chanda is paid (either by husband or parents when they are dependents) and member herself wants to stay connected.)
	Responds to texts/emails or can be reached in person
	Out of country/province for less than 1 year (eg. vacation, visiting family etc.)
ACTIVE- ACCOMMODATED	Caring for sick family
	SEND family
	Physically unable to attend (including mental health)
	Seniors who live in a different city (with relatives) from time to time
	Lives on campus, attends AMWSA
	Newly immigrated/moved to majlis (given them a grace period of up to 6 months to settle). <i>Refer to Welcome Package in Refresher Course regarding action steps for first 6 months.</i>
ACTIVE- INFREQUENT	Members who pay membership chanda or are reachable, but do not attend program due to husbands disconnected from Jama'at.
	Attends 1-2 events (can include Jalsa, Eid, Meena Bazaar, National Ijtema etc.)
	Paid Chanda (after numerous reminders with intention) in the previous Lajna year only, but doesn't <i>wish</i> to be contacted and doesn't attend programs
	Were reachable in the past year by any means (ex. phone, text, in-person, social venues etc.) through active efforts in connecting with members. <i>Members should be contacted by calling at different times of day (morning, afternoon, evening) on at least three separate days, using alternate phone numbers if needed, and if calls go unanswered, a text or WhatsApp message should be sent. Please make a note and follow up to address any challenges such as, wrong or deactivated numbers, full voicemail, abroad or WhatsApp-only numbers, language barriers, or cases where a male contact is required but not yet communicated to the local Sadr Sahib.</i>
UNREACHABLE- REQUIRES REFORM	Cannot be contacted in the past 2 years or more, does not attend programs, is a resident of majlis and Chanda is not paid.
	Cannot be contacted in the past 2 years or more, does not attend programs, is a resident of majlis but someone pays Chanda on their behalf (ex. parents of independent Lajna)
	In-Laws or husband pay Chanda (including situations with previous converts) but do not facilitate connection (don't attend any programs or can not be contacted)
	Husband/father are connected with Jama'at and is paying Chanda of wife and/or children, but wife and children cannot be contacted (they clearly say they are not interested in keeping connection).
	If parents are separated and Chanda is paid by the parent the child doesn't live with.
UNREACHABLE- DOES NOT RESIDE IN MAJLIS	Does not live in the Majlis – address falls outside or resides outside boundary or whereabouts are unknown
	Confirmed as out of the country for more than 1 year (regardless of Chanda being paid by family or not)
NO LONGER AFFILIATED	No Longer Affiliated with the Jama'at and has denounced the Jama'at (officially submitted through National Sadr Sahiba and National Secretary Tajnid)
	Excommunication or Restrictions on the member (although these members should not appear in Tajnid list, if they are, they would be considered no longer affiliated; <i>submit online AIMs request through Local Sadr Jama'at by emailing a formal request and copying National Tajnid Secretary and National Sadr Lajna.</i>

Girl → Nasirat → Lajna

Girls to Nasirat Tanzeem Update:
Occurs on the day she turns 7 years old.

When a Nasirah reaches 15 after December 31st, 2025, she remains in Nasiratul Ahmadiyya (attending Nasirat events/ijtemas, etc.) for the remainder of the year and will pay chanda in Nasirat-ul-Ahmadiyya, until joining Lajna (events/ijtema) on October 1st, 2026 and AIMS should reflect this change. If Tanzeem is changed before October, kindly complete Tanzeem change request through the Google form

Nasirat Age Groups

Month of Birth	Jama'at guidelines
2010 (Jan-Dec)	Joins Lajna Ima'illah in Oct 2025
2011 (Jan-Dec)	Joins Lajna Ima'illah in Oct 2027
2012 (Jan-Dec)	Joins Lajna Ima'illah in Oct 2028

Responsibilities of a Tajnid Secretary - as per the Constitution

- Secretary Tajneed shall keep a record of the names and details of Lajna and Nasirat and shall point out increase or decrease in the total membership figure.
- She shall prepare a list every year of all the registered members of a Majlis.
- Secretary Tajneed should make members aware that should they be moving to another Majlis, they should inform the Secretary Tajneed Majlis or Sadr Lajna Majlis of this. Newcomers to a Majlis should register themselves by contacting Sadr Lajna Majlis.



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Responsibilities of a Tajnid Secretary - Lajna Guidelines from Markaz

- Secretary Tajneed shall keep a record of the names and details of Lajna and Nasirat and shall point out increase or decrease in the total membership figure.
- She shall prepare a list every year of all the registered members of a Majlis.
- Secretary Tajneed should make members aware that should they be moving to another Majlis, they should inform the Secretary Tajneed Majlis or Sadr Lajna Majlis of this. Newcomers to a Majlis should register themselves by contacting Sadr Lajna Majlis.



◆ Responsibilities of a Tajnid Secretary

Monthly Tasks

Mapping & Member Engagement

Member Activation & Support

Data Updates & Security

Member Services

Responsibilities of Tajnid Secretary

Monthly Tasks	Mapping & Member Engagement	Member Activation & Support	Data Updates & Security	Member Services
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Monthly Tasks

1. Report Submission

- Create and submit the monthly report on the reporting portal by the 25th of each month.

2. Data Reconciliation

- Update the Tajnīd Datasheet of the Majlis to reconcile with AIMS on a monthly basis.

3. Amila Meeting Updates

- Update on previous events attendances, progress with activating members, tajnid changes and upcoming plans.



Tajnid List

- Local Office bearers can request data from their Local Amir Sahib or Sadr Sahib as they get weekly updates

***Tajnid List will be updated in your shared chapter tajnid list folder by the 20th of each month.*

- Password-protected file: 123456 unless otherwise advised
- 

How to read a Tajnid list

Program Name: TN71002R
 Date & Time.: 2025-05-20 13.28.00
 Jama'at Name: Ahmadiyya Muslim Jama'at - Canada
 Report Title: Member's Family List
 CONFIDENTIAL - DESTROY BY: 2025-07-18

**Date
extracted**

Branch.....: Barrie North
 Tanzeem.....: ALL
 Report Type...: Entire Family

Majlis

Page No: 1
 User ID: CANL033995

Age: *ALL

Mr	Ctc	Wasiyyat	***** TELEPHONE *****	Mlg	Rcd
Cde	Sts	Member Name	No. Residence Cell/Mobile Address	Rel Sts Tzm	Sts

**Member
Code**

***A= New
Member**

**N= Nau
Mubai**

**Prefix for
special
notifications**

'R'= Restrictions

**Wassiyat
no**

Last name, First name

**Names are organized as
family clusters living on
same address**

**Phone no
Head-of-family'
s number listed
usually.**

**House address.
Ensure correct
postal code is
listed**

**Relationship to
head-of-family**

**Mailing status
if active or
inactive
(eg.An-Nisa)**

Tanzeem

Record status should always be "A" for active

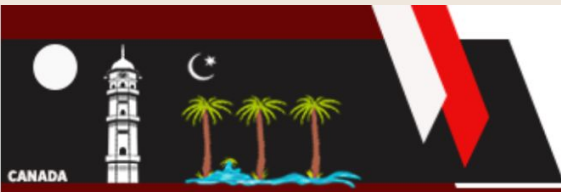
Tajnid List Folder

The screenshot shows the Google Drive interface. On the left sidebar, the 'Starred' folder is highlighted with a red box and a red arrow. The main content area shows a folder named 'Newmarket Tajnid' containing two PDF files: 'Newmarket Oct 2023.pdf' and 'Newmarket.pdf'. Both files are previewed, showing a table with columns for 'Name', 'Address', 'Phone', 'Email', and 'Website'. The table lists various businesses in Newmarket, Ontario, including 'Newmarket Oct 2023.pdf' and 'Newmarket.pdf'.

***Click on starred folder to easily find access to the shared folder. The Tajnid list, Datasheet and Map will be found in the folder.*

Monthly Report

1. **Report Due Date:** 25th of every month
2. **Verification:** Must be verified by Local Sadr before submission
3. **Submission Link:** <https://reports.lajna.ca/system/login.php>
4. **Reminder:** Even if there are **no changes**, a report must still be submitted!



Lajna Ima'illah Canada
Women's Auxiliary of the Ahmadiyya Muslim Community



Reporting Portal

User ID:
Password:
Pin:

Login

[Forgot Password?](#)

To request changes to an account, or for help with password reset or any other account-related issue, please have your local Sadr Sahiba or local General Secretary Sahiba send a written request to the Administrator at amjlajna.web@lajna.ca.

In the email, please clearly state your full name, office and majlis, so that an Administrator can assist you.

For Login and Portal issues, please email: reportingportalsupport@lajna.ca

Reports on Time – 10 marks

NEW REPORT FORM IN NOVEMBER - Refresher Course Part 2 will be held near the end of November

- **When are reports due?**
 - **25th** of each month
 - Must be Verified by President
- Even if there are no changes in Tajnid, a report must be submitted and note made
- AIMS numbers will be updated by the **20th** of every month
 - Tajnid reports must be submitted earlier than other departments, because your figures will appear in other reports.
 - Report Link: <https://reports.lajna.ca/system/login.php>

Secretary Information

Department of Tajnid - Monthly Report					
Jama'at	Canada	Month	October	Year	2020
I have regularly offered 5 daily prayers this month				☒	
I regularly recited the Holy Qur'an (Tilawat) this month				☒	
I have listened to all of the Friday Sermons this month				☒	
I have read the following books of the Promised Messiah(as) during this month				Victory of Islam.	
I have attended General Body Meeting/Jalsa this month				☒	
Sec Tajnid Name:	Khuzaima Zafar	Sec Tajnid Phone #:	647-381-8745		
Sec Tajnid Email:	tajnid@lajna.ca	Sec Tajnid Member Code:	9999		
* Please fill in the figures and details of the following as best as you can. Please do NOT send any tajnid info without member code.					

MUST use lajna.ca account for all communication!

Ensure your information is accurate

*****No Marks Are allotted for this section*****

Department Overview – 60 marks

Department Overview	
LAJNA	
Total No. of Lajna (Active):	178
Total No. of Lajna (Inactive):	0
Total No. of Lajna (Unreachable - Not Reside in Majlis):	3
Total No. of Lajna (Unreachable - Not Connected with Jama'at, but someone pays Chanda on their Behalf):	0
Total No. of Lajna (Unreachable - No Jama'at Affiliation):	0
Total Lajna Tajnid Reported by Majlis *Active + Inactive + Unreachable*:	181
AIMS <u>LAJNA</u> Tajnid Total this month *As reported by National Tajnid Sec.*:	181
NASIRAT	
Total No. of Nasirat (Active):	38
Total No. of Nasirat (Inactive):	0
Total No. of Nasirat (Unreachable):	0
Total Nasirat Tajnid Reported by Majlis *Active + Inactive + Unreachable*:	38
AIMS <u>NASIRAT</u> Tajnid Total this month *As reported by National Tajnid Sec.*:	38
Under 7 (Boys & Girls)	
Total No. of Under 7s Boys *As reported by Majlis*:	33
Total No. of Under 7s Girls *As reported by Majlis*:	25



Goal: Ensure your **Total Tajnid** equals or exceeds your **AIMS Tajnid** count.

- **Yes – Total Tajnid can be higher**
 - When members have moved in but are still waiting for a member code
 - These members should be included in your local Total Tajnid
- **Reminder:** All members must eventually be registered in AIMS for reconciliation

Tajnid Updates – 30 marks

Tajnid Updates		
Total No. of changes to tajnid this month:	8	Provide member codes (only) for all applicable Lajna, Nasirat and Under 7s
No. of members that joined Majlis:	4	code 1, code 2, code 3, code 4
No. of members that moved out of Majlis:	2	code 5, code 6
No. of member passed away this month:	1	code 7
No. of births recorded this month:	1	Online Birth Form submitted? ☒

- # of changes = moved in + moved out + passed away + births
- Provide correct ID code for each change
- ALL changes must be done online!
- Changes in Tanzeem (Girls to Nasirat, or Nasirat to Lajna do not count)
- 5 scores to update datasheet every month

Report Marking Update

After entering your data, if you do not have any Tajnid updates (*no one moved in or out of your chapter*) for your report, please write **"No updates for this month"** in your comments to earn full marks:

Comments by the Local Secretary:

No Updates for this month, Jazakamullah Ahsanaljaza!

Switch to your Majlis' sheet now!

[illegible]

Why This Datasheet is Important?

- Ensures a **smooth and accurate Tajnid handover** between secretaries.
- Helps secretaries gain a better understanding of the members in their Majalis.
- Maintains a **clean and updated record** of all members, consistent with the national Tajnid list.
- Encourages secretaries to **regularly review and update** member information.
- If you encounter any difficulties, email **tajnid_assistant2@lajna.ca**.

Reminders:

- Always work on the **original file** – never create a separate copy.
- Keep your list **aligned with the national Tajnid list**.
- Use the **Comments section** thoroughly for transparency and accountability.
- Reach out for help if you are unsure – **communication is key**.

How to fill out the Datasheet

Column	Field	Instructions
A	Member Code	Enter the official Jama'at member code.
B	Member Name	Write the member's full name as it appears on Jama'at records.
C	Address	Provide the complete home address (street, city, province, postal code). Use the Boundary Check link to confirm Majlis jurisdiction.
D	Phone Number	Enter the member's primary contact number.
E	Email Address	Enter the member's valid email address.
F	Status	DO NOT EDIT! — this column auto-fills based on the checkboxes to the right. Just drag/ copy the cell when another member row is added.
G	Tanzeem	Enter the applicable Lajna/Nasirat designation: L, N, B or G
H	Deceased	Mark 1 only if the member is confirmed deceased.

How to fill out the Datasheet.. (Con't)

Column	Field	Instructions
I	Pays Chanda	Mark 1 if the member personally pays any Chanda.
J	Attends Lajna/Nasirat Programs	Mark 1 if the member regularly attends Lajna or Nasirat programs.
K	Attends any Jama'at Program (e.g., Eid, Jumma, Jalsa Salana)	Mark 1 if they attend any Jama'at programs, even occasionally.
L	Can be Contacted (Responds to texts, calls, or emails)	Mark 1 if the member can be reached and responds to communication.
M	Lives on Campus	Mark 1 if the member currently resides on campus for school/work.
N	Seniors who live in a different city (with relatives) from time to time	Mark 1 if the member is a senior who occasionally resides outside the Majlis.
O	Physically unable to attend (including mental health)	Mark 1 if the member cannot attend programs due to physical or mental health limitations.
P	Caring for a Sick Family Member	Mark 1 if the member is a primary caregiver for a sick family member.
Q	SEND Family	Mark 1 if the member belongs to a family with a SEND (Special Educational Needs and Disabilities) dependent.

How to fill out the Datasheet.. (Con't)

Column	Field	Instructions
R	Unreachable: Requires Reform	Mark 1 if all these apply: • Does not pay Chanda or it's paid by someone else • Does not attend any events • Does not wish to be contacted • Is a confirmed resident of the Majlis
S	Unreachable: Does Not Reside in Majlis	Mark 1 if the member no longer lives in the Majlis , or has been confirmed out of the country for over one year , regardless of Chanda being paid by family.
T	No Longer Affiliated	Mark 1 if the member does not affiliate with the Jama'at or is under restrictions/excommunication .
U	Tajnid Update/Unreachable Form Submitted Before Dec 2024	Write Yes/No and the date of submission if this form was submitted before Dec 2024. Also note if it was submitted by National Tajnid Lajna and when.
V	Online AIMS Form Submitted by Local Sadr Sahib (After Jan 2025)	Write Yes/No and provide date when submitted and confirm if done by Local Sadr Sahib.
W	Incorrect Name/Contact/Address	Check off if member details (name, phone, address) are incorrect or outdated.

How to fill out the Datasheet.. (Con't)

Column	Field	Instructions
X	New but Unregistered Members	Check off, for new converts, new members, or international students who do not yet have a member code.
Y	Ethnicity	Write the ethnicity of the member (e.g., South Asian, African, Arab, etc.).
Z	Preferred Language	Write the member's preferred language for communication.
AA	Is the Member a Nau Mubai'at?	Check off, if the member is a Nau Mubai'at.
AB	New Immigrant (Moved to Canada within the last 3 years)	Write if member immigrated (2022–2025).
AC	Is this a Shahuda Family?	Check off, if the member is a from a Shahuda Family.
AD	Attempted to Visit This Year? (Details)	Write date and detailed notes of attempted visits.
AE	Has been visited this year? (details)	Write date and notes of successful visits.
AF	Tajnid Status Counter Submitted? (for unreachable / doubtful active cases)	Check off, if you are doubtful about the members status
AG	Additional Notes (Updated name/contact/address) (details for active - infrequent/unreachable/etc)	Use this for any additional details about the member.

How to fill out the Datasheet.. (Con't)

If a member is **no longer in your Tajnid list**, remove **their row** from the datasheet entirely.

If a **new member** has joined your Majlis:

- Insert a new row in the correct order according to the **Tajnid list PDF**.
- Complete all relevant information for the new member.
- Include details for any **children associated** with the member.
- If the new member is **not yet on the Tajnid list**, add them in the **last row** and move them to the correct order once they appear on the Tajnid list.

Children Records:

- If information about a child is unknown, they may follow the **same status as their mother**.
- Record any available details about the child.

Modifying Columns

- **Do not add, move, or insert any columns** before the "**Member Code**" column under any circumstance. This section must remain unchanged to maintain formatting and data integrity.
- If additional columns are absolutely necessary, they may only be added **after the "Comments/Additional Information"** column.
- Leave at least **two blank columns** between the existing sheet and any new additions to avoid interfering with existing formulas or formatting.

Status Column

- The "**Status**" column updates **automatically** and should **never** be manually edited.
- It reflects the member's status based on the entries in the **Active, Unreachable,** columns.
- If all relevant fields are left blank, the system will automatically mark the member as **unknown**.
- **DO NOT TOUCH THE STATUS COLUMN** under any circumstance.

Assist Sadr Sahiba for discussing in the Amila Meeting

Related to Tajnid Matters

Review of Previous Action Items	● Assess the completion status of tasks assigned in the last meeting eg visit that were assigned in the past meeting
Tajnid & AIMS Data Reconciliation	● Discuss any discrepancies between local records and AIMS data. ● Get updates on members lacking contact, if any ● Plan corrective actions if needed.
Member Engagement Strategies	● Evaluate the effectiveness of current strategies to activate members. ● Help plan and schedule next house visits, especially for unreachable or disconnected members.
Event Coordination and Participation	● Assign duty and finalize registration processes. ● Request for time to guide members about membership services page on ahmadiyya.ca webpage.
Data Security and Confidentiality	● Reinforce the importance of handling member data securely. Go over the requirements and ask to meet separately if any breach sensed.
Future Agenda	● Establish clear objectives for the upcoming month and delegate tasks to appropriate members.

*** Will be worked on throughout the month (coordinated between Sadr, GS, Tajnid and updated at Amila meeting)**

Responsibilities of Tajnid Secretary

Monthly Cycle	Mapping & Member Engagement	Member Activation & Support	Data Updates & Security	Member Services
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Mapping & Member Engagement

1. Majlis Identification

- Review Majlis boundary maps with Local Sadr
- Mark areas with higher concentration of members for targeted outreach

2. Assisting in Establishing a Strong Saiqa

- Support Sadr and GS in appointing suitable Saiqaat (group leaders) - see guidelines
- Ensure each Halqa has an active contact person for engagement, appropriate by age group or interests.

3. Strategic Outreach

- Use maps to organize house visits and track coverage
- Focus visits on unreachable households
- Plan localized programs or gatherings where member clusters exist

Responsibilities of Tajnid Secretary

Monthly Cycle	Mapping & Member Engagement	Member Activation & Support	Data Updates & Security	Member Services
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Member Activation & Support

1. Engage Unreachable Members

- Track who is not attending programs or paying Chanda
- Record all outreach efforts (calls, visits, follow-ups)

2. Coordinate House Visits

- Work with Local Sadr & GS to plan safe, purposeful visits
- Use events (Eid, Jalsa, special gatherings) as opportunities for reconnection

3. Support at Events

- Help with registration and attendance tracking
- Encourage unr members to participate in local programs

4. Continuous Follow-Up

- Share updates at Amila meetings
- Suggest strategies to re-engage members (personal invitations, small group check-ins, peer encouragement)

Approaching members

Unknown Members and Aggravated Members:

Local Sadr Sahib's help should be used to discuss how this member can be reached. If the local Jamaat still needs assistance, President Jamaat can be requested to send a report on efforts made to Jamaat tajnid (tajnid@ahmadiyya.ca) and copy Lajna Tajnid (tajnid@lajna.ca) for further guidance.

No Jamaat Affiliation wanted:

If someone informs you that they no longer want to be Ahmadi or they wish to leave the Jama'at, then submit a report by email to local Jamaat president who in turn will submit online AIMS Tajnid Update Form. Please copy National President Lajna and Lajna Tajnid on that email. It will be directed to Umur Amma for further process by Jamaat. Please inquire on status in next 4 months via email.

How to request removal of members from Tajnid list?

Only acceptable in cases when not affiliated or can't be located despite numerous qualifying attempts.

To facilitate this directive, the General Secretary Department has developed a system within AIMS to gather and process this information.

1. Identify such members and add them to the designated list.
2. Submit the names to Markaz for approval

Currently, only accessible to the Sadr Jamā'at and the General Secretary at the local Jamā 'at/Halqa level using AIMS portal. Local Sadr Lajna will be added in future.

Please email all such cases with reasons to submit applications for any member who needs to be removed from your tajnid list. Please copy National Tajnid on all such emails (tajnid@lajna.ca and tajnid_assistant3@lajna.ca). But first step is to complete **tajnid status counter** (coming later in presentation) and email after we have sent instructions. Previously submitted paper forms are under process and further instructions will be shared once you complete **tajnid status counter** for them too.

Planning Visits

- Tajnid secretary should facilitate Sadr Sahiba in planning visits specifically focusing on members who lack contact.
- Schedule regular visits to households with limited or no contact.
- Ensure the safety of all Lajna members before planning visits.
- Whenever possible, visit in pairs or small groups (*no more than 3-4 people*) rather than individually.
- Take advantage of occasions such as Eid and other community events to plan visits.
- If the household is not available, leave a brief message and/or small treats.
- Begin conversations warmly, for example by asking generally how they are doing, to create a welcoming atmosphere.

Responsibilities of Tajnid Secretary

Monthly Cycle	Mapping & Member Engagement	Member Activation & Support	Data Updates & Security	Member Services
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Data Updates & Security

1. Accurate Record-Keeping

- Update address, phone, email, and Tanzeem changes promptly
- Ensure corrections are reflected in the next Tajnid list

2. Confidentiality First

- Treat all lists as confidential (share only with authorized office-bearers)
- Do not forward on personal emails or social media platforms

3. Controlled Access

- Share only what is necessary (e.g. event lists, Saiqa contacts)
- Use password-protected files and limited permissions

4. Secure Disposal

- Shred outdated paper copies
- Delete outdated digital files once replaced

Data Sharing

1. Tajnid Datasheet should only be shared with GS, Naib GS & Local President **ONLY**
2. Make separate lists on google sheets which is saved your tajnid folder and has view only access for:
 - a. Create separate lists in **Google Sheets** saved within your **Tajnid folder**. Ensure **view-only access** for relevant personnel. Suggested lists:
 - **Saiqaat Groups:** Name, cell number,
 - **Talim/Tarbiyyat for Reports:** Name, cell number
 - **Nau-Mubaia'at:** Nau Mubaiaa + family members in your Majlis (Name, cell number, email, relationship)
 - **Nasirat:** Name, Nasirat group, contact info of mother
 - **KK:** Seniors list for the department and any new migrants
3. Keep a printed or tracked list for attendance at **local events** (include names and Tanzim).
4. It is your responsibility, along with the **Local Sadr Sahiba**, to ensure that any printed list is **carefully destroyed after the event** to maintain confidentiality.

Google Forms

The following standard **Disclaimer** should be included on any Google Form that collects data at the regions or local level

By submitting your information you agree with the following:

1. This data is being collected using third-party services such as Google which are processed securely on behalf of the Ahmadiyya Muslim Jama'at Canada.
2. Please note that all the data shared in this form is for Lajna Imaillah Canada (Ahmadiyya Muslim Women's Association)'s internal use only.
3. Purpose of collection is only for Tajnid Department. This registration data will not be used for any other purposes.

For more details, visit our privacy policy at <https://ahmadiyya.ca/external-privacy-notice>.

Responsibilities of Tajnid Secretary

Monthly Cycle	Mapping & Member Engagement	Member Activation & Support	Data Updates & Security	Member Services
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Member Services

1. AIMS Card Assistance

- Help members apply for or renew their AIMS ID card

2. Birth Registrations

- Guide families in submitting new birth forms
- Ensure children receive member codes promptly

3. Address & Membership Updates

- Process address changes (especially after marriage or moves)
- Assist with new member registrations

4. Bereavement Notifications

- Report promptly to update AIMS records
- Support the family by ensuring membership info is accurate

How to Submit Tajnid Update Requests



Submit Tajnid Updates Using Lajna Tajnid Google Form

<https://forms.gle/djC4LQigee7dKxtb8>



Change Type	When to Use
Deceased Request	Mark a member as deceased in Lajna records; need to provide date and/or month and year of death.
Majlis/Boundary Change	To check if they fall in boundary, and submit a request to check if you cannot locate correct majlis. Also submit official Address Change on ahmadiyya.ca if residence changed.
Tanzeem Request	If Nasirat or boys or girls have wrong tanzeem changes
Name Change	Update the member's name in Lajna systems; we request legal proof by uploading a picture of government ID
Reactivate AIMS	Ask for AIMS reactivation if the member's account was inactive/suspended in the past, such as, when moved out of country
An Nisa Inactivation/Reactivation	Change An Nisa participation status (inactivation/reactivation).
Members Not Listed under the Same Household	Members of the same family are spread out in the Tajnid List, this request will move all members of the same family together

Other Lajna Platforms Available for Tajnid Updates

Change Type	When to Use	QR Code
Boundary Check	https://canada-majlis-lookup.web.app/ To check if the address falls in boundary. Accessible only using lajna.ca account	 BOUNDARY CHECKER
Tajnid Status Counter	https://lajna-tajnid-counter.web.app/ To submit status check for all inactive and unreachable members in your list. Also, for any active member you doubt should be in inactive or unreachable, you can still submit this report for guidance from National Secretary. The response to request will be emailed to you as a report and will be posted in “comments” column of your datasheet.	 TAJNID COUNTER

Submit Tajnid Updates Using Jamaat Member Services Page

<https://www.ahmadiyya.ca/memberservices>

Change Type	Submit Via	When to Use / Notes	QR Code
Address change (moved out of majlis, married, or moved out of country)	https://ahmadiyya.ca/form/request-change-address	Required for residence moves, marriage-related relocation, or leaving the country.	 ADDRESS CHANGE
Add / update cell phone number	https://ahmadiyya.ca/member/update-email-phone	Add a new cell or email, or update an existing one.	 UPDATE CONTACT INFO
Add a newborn (up to 7 years of age)	https://www.ahmadiyya.ca/member/form/new-born-registration	Register newborns so they're added to AIMS correctly.	 NEW BIRTH REGISTRATION
Online AIMS card requests	https://ahmadiyya.ca/member/request-aims-id-card	Order/replace an AIMS ID card.	 REQUEST AIMS CARD



Address Change

<https://www.ahmadiyya.ca/form/request-change-address>

Do not use fake email addresses.
Members should use their own email addresses. You can enter the member's email address or head of family or if none then the President's @lajna.ca email.



ADDRESS CHANGE

Change of Address

Are you an office holder filling this form on behalf of another member? *

NO

If yes, please fill out your Information in office holder information section

Family Details

Member Code: *

First Name: *

Middle Name:

Last Name: *

Email: *

New Address

Address line 1 *

Apartment Number if Applicable

City: *

Postal Code: *

Jamā'at *

Province:

Does this change apply to entire family or just individual ? *

If you are moving due to marriage, separation or studies. Kindly mention the details in comments section. This is to ensure we don't accidentally move the entire family.

- ☐ Entire Family
☐ Individual

Home Phone: *

Mobile Phone:

Work Phone:

List the member codes (or names) of all members to be moved:

When Lajna get married ...



Marriage & Tajnid Change

- A wedding is a **time of joy and celebration**—and also the right time to ensure a **Tajnid change**.
- **Encourage members** to submit their **address change immediately** after marriage.
- During discussions of wedding rituals, **stress the importance of Tajnid change** (include this reminder in your package).
- Updating Tajnid helps the member:
 - Adjust smoothly into their new life.
 - Become more involved in their new **Halqa/Jama'at**.
 - Build the habit and skill for handling future **address changes**.
- In the **Comments section**, always note:
 - **Husband's name**.
 - **Husband's member code**. (when available)



<https://ahmadiyya.ca/form/request-change-address>

Members Who Have Moved Without Updating Address



- If a member has **moved out but not changed their address**, they **cannot be removed from your Tajnid** until **Markaz receives the updated address**.
- **Action required:**
 - Contact the member **directly**.
 - Reach out to any known **relatives or friends** for updated information.
- **Awareness to emphasize:**
 - Members should treat Jama'at address updates the **same way they update addresses** with schools, banks, or government records.
 - Remind them that the address can even be updated **before they move**.
- Until a new address is received, these members will remain listed as **"Unreachable- Does Not reside in Majlis."**

Live in one Majlis, but want their Tajnid in another Majlis



- The **true blessing** lies in obedience to Nizam.
- Always **respect the boundaries** set by Jama'at in all matters.
- For specific situations, send an **email with full details for case-by-case guidance.**

Members moved in/out of Canada

Moved In

- New members need to fill out a **Tajnid Registration Form** which form can be obtained by your local Sadr Sahib
- Timeline varies depending of level of verification required and is case by case
- In case of urgency, an affidavit can be issued. Contact me for further guidance. A template letter is provided in the refresher course package.



Moved OUT

- Please complete Address Change form with the following information:
 - **Member Name and Code*** (*whole family or 1 member*)
 - **Date Moved**
 - **Reason of Move**
 - **Country moved to (In the comment box)**
 - **Your Name, Office and Member Code**

Welcoming New Members

Ensure every new family feels *welcomed, supported, and connected* to Jamaat life.

First Contact (Weeks 1–2)

- Tajnid Sec. identifies new family → informs Sadr Sahiba
- Sadr Sahiba (with Amila member) makes warm first contact
- Ask about move, children, needs, driving, local services
- Offer support & stay in touch with short, friendly check-ins

Building Connection (Weeks 3–6)

- Gently introduce Jamaat: Sadr Sahiba, classes, WhatsApp group
- Offer rides & use travel time to build rapport
- Introduce to Saiqaat, Nasirat, Waqf-e-Nau Secretaries
- Encourage, don't pressure

Long-Term Trust (Ongoing)

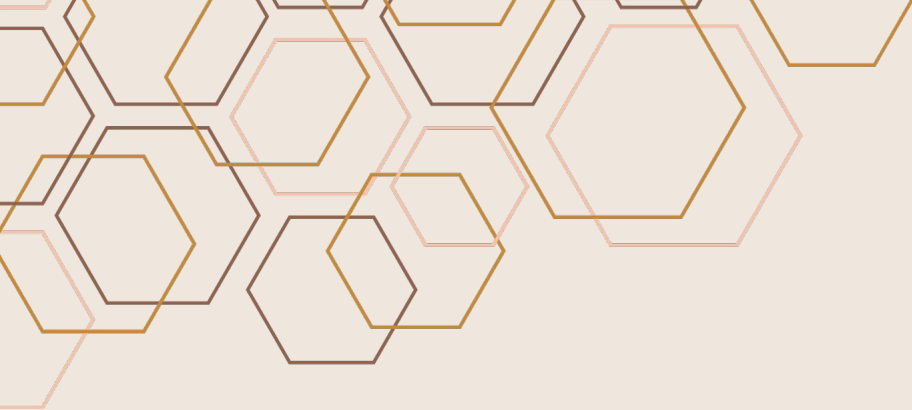
- Keep monthly contact even if they don't attend
- Celebrate milestones (birthdays, exams, new baby)
- Pair with a “buddy” or visit with another secretary
- Balance persistence with respect — never intrusive

Special Care:

- Elderly – offer rides/check-ins
- Nau-Mubai – gentle guidance & inclusion
- New to Canada – connect to local help & Khidmat-e-Khalq

Checklist for Secretaries:

- ☐ Warm welcome call
- ☐ Offer rides/help
- ☐ Share Jamaat details & contacts
- ☐ Monthly polite follow-up
- ☐ Verify address using: canada-majlis-lookup.web.app

A decorative pattern of overlapping hexagons in the top-left corner, rendered in thin lines of gold, brown, and pink.

Questions?



The image features a light beige background with decorative hexagonal patterns in the corners. The top-left corner has a cluster of overlapping hexagons outlined in thin lines of gold, brown, and pink. The bottom-right corner features a cluster of solid-colored hexagons in various shades of brown and orange, some overlapping each other.

Jazakallah Ahsanuljaza