



Affiliation Quick Guide

NOTE: 'Organization' = Chapter

PLEASE FOLLOW ALL INSTRUCTIONS AT THE TOP OF EACH SCREEN

NOTE: 'Organization' = Chapter

1. Login: **Username:** adviser's email address **Password:** Password1
2. Go to Home and click on my information
3. Verify your adviser information and proceed to the next step by clicking on the chapter name listed under **'Organization Information'**.

Chapter Information Page. DO NOT SKIP STEP 1.

Step 1: Click on **"Edit Information"** verify chapter information and scroll down to the bottom of the page add the total number of students you are affiliating today. Then click **'Save Organization'**. This brings you back to Chapter Information where you will proceed with step 2.

Step 2: Click on **"Manage Org Individuals"** and add the students information you are affiliating today.

Follow the steps for **'First Affiliation'**.

*Required fields for each student are: **First Name, Last Name, Password** (please use 123456 or choose a 6 digit password for your chapter), **Gender, Affiliation Type, Demographic, and Grade Level**. Then click **"save"**. This brings you back to Individual Information where you will click **"Back to Org"** then **"Add Individual"** to add students and continue with your affiliation. When you have added and saved the last student, follow **Step 2**.*

Payments & Invoices (Online Store) page

Both national and state dues must be paid for each member including a one time Adviser Fee

Select your Chapter Name for invoice preparation. Then click on **"Go to Shopping"**

Step 1: Scroll down and add your school Name. This is a required field.

Step 2: Scroll down and add **"1 National Dues Adviser Fee (Required on 1st Affiliation)"** from the top of the list and Click **'ADD DETAILS'**, maximize the new window if it does not auto open, from this new screen click **'ADD TO CART'**.

Step 3: Scroll down and locate your **State Dues**, Click **'ADD DETAILS'**, maximize the new window if it does not auto open, from this new screen click **'ADD TO CART'**.

Step 4. National Dues. Look to the far right of **"National Membership"** Click on **"ADD TO CART"**

Step 5. This should take you to the Online Store, where you should see your shopping cart, you may add/delete/update cart here. If you are all set then click on **"PROCEED TO CHECKOUT"** Then proceed with you payment information, you will be emailed an invoice but you can also reproduce these invoices in your account by going to **→Home→My Transactions**