



Chapter Affiliation Quick Guide

- Log into the system
- Select “Manage Chapter Properties” and check if all your information is correct.
- Select “Manage Chapter Membership”
- Click “Add Students”
- Fill in all required fields*, click “Add” to save and continue adding students.
- Once you added the last student click “Done”
- You will be directed back to the Unaffiliated Students tab and students you just added will be listed.
- Click the checkbox next to the desired students, or to affiliate all, click the checkbox by **“First Name” column**.(that will select all students)
- once selected click “Affiliate”
- The Affiliation Confirmation Screen is displayed, listing all the students checked in step 4
- Click “Next” or “Back” if changes should be made to your selection
- The select payment method screen is displayed.
- Choose Pay by PO, or Credit Card and proceed through payment processing. If a P.O number is not available at the time of affiliation. Use this PO# “1234” to complete this option.
- Click submit
- The Membership Confirmation screen is displayed:
If you are part of an Indirect Affiliation State (AZ, CA, IL, MN, MI, PR, TX, VI), you may upload but not affiliate students. Contact your state adviser for affiliation process. [Membership map \(hyperlink\)](#)
- You may download, open, and print your invoice at this time. A copy of you invoice, or chapter ID # on your check is required to insure proper credit.

“Resources” page is available to you allowing you to access membership cards, lesson plans & activities and much more . This section is only available to those chapters who have affiliated students in the current school year.