

**ONLINE PAYMENT PROCESS
for
NEW MEMBER
INTERNATIONAL DUES**



**A “HOW-TO” PACKET
for
CHAPTER MEMBERSHIP
CHAIRMEN**

January 4, 2021

ONLINE PAYMENT PROCESS FOR NEW MEMBER INTERNATIONAL DUES

A “HOW-TO” PACKET for CHAPTER MEMBERSHIP CHAIRMEN

Dear Chapter Membership Chairman,

The New Member page on our website went live on January 1, 2021. It is used for registration of new and reinstated members. In preparation for new member initiation, all chapter membership chairmen **MUST** receive the proper training so that they are prepared to assist the new member as she creates her profile and pays her dues **ONLINE** at the time of initiation. **THIS IS THE MOST IMPORTANT TRAINING OF ALL.** We want all chapters to be successful in this new process.

The website is convenient and easy to use. If you have ever bought something online or registered online you will be very comfortable using this site.

It is imperative that each chapter membership chairman reviews the entire HOW TO PACKET before initiating a new member.

It is important to note that this change is **ONLY for international dues** and **ONLY FOR NEW & REINSTATED MEMBERS**. Chapter treasurers will still need to collect chapter and S/P/N dues for new members in the same manner as they have done previously. Yes, we are hopeful that *next winter*, all members will be able to pay online for international dues. We *have time to work together* to determine the implications this may have for S/P/N and chapter treasurers. Input from S/P/N and chapter treasurers will be requested as this process is developed.

RESPONSIBILITIES AND OTHER INFORMATION FOR THE CHAPTER MEMBERSHIP CHAIRMAN

Before initiation, each new or reinstated member should be contacted and informed that she needs to be prepared on the day of her initiation to pay dues by credit card or PayPal. This is **NEW** and thus very important to understand in advance of initiation. If this method of payment is not acceptable, alternative arrangements will need to be made in advance by the chapter membership chairman. (i.e. Have another sister use her credit card and be reimbursed by the new or reinstated sister.)

- **The new member application process and fees have been eliminated.** Since there is no application, new member registration and **international dues payment** should occur on the day of initiation.

- It is recommended that the chapter membership chairman bring a laptop, smartphone, or tablet to the meeting to register the new member. If the chapter membership chairman does not feel comfortable with this process, she is encouraged to ask someone in her chapter to assist her.
- For the new member process to be completed, dues MUST be paid. The system will not allow you to move to the next step without payment.
- When completing the process for a new member, be very careful to enter accurate data as this information will be used to establish the member profile in the AΔK database.
- Badges should be ordered prior to initiation from the AΔK Marketplace, obtained from a badge bank or another source.
- Once the registration has been completed, the “new member profile” will appear on the chapter roster within the hour.

For further information or questions, please contact your S/P/N membership consultant who will get back to you with answers as soon as possible.

Thank you for embracing this new system and supporting Alpha Delta Kappa. This is an exciting time for all of us.

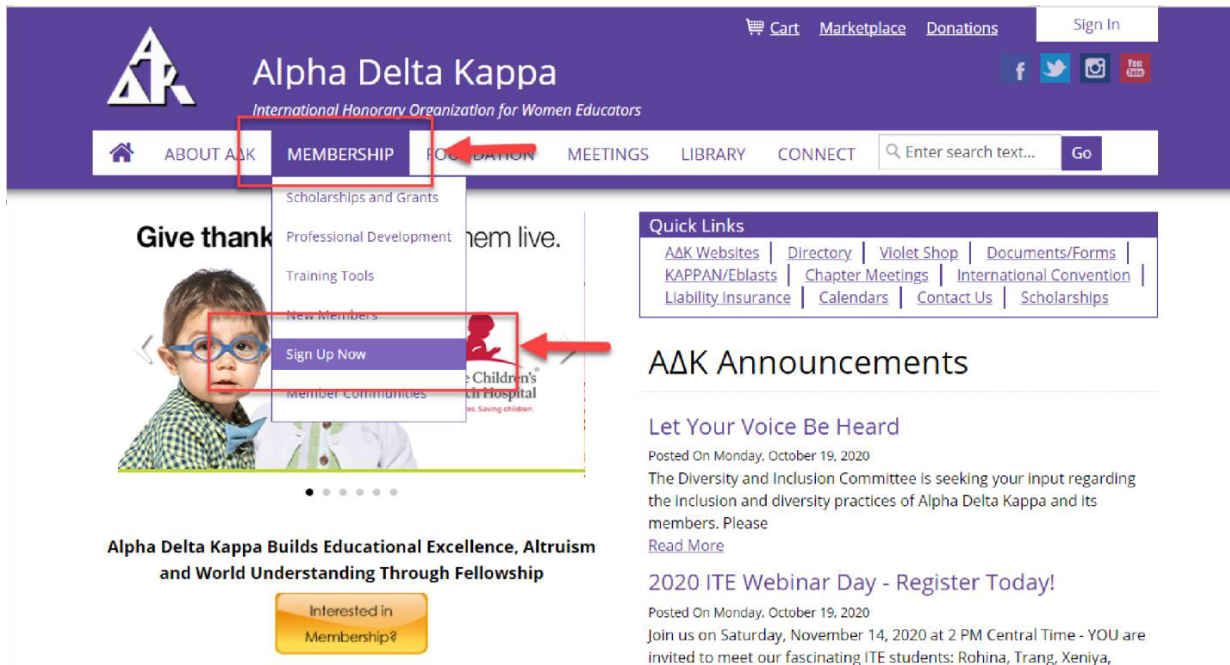
Fraternally,
 International Membership Committee
 Betty Jo Evers, IVP
 Debby Stubing, Gulf Region
 Mary Ann Gerdes, North Central Region
 Linda Rissel, Northeast Region
 Karen Santos, Northwest Region
 Nancy Medina, South Central Region
 Judy Barnhill, Southeast Region
 Jeanie Hinck, Southwest Region

ONLINE PAYMENT PROCESS FOR NEW MEMBER INTERNATIONAL DUES A “HOW-TO” PACKET for CHAPTER MEMBERSHIP CHAIRMEN

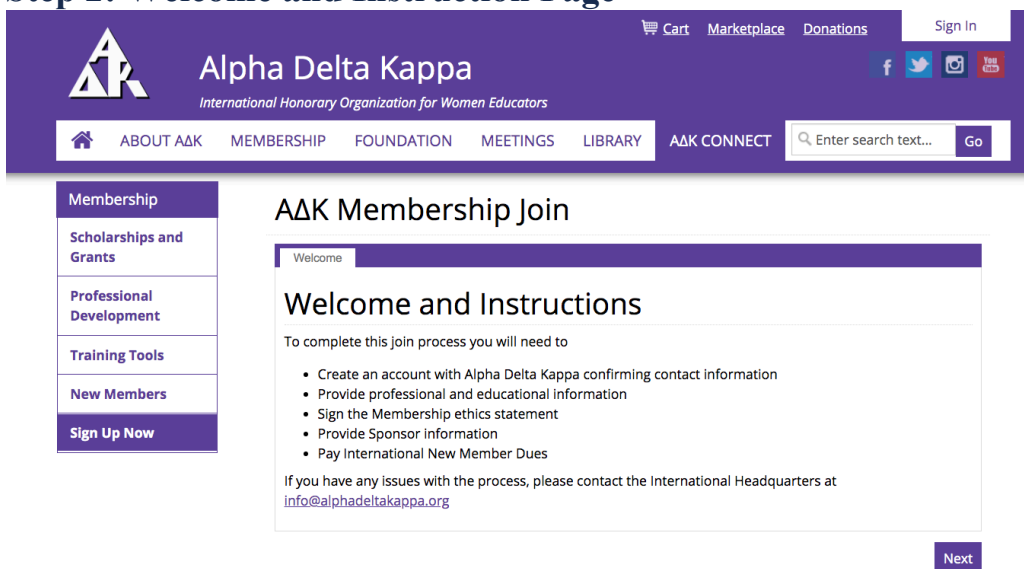
8 EASY STEPS TO REGISTER A NEW MEMBER

Step 1: Access the AΔK Membership Webpage

- Go to the Alpha Delta Kappa International Website
- Click the Membership tab to drop down the menu and scroll down to Sign Up Now to access the multi-step process form.



Step 2: Welcome and Instruction Page



After reading the Welcome and Instruction Page, click **Next**.

Step 3: Create an Account

Fill in each field with the new member information.

- Enter personal information to create a new account and profile.
- Fields with a **red star (*)** are required.

Alpha Delta Kappa
International Honorary Organization for Women Educators

AΔK Membership Join

Welcome | Create Account

Create an Account

Selecting an Chapter. To select a chapter below, begin typing the S/P/N and Greek letters of the chapter you are joining (e.g., "Alabama Alpha," "Arizona Alpha Alpha" etc.)

Already registered? [Sign In](#)

*First name

Middle name

*Last name

Informal name

*Chapter

*Email

Phone

Mobile phone

*Country

*Address

*City

*State

*Postal code

*Username

*Password

*Confirm password

The password must be at least 7 characters long.

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- Type in First name, Middle name, Last name, Informal name of the new member.

- In the chapter field, you will see all chapters listed. Type the name of your S/P/N (Florida NOT FL). SCROLL DOWN to find your chapter name. (For example: Florida Alpha Sigma). Hit return.

- In the email field type in the new member email address.

- Type in the seven digit phone number and/or mobile phone number.

- Type in the new member address.

- Create a username and a **7 character password. Be sure to make note of the username and password as this will be the actual user name and password when a new member is registered.**

- Click Next.



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Step 4: Complete Education, Professional Information, and Sponsor Details (This information will be used for professional searches.)

- Click on the Professional Status field and select the one that applies to the new member.
- Click on the Professional Level field and select the one that applies.
- Click on the Professional Position field and select the one that applies.
- Click on the Highest Degree and select the one that applies.
- Type in the name of your sponsor, S/P/N, and chapter. (You can only insert the name of one sponsor, who is an actual member of your chapter.)

The screenshot shows a web form with a purple header bar containing 'Welcome', 'Create Account', and 'Additional Information'. The main heading is 'Education and Professional Information'. Below it are four dropdown menus: 'Professional Status' (Retired Educator and Currently Involved in Education), 'Professional Level' (College/University), 'Professional Position' (Other), and 'Highest Degree' (Doctorate). The second section is 'Sponsor Details', which includes three fields: 'Sponsor Name' (Brandi Barber), 'SPN' (Florida), and 'Sponsor Chapter' (Florida Alpha Alpha - Nassau Cnty, FL).

Field	Value
Professional Status	Retired Educator and Currently Involved in Education
Professional Level	College/University
Professional Position	Other
Highest Degree	Doctorate
Sponsor Name	Brandi Barber
SPN	Florida
Sponsor Chapter	Florida Alpha Alpha - Nassau Cnty, FL

Step 5: Additional Information

- Type in Date of Birth in format given.
- Type in Initiation Date of the ceremony in format given.
- Type in your name as you would sign a document.

Additional Information

* **Date of Birth** 
(MM/DD/YYYY)

* **Initiation Date** 
(MM/DD/YYYY)

Membership Ethics

I provide this information with the knowledge that Alpha Delta Kappa membership is an honor. I will accept the responsibilities and obligations of membership and regularly attend all meetings.

* **Electronic Signature**

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Step 6: New Member Join

- The amount charged is automatically populated according to the date of initiation. (International currency conversion is still a work in progress. Details will be shared when finalized.)
- New Members can select to make a voluntary contribution to the AΔK Organization, AΔK Foundation, St. Jude Children's Hospital, the Alzheimer's Association, or to another specified charitable organization of their choice. If a contribution is being made to another AΔK Fund, HQ must be contacted.
- Click "Add to cart."
- Before clicking FINISH and leaving the page, please verify that the charges are correct.

Alpha Delta Kappa
International Honorary Organization for Women Educators

My Profile Cart Marketplace Donations Sign Out

ABOUT AΔK MEMBERSHIP FOUNDATION MEETINGS LIBRARY CONNECT Enter search text... Go

Membership

Scholarships and Grants

Professional Development

Training Tools

New Members

Sign Up Now

Member Communities

AΔK Membership Join

Welcome Create Account Additional Information Pay Dues

New Member Join

Dues Payments

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> New Member Join Dues	20.00	1	20.00

Voluntary Contributions

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> Optional Donation to Alpha Delta Kappa Foundation	N/A	1	0.00

Subtotal 20.00

Add to Cart

Make sure to select "Add to Cart" before clicking Finish and leaving the page.

Optional Donation Details

Please direct my donation to: (None)

Previous Finish

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Step 7: Cart Charges

Choose the payment method: PayPal or a credit card and complete the information requested.

Click **Submit Order** to finish.

Cart Charges

Item Total	40.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	40.00

Payment Details

Pay with PayPal

[What is PayPal?](#)
You will be taken to PayPal to complete your purchase.

Check Out with **PayPal**

Other Payment Options

Payment amount 40.00

Payment method

* Card number

* Name on card

* Expiration date

* CSC

Card address
138 Covington Rd
Griffin, GA 30223-5610
United States
[Choose another address](#)

Submit Order

Step 8. ORDER CONFIRMATION. After submitting your order, the next screen shows a confirmation for your order. Copies should be sent to your S/P/N membership consultant and your S/P/N treasurer. In order to send copies to more than one person, you will need to enter the email address of the first person, hit send, and then enter the email address of the next person and hit send again. Chapter membership chairmen will need to have these addresses available when completing this form. Be sure to remind them to look them up in advance.

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International Honorary Organization for Women Educators

ABOUT AΔK MEMBERSHIP FOUNDATION MEETINGS LIBRARY CONNECT

Enter search text... Go

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Sign Up Now

Member Communities

Order Confirmation

Alpha Delta Kappa
1615 W 92nd Street Kansas City, MO 64114-3210
headquarters@alphadeltakappa.org
816.363.5525
800.247.2311

Order Date 12/18/2020

Bill To MARY JONES

Payment Method Visa *****1111

Name on Card MARY JONES

Ship To MARY JONES
138 Covington Rd
Griffin, GA 30223-5610
United States

Item	Quantity	Price	Total
New Member Join	1	40.00	40.00
Item Total			40.00
Shipping			0.00
Handling			0.00
TRANSACTION GRAND TOTAL			40.00
Payment Amount			40.00

A confirmation is being sent to: piersallard@gmail.com

Send another copy to **Send**

CLOSING THOUGHTS

- Order confirmation will be emailed to you.
- You will automatically get a copy of the charge card receipt.
- It is **STRONGLY** recommended that this information be filled out on the night of initiation following the ceremony.
- A laptop, tablet, or smart phone will be needed to complete these forms.
- The new member is invited to view her profile on the International website.
- Any corrections will need to be made on the directory by the new member.