Directions for Membership Portal

A. <u>Login to Membership Portal</u>
Update and confirm all sections. Accuracy of this information is crucial.

B. Graduate Your Seniors
Click the red "graduate" button on the far left.

C. Click Chapter Advisor Tab
Update and confirm all information on this tab.

D. Add Students
Upload your new students individually or as a CSV batch.

E. Add Alumni & Professional Members
Recruit and add these members to increase support for your chapter.

F. Submit Membership
Submit membership. Send invoice to your bookkeeper/accounting department.

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