

# MEMBERSHIP REGISTRATION SYSTEM

## LOCAL ADVISOR USER GUIDE

*The Membership Registration System should be used as a valuable tool to keep up-to-date records including membership data, demographic information, and payment history for your chapter. This is the same information the National Office will be using to identify your chapter. Please use this system as an ongoing tool.*

This User Guide is divided into three sections:

### **Section I: Entering Your Initial Online Membership Registration**

This section will guide you through your first time on the Online Membership Registration System.

### **Section II: Adding Members after you have Submitted Initial Invoice**

This section will show you how to add members after you have been into the system and submitted your initial registration.

### **Section III: Accessing Your Chapter Information**

This section will show you how to return to the Online Membership Registration System and view/print your membership roster, your demographic information, and invoices you have submitted to our office. These are official records and they may be submitted for contest and payment validation.

# I. Entering Your Initial Online Membership Registration

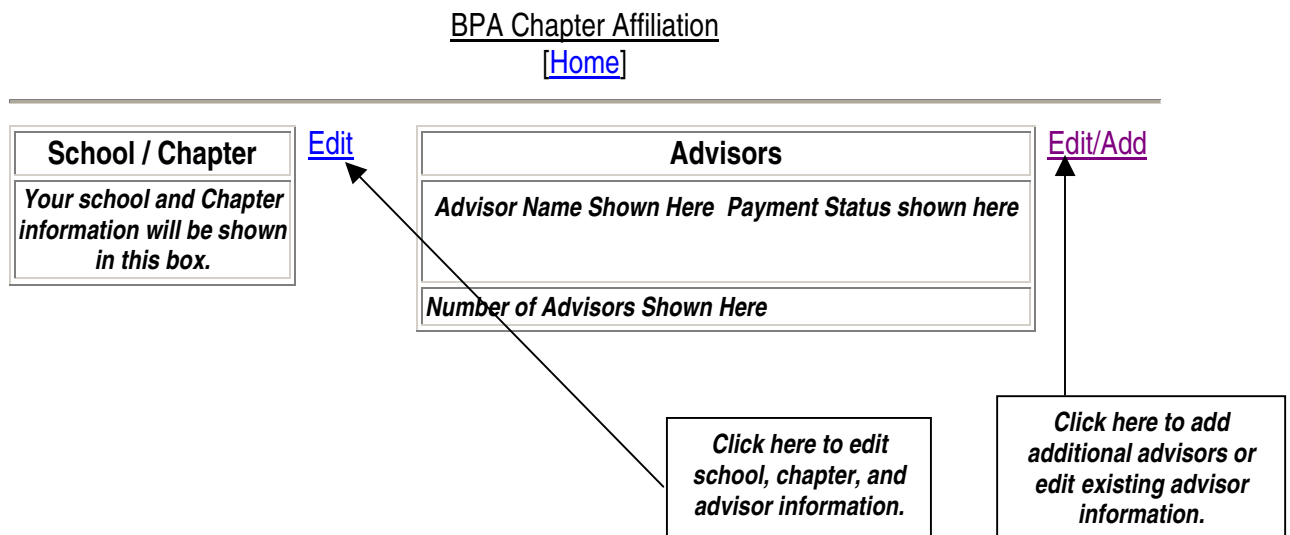
**Please Note: You cannot mix student Divisions in the same chapter (i.e. Associate students with Secondary; Secondary with Post-Secondary; etc). You must contact the National Office at 1-800-334-2007 to set up another chapter in the needed Division. There are no additional costs associated.**

## **Entering the System**

1. Log on: <http://www.registermychapter.com/bpamem/>
2. Click Existing Chapter Log-in
3. Enter your username and password

(If you have not been assigned a username and password from our system, please call 1-800-334-2007.)

## **Opening Screen**



**Step 1:** [Enter/View Your Members](#)

**Step 2:** [Enter/View Demographic Information](#)

**Step 3:** [Prepare/View Invoice](#)

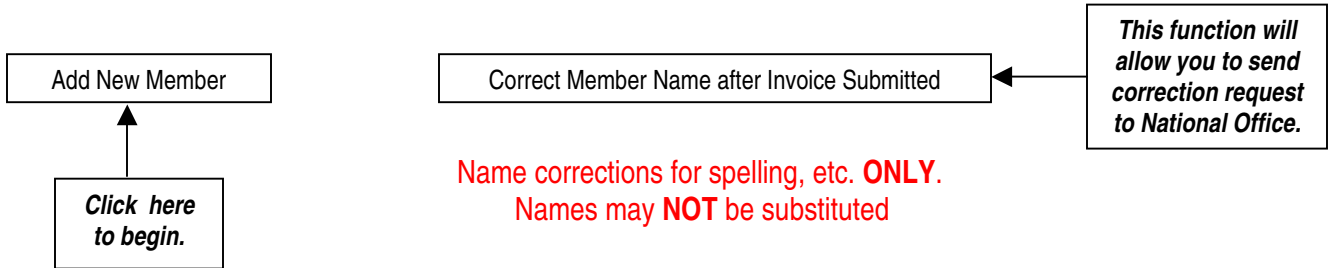
***Total Members Shown Here***

# Step 1: Enter/View Your Members

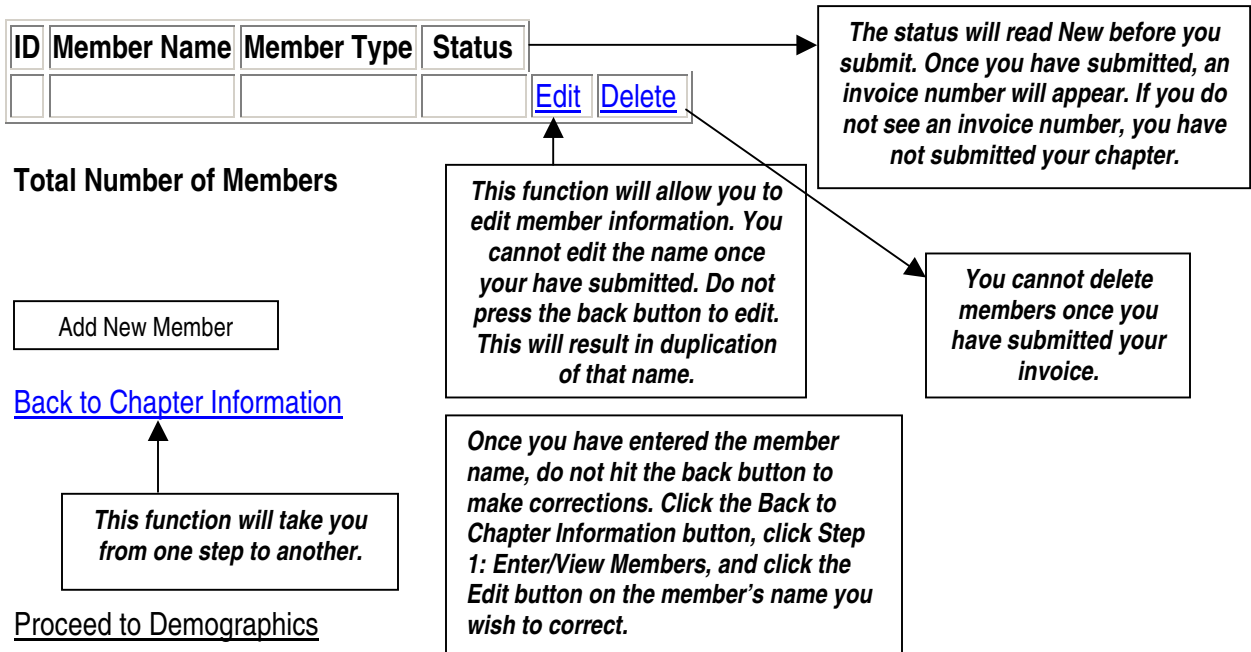
BPA Chapter Affiliation

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## Members for (Your School Name Here)



List all student members below. Please do not list advisors.



Add New Member Screen

BPA Chapter Affiliation

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**New BPA Member for (Your School Name Here)**

**Entering GPA and graduation date will make seniors eligible for consideration for college scholarships.**

Name First \*  MI  Last \*

GPA  Graduation Year \*

Member Type \*

Gender \*

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## Correct Member Name After Invoice Submitted Screen

BPA Chapter Affiliation

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### Name Change Request

\* Fields are required

To BPA Membership

Subject Member Name Correction

From

E-Mail

School

Chapter ID

Current Name \*

Name Correction \*

Reason For Change \*

*Correction request will only be accepted for spelling, etc. Names cannot be substituted after submission.*

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## STEP 2: Enter/View Demographic Information

Demographic information is a valuable tool used by local chapters, state associations, and the National Office for grant information and public relations materials.

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Student Demographics for your *Chapter Name Here*

Gender	
Male	<input type="text" value="8"/>
Female	<input type="text" value="12"/>
Race	
African American	<input type="text"/>
Asian	<input type="text"/>
Caucasian	<input type="text" value="20"/>
Hispanic	<input type="text"/>
Native American	<input type="text"/>
Other	<input type="text"/>
Grade	
6th	<input type="text"/>
7th	<input type="text"/>
8th	<input type="text"/>
9th	<input type="text" value="3"/>
10th	<input type="text" value="6"/>
11th	<input type="text" value="8"/>
12th	<input type="text" value="2"/>
Special Populations (Where Applicable)	
Disabilities (Physical/Mental)	<input type="text"/>
Educationally Disabled	<input type="text"/>
Economically Disadvantaged	<input type="text"/>
Limited English Proficiency	<input type="text"/>
Non-Traditional	<input type="text"/>
<input type="button" value="Submit"/>	

*Will appear for  
Secondary,  
Associate, and  
Middle level  
Chapters only*

Class	
Freshmen	<input type="text"/>
Sophomore	<input type="text"/>
Junior	<input type="text"/>
Senior	<input type="text"/>
Post-Graduate	<input type="text"/>
Age	
21 & Under	<input type="text"/>
22-25	<input type="text"/>
26-30	<input type="text"/>
31-40	<input type="text"/>
Over 40	<input type="text"/>

*Will appear for Post-  
Secondary Chapters only*

*Click here to save demographic  
information.*

[Back to Chapter Information](#)

*Click here to continue to Step 3.*

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**Step 3: Prepare/View Invoice**

*Review your roster in detail. This will be your final opportunity to delete or edit member names.  
This invoice will be emailed to you.*

BPA Chapter Affiliation

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**Business Professionals of America  
Membership Invoice  
01/01/04**

**Invoice # 0002219**

**You must press the Submit Invoice button below to complete the transaction**

**COPY OF INVOICE MUST BE SUBMITTED WITH PAYMENT**

REMITTER
<a href="#">School Information Here</a>
<b>Region: 00 District: 0</b>
<b>Division:</b>
<b>Chapter ID:</b>

[Edit](#)

REMIT TO:
Business Professionals of America P.O. Box 632707 Cincinnati, OH 45263-2707 Phone: (614)895-7277 Fax: (614)895-1165

*You need to submit  
only (1) copy with your  
payment.*

**Grand Total # of Members:**

**# of Members on this invoice:**

**Total National Dues:**  
**Total State Dues:**  
**Total Payment Due:**

*Total will  
include Advisor  
Dues.*

*You can pay by check, credit card or Purchase Order.  
Submit only (1) copy of this invoice for payment of  
purchase order to your Paymaster if necessary.*

**PAYMENT METHOD**

- Check
- Purchase Order (this is your invoice)
  - Click here if your business office requires a mailed invoice
- Credit Card, complete the following & fax to 614-895-1165 (After Printing Invoice):

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

## Invoice Continued

Gender	
Male	8
Female	12
Race	
African American	
Asian	
Caucasian	20
Hispanic	
Native American	
Other	
Grade	
6th	
7th	
8th	
9th	3
10th	6
11th	8
12th	2
Special Populations (Where Applicable)	
Disabilities (Physical/Mental)	
Educationally Disabled	
Economically Disadvantaged	
Limited English Proficiency	
Non-Traditional	
<input type="button" value="Submit"/>	

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Once this button is pressed, all members on this invoice will be updated, and the transaction will be complete. A copy of this invoice will be e-mailed to you, your State Advisor, and the National Center.

You must press the Submit Invoice button to complete the transaction.  
No changes by National Center 5 business days after date of invoice.

**Payment must be received within 30 days**

**PLEASE PRINT BEFORE PRESSING SUBMIT**

Class	
Freshmen	
Sophomore	
Junior	
Senior	
Post-Graduate	
Age	
21 & Under	
22-25	
26-30	
31-40	
Over 40	

Please send me information regarding Sock Sales

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**E-mail Invoice**

This is an example of the invoice copy that will be emailed to you.

BPA MEMBERSHIP INVOICE

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Remit To:

Business Professionals of America  
P.O. Box 632707  
Cincinnati, OH 45263-2707  
(614)895-7277  
Invoice # 0003995 Date: 3/18/2004

**Your chapter information will be listed here**

Grand Total # of Members:  
# of Members on this invoice:  
Total National Dues:  
Total State Dues:  
Total Payment Due:

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MEMBERS ON THIS INVOICE

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**Your member names will be listed here**

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DEMOGRAPHICS

Gender  
Male  
Female  
Race  
African American 0  
Asian 0  
Caucasian 0  
Hispanic 0  
Native American 0  
Other 0  
Grade  
6th 0  
7th 0  
8th 0  
9th 0  
10th 0  
11th 0  
12th 0  
Age (Post-Secondary)  
21 & Under 0  
22-25 0  
26-30 0  
31-40 0  
Over 40 0  
Special Populations  
Physical/Mental Disabilities 0  
Educationally Disabled 0  
Economically Disadvantaged 0  
Limited English Proficiency 0  
Non-Traditional 0

Thank you for registering with BPA!

## II. Adding Members after you have Submitted Initial Invoice

### Entering the System

1. Log on: <http://www.registermychapter.com/bpamem/>
2. Click Existing Chapter Log-in
3. Enter your username and password  
(If you have not been assigned a username and password from our system, please call 1-800-334-2007)

### Step 1: Enter/View Your Members

BPA Chapter Affiliation  
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### Members for *Your School Name*

*Click Add New Member to begin.*

**Name corrections for spelling, etc. ONLY.  
Names may NOT be substituted**

*Members from original invoice will appear. You will not be billed for these members again.*

List all student members below. Please do not list advisors.

ID	Member Name	Member Type	Status		
22-0069-0001	John Smith	President	#002199	<a href="#">Edit</a>	
22-0069-0002	Joe Smith	Vice President	#002199	<a href="#">Edit</a>	
22-0069-0005	Cindy Jones	Student	#002199	<a href="#">Edit</a>	

*Click here to add new members.*

**Total Number of Members**

*This will allow you to edit GPA, Graduation Date, and Member Type.*

## STEP 2: Enter/View Demographic Information

Demographic information is a valuable tool used by local chapters, state associations, and the National Office for grant information and public relations materials.

### BPA Chapter Affiliation

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Student Demographics for your *Chapter Name Here*

Gender	
Male	8
Female	12
Race	
African American	
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Other	
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Special Populations (Where Applicable)	
Disabilities (Physical/Mental)	
Educationally Disabled	
Economically Disadvantaged	
Limited English Proficiency	
Non-Traditional	
<input type="submit" value="Submit"/>	

Class	
Freshmen	
Sophomore	
Junior	
Senior	
Post-Graduate	
Age	
21 & Under	
22-25	
26-30	
31-40	
Over 40	

**You will need to delete the information in the current box and add your new total to reflect the member(s) you have added.**

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## Step 3: Prepare/View Invoice

This invoice will only bill you for the members you have added. Please remember to include a copy of your invoice with your payment.

### III. Accessing Your Chapter Information

You can access your chapter information including roster, demographic information and invoices submitted.

#### Entering the System

1. Log on: <http://www.registermychapter.com/bpamem/>
2. Click Existing Chapter Log-in
3. Enter your username and password  
(If you have not been assigned a username and password from our system, please call 1-800-334-2007)

#### Step 1: Enter/View Your Members

BPA Chapter Affiliation  
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#### Members for *Your School Name Here*

Add New Member

Correct member name after invoice submitted

Name corrections for spelling, etc. **ONLY**.  
Names may **NOT** be substituted

List all student members below. Please do not list advisors.

ID	Member Name	Member Type	Status	
22-0069-0001	John Smith	President	#002199	<a href="#">Edit</a>
22-0069-0002	Joe Smith	Vice President	#002199	<a href="#">Edit</a>
22-0069-0005	Cindy Jones	Student	#002199	<a href="#">Edit</a>
22-0069-0003	Jeff Jones	Secretary	#002199	<a href="#">Edit</a>

**4 Members**

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## STEP 2: Enter/View Demographic Information

Demographic information is a valuable tool used by local chapters, state associations, and the National Office for grant information and public relations materials.

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Student Demographics for your *Chapter Name Here*

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Economically Disadvantaged	
Limited English Proficiency	
Non-Traditional	
<input type="button" value="Submit"/>	

Class	
Freshmen	
Sophomore	
Junior	
Senior	
Post-Graduate	
Age	
21 & Under	
22-25	
26-30	
31-40	
Over 40	

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### Step 3: Prepare/View Invoice

BPA Chapter Affiliation

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#### Business Professionals of America Membership Invoice

***There is nothing owed.***

[Click here to view Invoice\(s\) already submitted](#)

[Add new members for another Invoice](#)

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***This will allow you to view all invoices you have submitted and print a copy. This is your invoice. You will not be mailed a paper invoice from the National Office.***

## Submitted Invoice Screen

BPA Chapter Affiliation

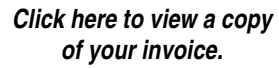
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### Invoice List for *Your School Name Here*

<b>Invoice #</b> <small>(Click to view)</small>	<b>Date</b>	<b>Members</b>	<b>Nat Dues</b>	<b>State Dues</b>	<b>Nat Paid</b>	<b>State Paid</b>
<a href="#">0000078</a>	12/18/2003	5	\$50.00	\$30.00	\$0.00	\$0.00

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*Click here to view a copy  
of your invoice.*