

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

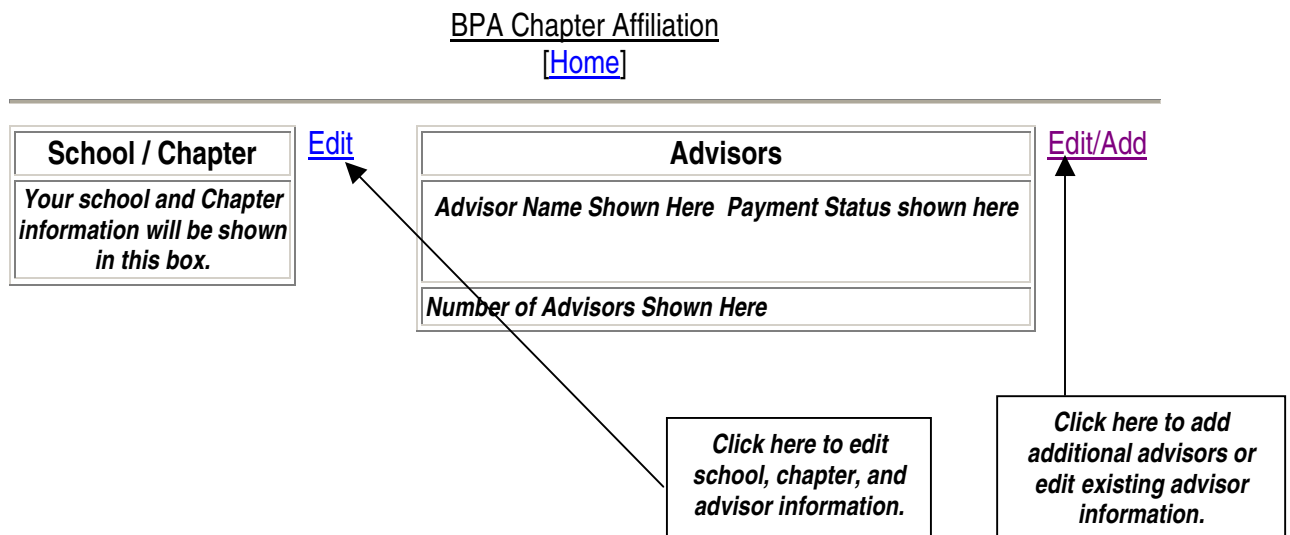
Please Note: You cannot mix student Divisions in the same chapter (i.e. Associate students with Secondary; Secondary with Post-Secondary; etc). You must contact the National Office at 1-800-334-2007 to set up another chapter in the needed Division. There are no additional costs associated.

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](#)

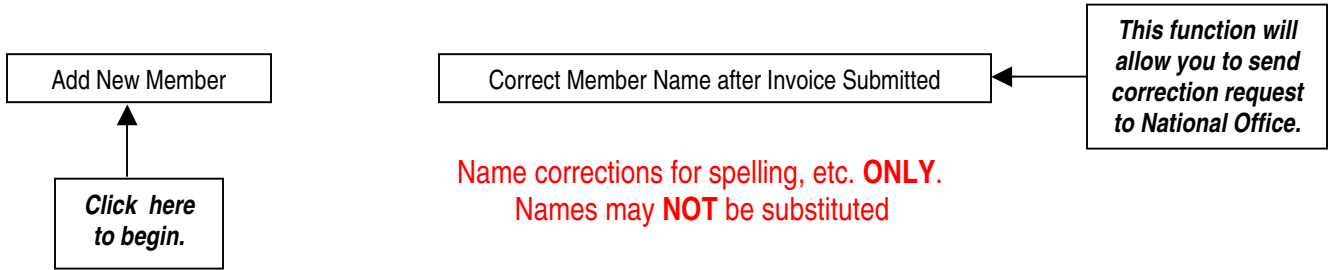
Total Members Shown Here

Step 1: Enter/View Your Members

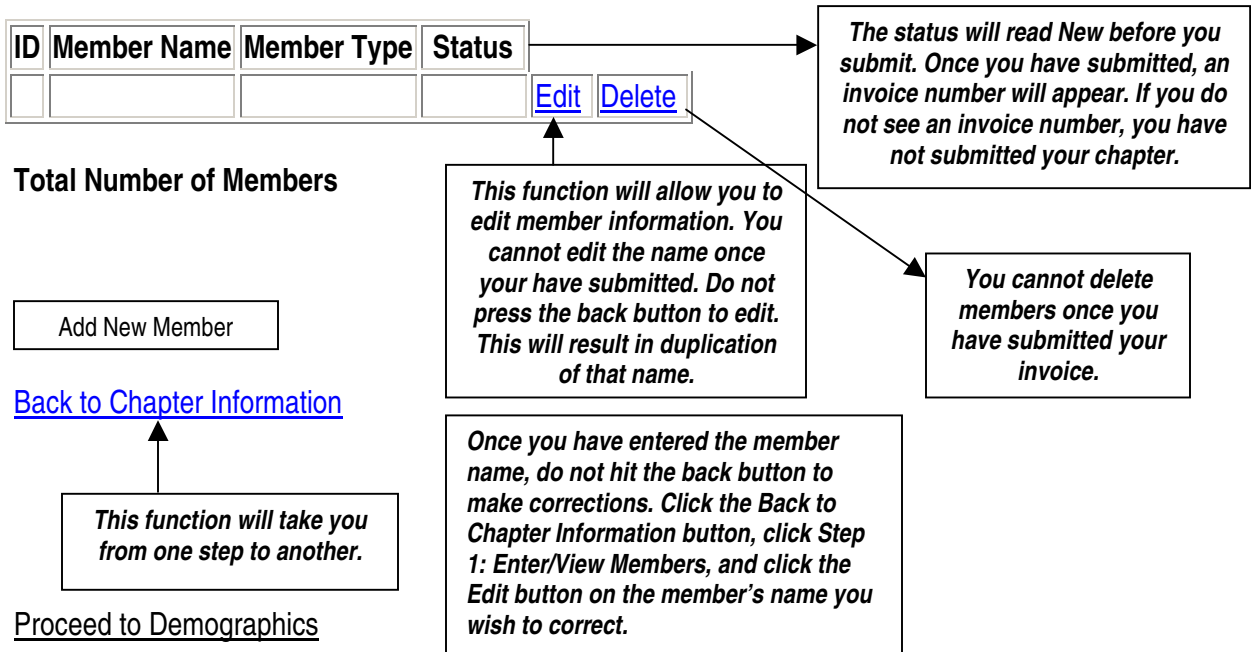
BPA Chapter Affiliation

[\[Home\]](#)

Members for (Your School Name Here)



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



Add New Member Screen

BPA Chapter Affiliation

[\[Home\]](#)

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 *

[\[Back to Member List\]](#)

Correct Member Name After Invoice Submitted Screen

BPA Chapter Affiliation

[\[Home\]](#)

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.

[Back to Members](#)

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

[Home](#)

Student Demographics for your *Chapter Name Here*

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="submit" value="Submit"/>	

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

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

*Will appear for Post-
Secondary Chapters only*

*Click here to save demographic
information.*

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Click here to continue to Step 3.

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

[\[Home\]](#)

**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
Edit
<i>School Information Here</i>
Region: 00 District: 0
Division:
Chapter ID:

[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

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:

MEMBERS ON THIS INVOICE

Your member names will be listed here

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
[\[Home\]](#)

Members for *Your School Name*

Add New Member

Correct member name after invoice submitted

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

Click Add New Member to begin.

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

ID	Member Name	Member Type	Status		
22-0069-0001	John Smith	President	#002199	Edit	
22-0069-0002	Joe Smith	Vice President	#002199	Edit	
22-0069-0005	Cindy Jones	Student	#002199	Edit	

Click here to add new members.

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

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

Click Add New Member to begin.

Click here to add new members.

Total Number of Members

STEP 2: Enter/View Demographic Information

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BPA Chapter Affiliation

[Home](#)

Student Demographics for your *Chapter Name Here*

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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

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Step 1: Enter/View Your Members

BPA Chapter Affiliation
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Members for *Your School Name Here*

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Correct member name after invoice submitted

Name corrections for spelling, etc. **ONLY**.
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22-0069-0002	Joe Smith	Vice President	#002199	Edit
22-0069-0005	Cindy Jones	Student	#002199	Edit
22-0069-0003	Jeff Jones	Secretary	#002199	Edit

4 Members

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STEP 2: Enter/View Demographic Information

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BPA Chapter Affiliation

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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

[\[Home\]](#)

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

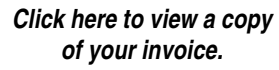
BPA Chapter Affiliation

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Invoice List for *Your School Name Here*

Invoice # <small>(Click to view)</small>	Date	Members	Nat Dues	State Dues	Nat Paid	State Paid
0000078	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.*