

**NEW MEMBER
INTERNATIONAL DUES
TRAINING PACKET
for
S/P/N MEMBERSHIP
CONSULTANTS**



January 4, 2021

NEW MEMBER INTERNATIONAL DUES TRAINING PACKET

For S/P/N MEMBERSHIP CONSULTANTS

Dear S/P/N Membership Consultants,

The New Member page on our website went live after January 1, 2021. **It will only be used for registration of new and reinstated members.** In preparation for new member initiation, all S/P/N membership consultants MUST receive the proper training so that they will be prepared to train the chapter membership chairmen and presidents. THIS IS THE MOST IMPORTANT TRAINING OF ALL. We want all chapters to be successful in this new process.

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

Now don't worry about taking notes today. You will receive an email immediately following this training with the **NEW MEMBER INTERNATIONAL DUES TRAINING PACKET for S/P/N MEMBERSHIP CONSULTANT** containing detailed instructions. Just follow along on the screen and jot down any questions that you have. I will take questions at the end of the demonstration. It is imperative that you review the entire training packet before starting your own training.

The URL we are using today will take you directly to the training site. This site is a replica of the Alpha Delta Kappa International website. However, it does not connect with the Alpha Delta Kappa International website; therefore, any data shared on the training site never actually enters the AΔK International database. We ask that you *always use this site for training purposes ONLY.*

Before we get started with the actual training, it is important to understand the responsibilities and other information for the chapter membership chairman.

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.

Before initiation, each new 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 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 registration 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, the correct information for the new member must be entered as the profile will be established in the AΔK database. **Only use fictitious information for training purposes.**
- The process for reinstating a member is the same as registering a new member.
- 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.

S/P/N trainers, please keep a list of any questions asked by attendees that you are unable to answer. These should be sent to your Regional Membership Consultant and/or International Vice President for Membership Betty Jo Evers 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

NEW MEMBER INTERNATIONAL DUES TRAINING PACKET for S/P/N MEMBERSHIP CONSULTANTS presented by IMC

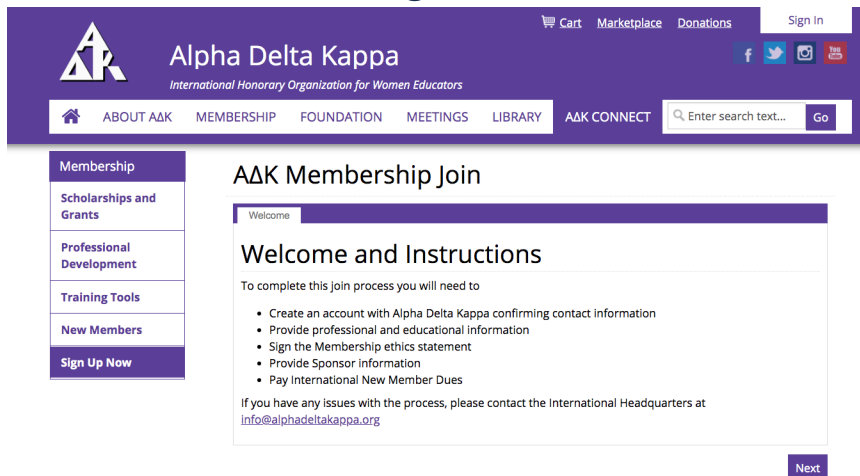
Let’s begin our training so you can discover the 8 easy steps to register a new member.

Step 1: Access the Join Form on the Training Site

- Copy and paste this URL to your browser.
<https://dev.alphadeltakappa.org/JoinNow>
Note: This URL is for TRAINING only.
- Click on 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 Instructions Page, click **Next**.

Step 3: Create an Account

For the purpose of training, do not attempt to use your email on record with Alpha Delta Kappa or another Alpha Delta Kappa member, as it will not allow for duplicate records. Fill in each field with plausible 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

Membership

Scholarships and Grants

Professional Development

Training Tools

New Members

Sign Up Now

Member Communities

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.

Previous Next

- Type in First name, Middle name, Last name, Informal name. Remember, this can be any name, but NOT an Alpha Delta Kappa 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 for training purposes only, you need to type in a plausible non-AΔK email address.
- Type in the seven-digit phone number and/or mobile phone number.
- Type in an address. (Remember, for the purpose of training, you need to type in an actual address. This field will not accept a fictional address.)
- Create a username and a **7 character password**. **As you are doing your training with chapter membership chairmen, remember that the user name and password you use for the demonstration must be fictitious.**



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 containing 'Welcome', 'Create Account', and 'Additional Information'. The main title is 'Education and Professional Information'. Below this, there 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 titled 'Sponsor Details' and contains three fields: 'Sponsor Name' (Brandi Barber), 'SPN' (Florida), and '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.
- Click Next.

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**

Previous

Next

Step 6: New Member Join (graphic on next page)

- 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 on “Add to cart.”
- Before clicking FINISH and leaving the page, please verify that the charges are corre

Alpha Delta Kappa
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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

© 2020 Alpha Delta Kappa 1615 West 92nd. Street, Kansas City, MO 64114
Contact Us Privacy Policy About Us Glossary

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 !\[\]\(3b60b9131d35aa06588b726a4d9af04e_img.jpg\)](#)

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 7: From the Cart page, check out using the test credit card information below. YOU CAN PAY WITH THE CREDIT CARDS LISTED BELOW OR WITH PAYPAL. Click on Submit Order to finish.

TEST CREDIT CARD INFORMATION

Note to Trainers: The numbers listed below MUST be used in order for the training session to work properly.

Visa – 4111111111111111

Master Card – 5439750001500222

Discover – 6011111111111117

Amex – 378282246310005

CVC – Any 3 digits, e.g. 123

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. You will want to have these addresses accessible in advance of the meeting when this form is completed.

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International Honorary Organization for Women Educators

ABOUT AΔK MEMBERSHIP FOUNDATION MEETINGS LIBRARY CONNECT

Membership
Scholarships and Grants
Professional Development
Training Tools
New Members
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.
- A new member may make changes to her profile at any time on the website directory.