

## **NEW MEMBERSHIP RENEWAL SUBMISSION OPTIONS**

Are you ready for an easier way to submit your chapter members' renewals to the National Office with less hassle and paperwork? Want to avoid processing backlogs and have your members' cards on the way back to you right away? Read on to learn about the brand new options that are in place for you this year.

A secure area of the League website that allows you to update member addresses, phones, and emails, run chapter rosters, and submit officer updates was just the beginning. Now, that same secure area allows you to submit member renewals for your chapter to us online quickly and easily. You—the chapter membership officer—can tell us who is renewing without filling out tally sheets or mailing renewal notices to us and, if your chapter sets up a simple PayPal account, you can even submit payment electronically.

Once the batch is submitted, you will either put a check in the mail or send payment via PayPal. Electronic payments will jump right to the head of the processing line at the National Office and membership cards will be in the mail to you right away. Cards for batches paid by check will be mailed as soon as the check arrives.

Are you ready to get started? Basic steps are noted below. For more details, refer to the attached “hints” pages. If you missed the free online training webinar we offered, you can watch a recording at your convenience. You can find it on the League’s website on this page: [www.iwla.org/chapter-resources](http://www.iwla.org/chapter-resources).

- Login to the National website with your username and password.
  - If you do not already have a login, you must use your membership ID number to create one. The renewal page is a very secure area and is only accessible to membership officers.
- Select “Chapter Resources” then click on the “Chapter Membership Renewals” option.
- Your members appear on the left hand panel. There are several ways to add renewals to a batch:
  - Use your mouse to drag and drop members into a “batch” on the right hand side of the screen.
  - Enter ID numbers into the member name/ID number field.
    - This field also lets you search by name if you aren’t sure of someone’s ID number.
  - Use a hand-held scanner to quickly scan the bar codes on members’ renewal notices.
    - If you would like to obtain an easy to use, plug-and-play scanner, contact Maia (ext. 208) at the National Office—we can order one for you at our cost.
- Save your batch as you go—you can finish the batch at one time or add members to it over the course of several days. The choice is yours! Nothing is submitted to the National Office until you are ready.
- When the batch is finished, select the “submit batch” button.
  - A tally sheet will generate automatically; the system knows exactly how much is due based on the members you submitted and their member types.
    - You can save the tally sheet for your records.
- Opt to pay immediately via PayPal or put a check in the mail to us.
  - Your chapter will need to set up a PayPal account which is fast and easy. You can link it directly to any chapter bank account you choose or even to a credit card.
  - Remember, your PayPal account is private and secure—the National Office does not have access to it and payments from it are under your control.
- Membership cards will be mailed back to you (right away for PayPal payments and as soon as a check for the correct amount is received for all others).

**Are You Ready? Let’s Get Started!!**

Select the year you are renewing members for. Each batch is limited to one year selection. Start a new batch for another year.

Click here to use a hand-held scanner to add members to the batch by scanning the bar codes on the renewal notices.

The left hand side of the screen shows members of the chapter while the right hand panel indicates members you have added to the batch.

Click here to access these same help screens online.

There are several ways to add members to the batch: use your mouse to drag and drop members from the left hand panel to the batch panel on the right, find records by name, enter ID numbers manually, or use a scanning wand.

Griffith Chapter  
 Refine your search using id#, first name, first name, or last, first  
 Legend: View Member Edit MemberTypes Help...

Renewal Year:  2016  2015

Griffith - Chapter members			Renewal Batch Members		
ID	All Members		ID	Renewal Batch Members	
1	00187902	Abraham, Robert 12/31/2014, RG, Active	1	00081168	Adams, Thomas 12/31/2014, LF, Active
2	00193531	Adams, David 12/31/2013, RG, Lapsed	2	00195132	Alonzo, Albert 12/31/2014, FM, Active
3	00061168	Adams, Thomas 12/31/2014, LF, Active	3	00070850	Almeido, Anthony 12/31/2014, RG, Active
4	00204892	Allen, John 12/31/2014, RG, Active	4	00131802	Anderson, Ray 12/31/2014, RG, Active
5	00070850	Almeido, Anthony 12/31/2014, RG, Active	5	00152388	Arduino, Anthony 12/31/2014, RG, Active
6	00095423	Almeido, Terri 12/31/2014, RG, Active	6	00101289	Badali, Bernie 12/31/2014, RG, Active
7	00195132	Alonzo, Albert 12/31/2014, FM, Active	7	00206308	Bergren, Robert 12/31/2014, ST, Active
8	00204085	Alvarez, Rebbecca 12/31/2013, FM, Lapsed	8	00180205	Bernath, Bud 12/31/2014, RG, Active
9	00131802	Anderson, Ray 12/31/2014, RG, Active	9	00189368	Boyd, Brian 12/31/2014, RG, Active
10	00212358	Andric, Stevan 12/31/2014, RG, Active	10	00133271	Brock, John 12/31/2014, RG, Active
11	00152388	Arduino, Anthony	11	00193837	Broelmann, John

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Indicates member already selected for batch  
 Indicates member not valid for batch

Click the ID number or the "person" icon to access more information about each member. This will take you to screens where you can make changes to addresses, phone numbers, or emails.

Clicking the "pencil" takes you to a screen to change the type on a member's record as well as add family members, if applicable.

If a member gets added to the batch in error, simply use your mouse to drag and drop them back to the left panel.

Click here to page through your chapter members—the bigger your chapter, the more pages in the list.

As you add records to your batch, click "save" every so often to update your work. Finish your batch in one sitting or work on it over the course of multiple days.

You can preview the tally sheet at any time. Be sure to always hit "save" first so all your entries are updated.

When you are finished with your entries, click here to open the final submission screen where you will send the members on to National and, if you opt to, submit payment immediately via Paypal.

If you have made errors or just want to end the current batch without saving any entries, click here to delete the batch. You can then start a new batch.

Save Batch

Preview Tally Sheet

Submit Batch

Delete Batch

## Chapter Membership Renewals

This is the screen that pops-up when you click the pencil "edit" icon on a member's record. This is the screen you will use to upgrade/downgrade membership types.

Edit membership types at EACH level as needed. For instance, if a family member is changing to an individual membership, select "individual" on each of the three lines. In this example, if the member is upgrading to Family Life at the National level, you will change the type on just that line.

Use this section to add names and birthdates for new family members. The scroll bar along the right allows you to continue down the list as you click the "add another family member" button. If the name you are adding has previously been a member, you should enter their ID number (i.e., you have two members who have married and want to switch to a family membership). If it is a new name, enter the name and date of birth. Date of birth is required for new records to ensure memberships are in line with age criteria detailed in the bylaws.

The screenshot shows the 'Member Detail' window for a member named Terri Almeida. The 'Membership Type' section has three dropdown menus: National Membership (Family (FM)), Division (Family (FM)), and Chapter (Family (FM)). The 'Family Members' section contains two entries. The first entry is for Terri Almeida, with Member # 95423, First name Terri, Middle name blank, Last name Almeida, and Date of Birth 03/01/1967. The second entry is for Josh Almeida, with Member # blank, First name Josh, Middle name M., Last name Almeida, and Date of Birth 05/14/2000. The 'Save' button is highlighted with a red box.

Remember to hit the "save" button to keep all the updates you have made!

Click here to remove a record if you realize you've made an error in adding a new name.

This is the new tally sheet that creates itself automatically when you click the "submit batch" button—you will not need to make any calculations at all. Submitted members are automatically included in the correct categories based on each member's type at the national and division levels. This preview screen allows you to print a draft of the report or finish and submit your batch.

Chapter Member Renew Batch

### Online Chapter Renewal Tally Sheet

Username: Mary Rubin  
08/30/2015  
15 - 090 Griffith

Nat Type	Nat Rate	Div Type	Div Rate	Count	Nat Dues	Div Dues	Total
LF	\$0.00	RG	\$8.00	1	\$0.00	\$8.00	\$8.00
<b>TOTAL LF</b>				<b>1</b>	<b>\$0.00</b>	<b>\$8.00</b>	<b>\$8.00</b>
FM	\$60.00	FM	\$12.00	2	\$120.00	\$24.00	\$144.00
<b>TOTAL FM</b>				<b>2</b>	<b>\$120.00</b>	<b>\$24.00</b>	<b>\$144.00</b>
RG	\$40.00	RG	\$8.00	3	\$120.00	\$24.00	\$144.00
		SR	\$100.00	1	\$40.00	\$100.00	\$140.00
		SC	\$6.00	1	\$40.00	\$6.00	\$46.00
<b>TOTAL RG</b>				<b>5</b>	<b>\$200.00</b>	<b>\$130.00</b>	<b>\$330.00</b>
ST	\$20.00	ST	\$6.00	1	\$20.00	\$6.00	\$26.00
<b>TOTAL ST</b>				<b>1</b>	<b>\$20.00</b>	<b>\$6.00</b>	<b>\$26.00</b>
LX	\$1000.00	RG	\$8.00	1	\$1000.00	\$8.00	\$1008.00
<b>TOTAL LX</b>				<b>1</b>	<b>\$1000.00</b>	<b>\$8.00</b>	<b>\$1008.00</b>
<b>GRAND TOTALS</b>				<b>10</b>	<b>\$1340.00</b>	<b>\$176.00</b>	<b>\$1516.00</b>

Print Report    Close Batch & Submit    PayPal Submit via Paypal    Cancel

Click here to open a pdf of the tally sheet that you can print as well as save for your own records.

Click here to finish and submit your batch. This is the option you should use if you will be mailing a check to pay for the renewals. Member cards will not be mailed to you until your check for the correct amount is received.

This is the option you will select to finish and submit your batch if you will be paying electronically via PayPal. PayPal payments allow us to mail member cards back to you right away.

This is the total amount due for the members you have renewed. Submit payment in this amount either by sending a check in the mail or electronically via PayPal.