

To enter new/renewing memberships or upgrade someone mid-year, select “manage membership” from the “manage chapter” menu under “chapter resources” on the League’s website. Any chapters that you are the membership officer for will be listed on this page and you will select the one you want to work with (in most cases, you will only see one option).

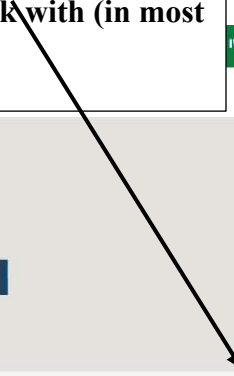


ON BEHALF OF: MELANEE ELLIS

Chapter Portal

Select the chapter to continue.

Chapter	Select
Eugene	Select



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On this page you will see a list of all the batches you have submitted and the payment status of each. Once a batch has been submitted for payment (either paid right away or sending a check), that batch can no longer be accessed. Only batches that show the “manage” and “delete” options are open for editing/adding memberships.

To create a new batch, click on either “mid-year membership changes” or “add new members/process renewals” – upgrades cannot be processed in the same batch as new/renewing members. Mid-year upgrades is for people who have already paid for the current year but now wish to change, for example, from individual to family. If it is time for the member to renew for the upcoming year, you can wait and upgrade them then. If it is much earlier in the membership year, you’ll select the upgrade option.

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Chapter Portal

Eugene

[Logout](#)

Mid Year Membership Changes Add New Members/Process Renewals

Group ID	Year	Chapter	Payment Option	Manage	Delete	Status
1310	2025	39_020		Manage	Delete	
1091	2025	39_020	Pay Now			Paid
975	2025	39_020	Pay Now			Paid
632	2025	39_020	Pay Now			Paid
414	2025	39_020	Pay Now			Paid



Once you have selected “upgrades” or add new/renew” members, you will get this screen where you can select the membership year you want to process—transactions for different years must go in different batches.

Select 2026 to enter renewals for the upcoming year from the fall billing received in September/December. Select 2025 for very late 2025 renewals OR for new members for the current year, particularly ½ year or 1½ members.

If you try to open a batch for 2026 you will not be able to enter your 1½ members—you will see only the full year option. The membership must be entered in a batch for the year in which the membership starts.

New Gr

Create New Group

+ Bill Year

(Select)

(Select)

2026

2025

Save

Open Invoice Count

Year 2026: 674

Year 2025: 141

Year 2024: 130

If you are entering renewals, you have several options depending on how many you have to enter and how large your chapter is. For smaller chapters, it is possible to load the full list of members (partially shown below) and quickly select the records to renew. For larger chapters, you may want to consider the scanner interface. You can also find records by searching with their ID number or by name. The directions below on-screen will guide you in how to use the **ctrl** button on your keyboard plus the checkbox. When you have finished entering/selecting records, click **“OK”** to add them to the batch.

BACK TO IWLA.ORG MY PROFILE CART DONATE LOGOUT

Shop Join Manage Chapter

Search/Select Member

If adding an existing member click CTRL + the Checkbox to select multiple records. Click OK before going to the next page

If adding a NEW member, please search for the record first to avoid duplicates.

Id Equals First Name Contains Last Name Contains

Email Contains State Province Equals

(Any)

Find

Edit source query

CTRL + CHECKBOX TO SELECT MULTIPLE RECORDS. HIT OK BEFORE GOING TO NEXT PAGE

Page: 1 of 7 Go Page size: 20 Change Item 1 to 20

<u>Id</u>	<u>Full Name</u>	<u>National Level</u>	<u>State</u>	<u>Bill Thru</u>	<u>Paid Thru</u>
<input type="checkbox"/> 284868	Steven Alfsen	Individual	OR	2025-12-31	2024-12-31
<input type="checkbox"/> 268482	Eric Allen	Individual	OR	2025-12-31	2024-12-31

OK Cancel

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THE IZAAK WALTON LEAGUE OF AMERICA

The list of members shows their current membership type as well as their expiration date (paid thru date).

If you need to make edits to someone’s record when you are renewing them, you can click on their ID number and get right to their record to make edits to things like their address, phone, or email.

Throughout the system, anyplace you see fields underlined in blue that is an indication you can click on that field to access other screens of information.

Search/Add/Select Member



If adding an existing member click CTRL + the Checkbox to select multiple records. Click OK before going to the next page

If adding a NEW member, please search for the record first to avoid duplicates.

Id Equals

First Name Contains

penelope

Last Name Contains

seal

Email Contains

State Province Equals

(Any)

Find

[Edit source query](#)

TO AVOID DUPLICATES, PLEASE SEARCH FOR THE MEMBER FIRST

[Chapter](#)

Add New

OK

Cancel

To add a new member, the system requires you to first search the database to ensure the person doesn't already have a record. Remember that names like Robert may be listed as Bob or William as Will or Bill. If you think you have found the record you want, be very careful to confirm it is the same person by verifying the state and other details. Narrow the search by entering the state. If you are sure it is the same person, click "OK" to continue adding them to the batch.

If you did not find a match, click "add new" to begin entering their information (the "add new" option will not show up unless/until you have searched first for an existing record.

If you have someone who was previously a member of your chapter who is rejoining (after being lapsed for more than a full year), use the ID number field to get right to their record.

[Edit source form](#)**Please fill in all the fields below to create an account.**

Prefix

*First Name

MiddleName

*Last Name

Suffix

HomePhone

 Member is under 18

*Email

Required Field**Create Account**

This is the first of several screens you will see when entering new members. The fields with a red "*" are required for all members. If you are entering a youth under the age of 18 you can check the box to indicate that which will remove the email requirement.

Emails are required for every other new member. Also, family members may not share the same email—each person needs their own unique email address.

Click "create account" and you will move to the screen where you will enter the address information.

Member Id 323101

* National Level

Individual

* Division Level

Individual

* Chapter Level

Individual

* Term Length

Full Year

Save & Close

(Select)

1 1/2 Years

1/2 Year

Full Year

After completing the address information, you will come to this screen where you will select the member's type at each level—national, division (state) and chapter.

There is also a field to set the term length of the membership. The ½ and 1½ year options will only appear between July 1st and December 31st of each year...these options are not available at any other time of the year. These options are also only for new members—renewals must always pay for the full year no matter how late in the year they renew. The system will give the person the right expiration date based on what is selected and will keep track of the correct amount due.

Valid member type options will appear for your specific chapter. If your chapter doesn't offer youth memberships, you won't see that option. Similarly, if your state doesn't have a state life option, you will not see that.

Member Id 250584

- **National Level** Family
- **Division Level** Family
- **Chapter Level** Family
- **Term Length** Full Year

Next

iMIS Id	Member Info	Products	Bill Thru	Amount	Modify	Remove	Add/Edit Family Members
250584	Name: Ben Bower Email: Paid Thru: 2025-12-31	National-Individual (0.00) Division-Individual (0.00) Chapter-Individual	2025-12-31	0.00	Modify	Remove	

National Directory
New Database Support
New Database Training Sessions

Select Member

If you are adding a new family member this is the first of several screens you will see.

If you are doing a mid-year upgrade to family, you will also see this screen. To process an upgrade, first select the member in question. Then click on “modify” (see the screen shot in the background below) and you will get to this same screen.

If a member gets added to a batch in error, simply click the “remove” button to take them out of the batch.

This is the screen where you will enter family member details. You may have up to 2 adult members and multiple minor age children under 18 on one family membership. Follow the prompts on the screen to enter the relationship—either adult or minor child—along with the name, email and date of birth.

Email will not be required for minor age children but is a requirement for the adults. They must each have a unique email and cannot share the same one.

The screenshot shows a web interface for adding family members. At the top, there is a table header with columns: Relationship, First Name, Last Name, Email, Birthday, and Known ID (This family member record). Below the header, it says "There are no records." and a link "Edit source form".

The main section is titled "Family Member Details:". Below the title, there is a note: "Family membership allows one additional Adult and any Minors under the age of 18. If you would like to change this person's membership type, please click "back" in your browser." The form fields are:

- Relationship to self: (None) (dropdown menu)
- Current IWLA ID (if known): (text input)
- First Name: (text input)
- Last Name: (text input)
- Email: (text input)
- Date of Birth: (calendar icon)

At the bottom, there are two buttons: "Add Family Members" and "Submit Added Members". A red text prompt says: "Please use the Add button to add family members. When finished adding all family members, click the Submit Family Members Button."

Three callout boxes provide additional instructions:

- Top left: Explains the purpose of the screen and the types of members allowed.
- Top right: Explains that records will appear in a grid and a red "x" indicates a record that needs to be removed.
- Bottom right: Emphasizes following prompts carefully to add family members and then clicking "submit added members" to capture the details.

After you have finished entering your members you will select “next” and that will take you to the first of two payment screens. On this first one, you will select either “mail payment” or “pay now” in the dropdown.

User “pay now” for PayPal, ACH or credit card payments. Alternately, select “mail payment” to send a check to us in the mail.

Based on your choice, on the next screen you will be prompted to enter the payment details for PayPal, ACH, or credit card transactions.

- Manage Chapter
- Submit New/Renew/Upgrade Chapter Members
- Non-Financial Chapter/Member/Officer Updates
- Chapter Support Resources
- Download League Logos
- Chapter Rosters
- National Directory
- New Database Support
- New Database Training Sessions

Chapter

Eugene

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[Go back to manage members](#)

[Print Chapter Tally Sheet](#)

Membership Summary

[Export](#)

Nat Type	National Rate	Division Type	Division Rate	Quantity	Division Dues	National Dues	Total
FM	25.00	FM	0.00	1	0.00	25.00	25.00

Total: \$25.00

Group Id 374


• Payment Option

(Select) ▾
(Select)
Mail Payment
Pay Now

This is a copy of an email communication sent to a chapter membership officer...this email is sent automatically when a batch of membership payments is submitted and it contains a copy of the tally sheet as well as a list of the members contained in that batch.

Message





CC: maryr@iwa.org; esmith@iwa.org
From: no-reply@mailinator.com
Subject: 240 Chapter Payment Applied



IZAAK WALTON LEAGUE OF AMERICA

Dear Judy,

Here is your Batch Details and Tally Sheet report.

Izaak Walton League of America
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info@iwa.org | Goggle Maps

This email was sent to judydanish@verizon.net. You are receiving this email because you signed up for an account with the Izaak Walton League of America.

Attachments:

Chapter Payment Tally Sheet - By Group Id.pdf Membership Renewal - By Group Id.pdf

Send another copy to

There is an option to forward a copy of the email to another person who may need to view it. This can be a particularly easy way for a membership officer to send the details of memberships submitted to the treasurer so they can write a check for the amount due.