SADD Portal How-To

NEW CHAPTERS

Registering on the SADD Portal for the FIRST TIME:
Go to the **SADD Membership** System at https://saddmembership.registermychapter.com/sadd#
1. Click the **FIRST TIME CHAPTER MEMBERSHIP** button. NOTE: You will click First Time Chapter Membership if you have never registered on this link before. If you have been a SADD chapter in the past and DID NOT register on this site in 2018, you will click First Time Chapter Membership.
2. Complete the Community Group/School and Chapter Information fields highlighted in red.
3. Set the Student Password which will be the default student password that students will use once they are registered and paid.
4. Complete Advisor information and create the Password. Click the **SUBMIT** button.
5. Your chapter request will be sent to your state coordinator for approval.
6. You will receive an email with your login information once your chapter is approved. Follow the "Verify Chapter Information" steps below to continue after receiving your login information.

Verify Chapter Information:
1. Login in to the SADD Portal.
2. Verify advisor information, address, and principal information and click **NEXT.**
3. Click in the "Original Chapter ID" text box and type in the new Chapter ID that you received in your email to login.
4. Click in the "Student Password" text box and type in your Student Password of choice.
5. Verify the Principal's information.
6. Hover over the "Seatbelt Policy" drop down and select Yes or No.
7. Hover over the "Highest Grade Level For this Chapter" drop down and select the level.
8. Hover over the "Graduating Members Options" drop down and select a Graduating Members Option.
9. Click the **CONFIRM** button. This will bring you to your Chapter Page. To complete your registration, add your students and advisors (see Add Students below). The membership fee for students and advisors is $5.00 annually. NOTE: You will not have access to the downloadable materials until you have submitted your members and paid the membership fee.

Add Students One at a Time:
1. Click on **Students | Add Students**
2. Click on the **Add Students** Accordion
   Complete the appropriate fields **(Note: Required fields will be highlighted in red.)**
3. If a student has a disability or may require special accommodations they can be entered by checking the correct box
   Click the **SAVE AND FINISH** button if you prefer to finishing adding Students at a later time
   OR
   Click the **SAVE AND ADD NEXT MEMBER** button to continue the member registration process.

Add Students Using Bulk CSV Upload:
1. Click on **Students | Add Students**
2. Click on the **"Bulk CSV Upload"** Accordion
3. Click on the **"Download CSV Template"** button to download the template
   Once the template is filled out, drag the file or click the area to add the .CSV file
   You will be presented with students that can be saved from your upload. Students highlighted in yellow may be duplicates.
4. Click the **SAVE** button.

Completing the Registration Process:
1. After you have entered all of your students and advisors, in the **Students** tab, click **Select All**.
2. Next click the red **SUBMIT MEMBERSHIP** button.
3. This will generate your chapter invoice. Click **VIEW INVOICE** to download and print your invoice for your records.
4. Then, choose your payment method. If you'd like to pay online with a credit card, Click **PAY INVOICE**. If you'd like to send a check to the national office, click **PAY INVOICE LATER**.
5. Note that you will not have access to all of the downloadable SADD Resources until your members have been submitted and paid.

CURRENT CHAPTERS

Renew Your Chapter Membership (FOR CURRENT REGISTERED MEMBERS):
1. Login to the SADD Portal.
2. Confirm your chapter information.
3. Next, graduate your members. A pop-up will appear that reminds you to do this, click **CLOSE.**
4. On the Students tab, click the red **GRADUATE** button. Any students that were seniors and graduating will appear on the next screen. You can add their new email address in the Post-Graduation email address field. This will ensure that they continue to receive SADD communications after graduating. Click **SELECT ALL** and then scroll to the bottom and click **GRADUATION COMPLETED**.
5. This brings you back to your Students tab. Now you will need to rollforward your current members and drop any that are not re-joining your chapter this year. Click the red **EDIT STUDENTS** button. This will open a page that has all of your current members. Click **BULK GRADE ROLLFORWARD**. On the popup click **CONFIRM**.
6. Click the **BULK YEARS AS A MEMBER** button. This adds a year of membership to each of the students that were members the previous year.
7. Next, you will click **DROP** for any students that are not going to be members this year.
8. In the Membership Course Type column, choose SADD for each student.
9. If you'd like to designate your chapter officers, you can do this under the Member Title column.
10. Once you are finished, scroll to the bottom of the page and click **BULK EDIT COMPLETE**, then click **YES** on the popup.
11. This will bring you back to your Students tab.
12. Add any new Students by clicking the **ADD STUDENTS** button. Fill out the required information highlighted in red and click the **SAVE AND FINISH** button.
13. Select all the members by clicking the **SELECT ALL**
14. Then click the red **SUBMIT MEMBERSHIP** button.
15. Review the charges in the Confirmation dialog box and click the **CONFIRM** button. This will put the students status as **Pending** and generate your chapters' invoice.
16. Click **VIEW INVOICE** to download and print your invoice for your records.
17. Then, choose your payment method. If you'd like to pay online with a credit card, Click **PAY INVOICE,** fill out the required information in the **Pay By Credit Card** accordion or the **Enter PO Number** accordion.
18. Click the "**Pay**" button.
19. If paying by check, click **PAY INVOICE LATER** and send your check payable to SADD.
20. Note that you will not have access to all of the downloadable SADD Resources until your members have been submitted and paid.

How to Pay Invoices
1. Click on the **INVOICE HISTORY** tab.
2. Click the red **PAY INVOICES** button. You can then pay your invoices online via credit card.