123 Sign Up IACRAO Membership Guide

On behalf of the IACRAO Executive Board we welcome you to our online membership site! Our goal is to improve the efficiency of our membership renewal process and provide you with the ability to manage your membership. **Primary Institutional Members or their designee will manage the institution's membership information.**

New to IACRAO

If your institution is not currently a member of IACRAO, click on the following link to apply for membership.

1. Choose "Institution"

http://www.123signup.com/enroll?org=iacrao

2. Complete the Profile Information form for the Institution.

3. Choose the number of extra members to add
4. Fill out the Primary Contact Profile
5. Pre-order confirmation page (to check the amount to be charged is correct). Remember the Primary Contact is included for the $125. Each additional member is $15 per person.
6. Checkout

Click on the following link to add the names of people included in your membership.
https://www.123signup.com/gac?org=iacrao

Current Members

1. **First Step is to review current membership. To do this, click on the following URL**

https://www.123signup.com/gac?org=iacrao

Click on the Manage Members link below to review the list of members from your institution.

a. You can Remove members by choosing the radial dial next to the member's name and choosing Remove at the bottom of the page.
b. You can also edit member information by choosing the radial dial next to the member's name and choosing Edit at the bottom of the page.
c. After you have confirmed current member information and removed those members who you are not renewing membership, click Done at the bottom of the page. Please note the number of members in the top corner. You will need this number and the number of people added in the next step in order to renew your membership and calculate appropriate fee.

Adding New Members during Renewal

      d.   If you have new members to add, click on the Add Members button and enter in the name and email address.

      e.   Choose where you want the email confirmation(s) to go.

      f.   Click Add

      g.   Note how many members you added. You will need this number and the number of the current members in order to renew membership and calculate the appropriate fee in the next step.

2. **Now that you have confirmed your institution's members and added any new members, Click below to Renew Membership**
https://www.123Signup.com/renew?Org=IACRAO

Primary Institutional members or their designee will log into the system using the Primary Institutional member's email address.

Every institution starts with the Instituton fee of $125 which also allows for the Primary member. Choose the appropriate box indicating how many additional members you wish to renew membership or add to your instituion membership. Keep in mind that when you reviewed your current membership, the Primary member is included in that number.

To Calculate the Correct Membership Fee
Add up the current membership and those additional members you added and then subtract 1 for the Primary member already included in the $125 Institution fee. For example, ECC had 15 current members. We added 1

additioal member for a total of 16. However, we would choose 15 additional since the Primary member is included already.

When you select the appropriate box Choose Enroll or Print Invoice at the bottom of the page.

3. Review the Summary and Proceed to Checkout

4. Choose the appropriate payment method and then click Pay (if paying by credit card) or Renew (if paying by check) at the bottom of the page. If paying by check, please see note on sending check to current Treasurer.

Highland Community College   Amount: US$ 125.00

() VISA [card] [MasterCard] [card]

(X) Send Check

Complete the following fields and click the Pay by Check button. With this payment method, your membership request has been recorded. Upon receipt of payment, your membership will be confirmed.

Note:

The refund policy is set by IACRAO. All refund requests will be referred to IACRAO before processing.

◄◄ Back   ● Cancel   ● Renew

5. You will then be able to print a receipt for your records. Click Finish to complete your membership renewal. The Primary Member will also receive an email renewal confirmation.

Adding new members after you renewed your institution

If you have completed your institution's renewal for X number of people, and want to come back later and add people on a one-off basis during the same year, click on the link below:

https://www.123signup.com/enroll?org=iacrao&type=4

1. Enter in the email for the new member.
2. You will complete the information on the new member and

3. The person will be added as an additional institutional member with the appropriate fee.