

DUES PAYMENT ON LINE CHAPTER MEMBERSHIP REPORTS

Payment of membership renewals can be made online by login into the Members Only Section of the web site www.sweetadelineintl.org and selecting Chapter Member Reports.

The Chapter President/Team Leader, Treasurer/Financial Manager and Membership Chair as listed on headquarters records are the officers who have access to this area. The logon is your last name and initial of first name (no space). The password is your member number.

Chapter Invoices - the bottom item - includes a list of members whose renewals are due. The expiration date in the first column indicates the month the payment is due.

Click on the box to the left of the members name to indicate payment is to be made for that individual. Confirm that these are the members whose dues you wish to pay then click on Pay Selected Invoices to proceed. Follow the prompts to add credit/debit card information for payment. A verification of payment will be created for you to print for your records.

If you return to the invoice section before the payment is posted at international headquarters “payment pending” will show by those for whom you submitted payment. Making additions or deletions before the payment is posted may cause your card to be charged a second time.

Invoices for those not paid will remain on the list until canceled by headquarters. Their memberships will be canceled the end of the month payment is due.

Member Reports Available

Chapter Member Report creates a list of all current members in your chapter. Dual members are included in both chapters to which they belong. You cannot access information for other chapters. Click the drop down to show your chapter name and then the report name to create the member list.

The Activity Report shows dues payments received and transfers in and/or out of the chapter. A date range must be entered. For example, to retrieve activity during the month of May, the date range is May 1, 2010 through May 31, 2010: first box 5-1-2010 second box 5-31-2010

If you do not enter a date range you will get activity for several years. It will include those who are no longer current members. Click on the report name **after** entering date range to create the report.

Report Options – The icons at the top of the report allows reports to be printed and saved. Click on the envelope to save the report. Format options will be offered.

On the activity and chapter member reports the arrows on either side of the page number will take you to the next or previous page. (The arrows to the left or previous will not be active until you go to the next page.) You can also hit page down on the keyboard. The arrows with the line before or after will take you to the first or last page.