

Registering Members and Helpful Tips

Steps to complete the **NEW** electronic registration process:

1. Click the Add New Member button.
2. Set the deadline date prior to entering student names/email addresses. This is the deadline date for the students to access the link inside their email from NTHS to complete their online application. Make sure you choose a date far enough in advance to give your students time to complete their applications.
3. Enter the student's first name, last name and email address and click Submit.
4. You will receive an on-screen notification of successful submission, and see the student's name appear in your Partial Registration list.
5. Repeat steps 1-4 for each new student being registered.
6. All newly entered students will receive an auto-generated email with instructions, a link to complete the online application, and a deadline date to do so.
7. Once the application has been completed, the student's status will change from "false" to "true" in your Partial Registration list.
8. When ready to submit, you will need to complete or delete any incomplete applications (shown as "false") in your Pending list. To do so, click the Edit (pencil) or Delete (trashcan) icon. When all entries show as "true", the PROCESS button will appear on the lower right.
9. Choose a Student Welcome Email date and click the PROCESS button. Follow the prompts all the way through the shopping cart. You will see an order confirmation number when NTHS has received your order.
10. To order additional items, click Shop NTHS on the menu bar at the top of the page. Your memberships will be included with your additional items at checkout.

Helpful Tips:

- *You and your student members must use either Google Chrome or Firefox as your browser for the website and information to display accurately.*
- *The initial email sent to the students explains that payment is handled through the school at the local level. They do not pay online.*
- *Graduation date is an important field! Be sure you and your students enter the correct grad year!*
- *Email addresses must be accurate in order for new members to create an account and access the secure member portal where their benefits are located, including applying for scholarships. Lower case letters for email addresses are preferred.*
- **You, the Advisor, are always in control!** *You may wait for the students to complete the form, or, if you are under a time constraint, simply click on the pencil icon adjacent to the student's name in the partial registration listing, which will open the application for you to quickly complete right there.*