BPA Membership Registration Site

Local Advisor Instructions for Existing Chapters

The following are instructions for registering your chapter with BPA and to update your membership information. *NOTE: New chapter numbers are generated during the registration process and the newly assigned number will replace any chapter number you used in the past.*

In your web browser, go to http://www.registermychapter.com/bpamem/. Once there, click on the Existing Chapter Log In link. Your User Name is your last name (or the last name of last year's advisor if you are new) and your school's five-digit zip code. For instance, if your last name is Smith, and your school's five-digit zip code is 65448, then your User Name will be Smith65448. Your Password is your zip code. If you are an advisor starting a *new* chapter this year click on New Chapter Log In to request log on information.

The first time in, you will be presented with a welcome letter. Please read through that for any additional information. When you're through, press the Click Here to Continue link at the bottom. If you are an advisor for more than one chapter, you may be asked to select the chapter that you want to log into. Once this is done, you will be presented with your school, chapter, and advisor information. Please check through this information and make sure that it is accurate. Note that you *must* change your password before you can continue. Once you have checked through this information, and changed your password, press the Submit button to save the information.

The next screen is divided into 3 sections. The first section in the upper left corner lists basic information about your school and chapter. If you click the Edit link, you will be presented with the same screen that you saw above. On this screen you can change information related to the school, chapter, or advisor.

The second section, to the right in the upper right part of the screen, lists the advisors for this chapter. There may be one or more advisors listed there. If you click the Edit link beside this box, you may view, edit, delete, or add advisors to your chapter. *NOTE*: If there is more than one advisor you should select Edit function for the secondary advisors and deselect the Primary? box for them.

The next section is below the above two boxes, and is noted with Step1, Step 2, and Step 3.

Step 1: Enter Your Members. When you click on this link, you will see a list of your existing members. First time in, there will not be any members listed. Click the Add New Member button to add a member. After providing the member's name and selecting a Member Type, press the Save and Add Another button to continue adding members, **or** press the Save and Return to Members List when you're finished. Click the Back to Chapter Information link when you're finished adding members.

Step 2: Enter Demographic Information. Once you have finished entering your members, click on this link to enter your demographic information. When you're finished, press the Submit button.

Step 3: Prepare Your Invoice. Clicking this link will prepare an invoice for you, but it is not a completed transaction until you click the Submit Invoice button at the bottom. Review the information on the invoice to make sure that it's correct, and then select a payment method. You must select one of the three payment options before you can submit the invoice. IF YOU WANT A PRINTED COPY OF THIS INVOICE YOU *MUST* PRINT A COPY USING THE PRINT FUNCTION ON YOUR BROWSER *BEFORE* YOU PRESS THE SUBMIT INVOICE BUTTON! Once you have double-checked everything, press the Submit Invoice button at the bottom. This will complete the transaction by e-mailing a copy of the invoice (not formatted as a formal invoice) to you, your state advisor, and the national center.