

Instructions On How To Join ISAE- Online

- Create a Username & Password
- Select your Membership Group (Regular Members for Association Staff and CVB Staff; Associate Members are members who provide services to Associations (ie: hotels, financial & insurance companies, printers, etc.)

The screenshot shows the 'Get Connected!' registration page on the ISAE website. The page has a navigation bar with links: HOME, ABOUT, PROGRAMS, CALENDAR, JOIN, CAREER CENTER, RESOURCES, and CONTACT. The main content area includes a 'Sign In' section with fields for Username and Password, a 'Remember Me' checkbox, and a 'SIGN IN' button. Below this is a 'Latest News' section stating 'There are currently no news items posted.' and a 'Calendar' section listing events: 8/9/2014 - 8/12/2014 ASAE Annual Meeting, 8/18/2014 ISAE Board Meeting, and 9/29/2014 Membership Meeting- September. The 'Registration Information' section contains fields for Username (monica.stutzman@a-r.com), First Name (Monica), Last Name (Stutzman), and Membership Groups (Regular Members). A red 'CONTINUE' button is at the bottom of the registration form.

- If correct membership category, accept and continue.

The screenshot shows the 'Membership Selection' page on the ISAE website. The page features the ISAE logo and a navigation bar with links: HOME, ABOUT, PROGRAMS, CALENDAR, JOIN, CAREER CENTER, RESOURCES, and CONTACT. The main content area includes a 'Sign In' section with fields for Username and Password, a 'Remember Me' checkbox, and a 'SIGN IN' button. Below this is a 'Latest News' section stating 'There are currently no news items posted.' The 'Membership Selection' section displays the 'Regular/CVB — \$130.00' membership option. A red button labeled 'ACCEPT THIS MEMBERSHIP AND CONTINUE' is visible, along with a 'START OVER' link.

- Complete as much of the Member Information as possible.
- You must complete the required fields but we would also like to have as much information about you and your company, as possible. Because we have an active Young Professionals Group, we would like to have you fill in the birthdate field, if possible. (See Print Screen shots below)

https://iowasae.site-ym.com/general/register.asp Iowa Society of Association Executives

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Step 2 - Member Information

Please fill out the following information in order to become a member.
Please Note: All information entered below will be visible to site administrators. Registered members will be able to view any information you enter, unless you set the visibility selector to **Private (not visible in profile)** next to the field you wish to be hidden. If your email address is **Private (not visible in profile)** it will not be displayed, but members can still contact you via email through the site's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as **Public (Visible to Everyone)**. To restrict fields to only registered members set the visibility for the field to **Member Only (Visible Only to Members)**.

*** Required Fields**
Your password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

ACCOUNT INFORMATION

Username * monica.stutzman@a-l-r.com
Password *
Confirm Password *

Sign In

Username
Password
☒ Remember Me
SIGN IN
Forgot your password?
Haven't registered yet?

Latest News more

There are currently no news items posted.

https://iowasae.site-ym.com/general/register.asp Iowa Society of Association Executives

Print Page Contact Us Report Abuse Sign In Join Enter search criteria

displayed, but members can still contact you via email through the site's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as **Public (Visible to Everyone)**. To restrict fields to only registered members set the visibility for the field to **Member Only (Visible Only to Members)**.

*** Required Fields**
Your password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

ACCOUNT INFORMATION

Username * monica.stutzman@a-l-r.com
Password *
Confirm Password *
E-Mail Address * monica.stutzman@a-l-r.com
Confirm E-Mail * monica.stutzman@a-l-r.com
Primary Group Membership Groups: Regular Members

PERSONAL INFORMATION

Gender * ☐ Male ☒ Female
Title Ms. (Mr./Ms./Dr.)
Full Name * Monica J. Stutzman
Suffix (Sr., Jr., III)
Nick/Screen Name
Mobile 515 360-5845
Alternate E-Mail LMstutz4@msn.com
IM Handle/Type:

PROFESSIONAL INFORMATION

Organization * Iron & Legislative Resources

Sign In

Forgot your password?
Haven't registered yet?

Latest News more

There are currently no news items posted.

Calendar more

8/9/2014 - 8/12/2014 ASAE Annual Meeting
8/18/2014 ISAE Board Meeting
9/29/2014 Membership Meeting: September
11/3/2014 ISAE Board Meeting
11/24/2014 Membership Meeting: November

Online Surveys

https://iowasae.site-ym.com/general/register.asp Iowa Society of Association Executives

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PROFESSIONAL INFORMATION

Organization * Iron & Legislative Resources
Are you self employed? * ☒ Yes ☐ No
Your Title Account Manager
Your Profession
Website (Start With: "http://")
Address * 100 Court Avenue
Address Cont. Suite 203
City/Town * Des Moines
Country * United States
Location * Iowa
Postal Code * 50309
Phone * 515 284-7055
Fax 515 284-7301
Professional Designation ☒ Please select any Professional Designations from the list that you have achieved.
Professional Designation-Other
Other than those listed above, please fill any Professional Designation, Licenses or Certification you have achieved.
Years in the Industry 7
Please list the YEAR you joined this industry.
Association Management Company ☒ Please indicate if you are an Association Management Company (AMC).
AMC Client Listing Iowa Engineering Society

Newest Members

Membership Groups: Associate Members
S. Armour
B. Blough
M. Cason
J. Cattanch

Featured Members

Right Rail

- Referred By Field: If someone referred you to ISAE, please list them here so we may thank them. (See below)

Registration form for the Iowa Society of Association Executives (ISAE). The form includes the following sections:

- Toll Free Number:** A text input field with a note: "If you have a toll free number, please list here."
- Referred By:** A text input field containing "Dave Scott" with a note: "Please list who recruited you or referred you for membership in ISAE."
- More Information:** A large text area for additional details.
- Education/Experience:** A text area for educational and professional background.
- Social/Volunteer Organizations:** A text area containing "Johnston Schools Foundation".
- Buttons:** "SUBMIT" and "CANCEL" buttons at the bottom.

Footer information: "Promoting Professionalism in Association Management", Iowa Society of Association Executives, David Scott, Executive Director, 100 Court Avenue, Suite 203, Des Moines, Iowa 50309, Phone: 515.284.7805 Fax: 515.284.7301.

- Membership Dues- Check and verify the information on this page.
- Group Membership- Each member is automatically added to the "Membership Group" that coorelates to your membership type. ISAE also has several other Groups that pertain to Programs, Subgroups and Committees that are active within our organization. Please consider selecting all/any that you are interested in, as we utilize this vehicle for communicating and networking with members who are particularly interested in these areas.

ISAE Membership Dues page. The page includes a navigation bar with links: HOME, ABOUT, PROGRAMS, CALENDAR, JOIN, CAREER CENTER, RESOURCES, CONTACT.

Membership Dues

Join or renew today! Simply fill out the form below. Once we process your dues, you will enjoy full access to the Online Member Community. Thank you for your support! If you are signing up for the first time, this is the last step of your registration.

MEMBERSHIP INFORMATION

Regular/CVB — \$130.00

Regular Members are:
Regular voting membership is limited to full-time staff personnel devoting 50 percent more of their working time to the management of voluntary trade, professional, educational, technical, convention and visitors bureaus, chambers, philanthropic, or similar type of organizations which have either members or donors or both.
All memberships in ISAE are individual memberships.

GROUP MEMBERSHIP

Group Type / Name	Annual Dues	Join / Renew	*Amount Due
Committees			

Sign In

Username:
 Password:
☒ Remember Me
 SIGN IN
[Forgot your password?](#)
[Haven't registered yet?](#)

Latest News more

There are currently no news items posted.

Continuation of the ISAE Membership Dues page. The 'GROUP MEMBERSHIP' table is expanded.

Group Type / Name	Annual Dues	Join / Renew	*Amount Due
Member Services Committee		<input checked="" type="checkbox"/>	
Program Committee		<input checked="" type="checkbox"/>	
Membership Groups (You may only select ONE of the following groups)			
Regular Members	Required		
Programs			
Leadership Class		<input type="checkbox"/>	
Meeting Planners		<input checked="" type="checkbox"/>	

*Amount Due is based on the duration of your membership

MEMBER INFORMATION

Title: Ms.
 First Name: Monica
 Middle Name: J.
 Last Name: Stutzman
 Primary Group: Membership Groups: Regular Members
 Email Address: monica.stutzman@a-l-r.com
 Organization: Association & Legislative Resources
 Address: 100 Court Avenue, Suite 203
 City/Town: Des Moines
 Country: United States
 State: Iowa

Calendar more

8/9/2014 - 8/12/2014
ISAE Annual Meeting
 8/18/2014
ISAE Board Meeting
 9/29/2014
Membership Meeting: September
 11/2/2014
ISAE Board Meeting
 11/24/2014
Membership Meeting: November

Online Surveys

Newest Members

M. Douglas
 S. Douglas
 G. Ellis
 C. Floss
 S. Gabel

Regular/CVB -- \$130.00

Regular Members are:
Regular voting membership is limited to full-time staff personnel devoting 50 percent more of their working time to the management of voluntary trade, professional, educational, technical, convention and visitors bureaus, chambers, philanthropic, or similar type of organizations which have either members or donors or both.
All memberships in ISAE are individual memberships.

GROUP MEMBERSHIP

Group Type / Name	Annual Dues	Join / Renew	*Amount Due
Committees			
Board of Directors		<input checked="" type="checkbox"/>	
Communication Committee		<input checked="" type="checkbox"/>	
Executive Committee		<input checked="" type="checkbox"/>	
Member Services Committee		<input checked="" type="checkbox"/>	
Program Committee		<input checked="" type="checkbox"/>	

Membership Groups (You may only select ONE of the following groups)
*Amount Due is based on the duration of your membership

MEMBER INFORMATION

Title Ms.
First Name Monica
Middle Name J.
Last Name Stutzman
Primary Group Membership Groups: Regular Members
Email Address monica.stutzman@i-sae.com

Latest News more
There are currently no news items posted.

Calendar more
8/9/2014 - 8/12/2014 ASAE Annual Meeting
8/18/2014 ISAE Board Meeting
9/29/2014 Membership Meeting: September
11/3/2014 ISAE Board Meeting
11/24/2014 Membership Meeting: November

Online Surveys

- Billing Info- Please complete the fields and select your preferred payment method (pay by check or credit card).

Country United States
State Iowa
Postal Code 50309
Phone (515) 284-7055

☒ Check here if the billing address is the same as the member address

BILLING INFORMATION

Organization Association & Legislative Resources
Address* 100 Court Avenue
Address Cont. Suite 203
City/Town* Des Moines
Country* United States
Location Iowa
Postal Code 50309
Phone* (515) 284-7055
PO Number

☐ Update the Professional Information section of my profile with the address and organization information entered above.

ADDITIONAL COMMENTS

PAYMENT INFORMATION

Payment Amount \$130.00
Payment Type* ☐ Bill Me ☒ Credit Card

Associate Members
S. Morán
Membership Groups: Associate Members

Featured Members
Right Rail

SSL SECURED
Your data is protected by SSL technology.

- If everything is completed and meets your approval, click on the "Submit" button.

City/Town* Des Moines
Country* United States
Location Iowa
Postal Code 50309
Phone* (515) 284-7055
PO Number

☒ Update the Professional Information section of my profile with the address and organization information entered above.

ADDITIONAL COMMENTS

PAYMENT INFORMATION

Payment Amount \$130.00
Payment Type* ☒ Bill Me ☐ Credit Card

SUBMIT SECURELY

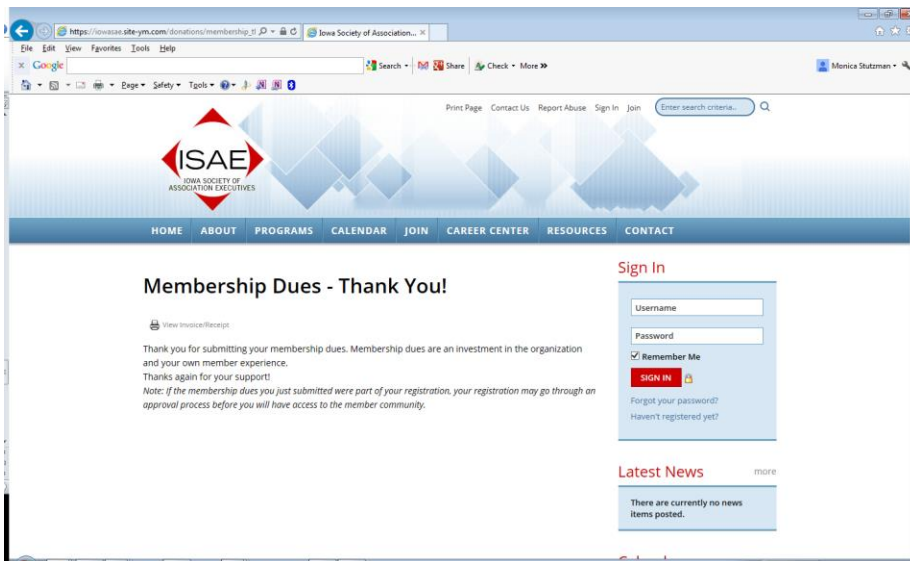
SSL SECURED
Your data is protected by SSL technology.

"Promoting Professionalism in Association Management"
Iowa Society of Association Executives
David Scott, Executive Director

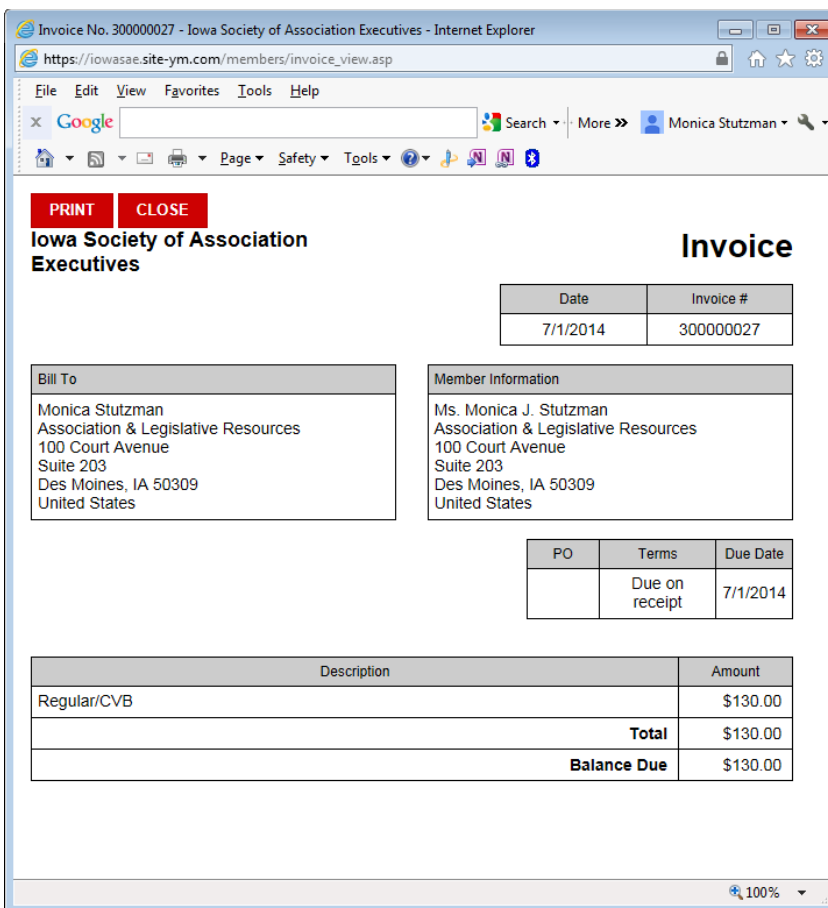
100 Court Avenue, Suite 203
Des Moines, Iowa 50309
Phone: 515.284.7055 Fax: 515.284.7304
admin@iowasae.org

Association Management Software Powered by YourMembership.com® - Legal/Privacy

- Once your profile has been completed, you will see the “Thank You” Message (see below). If you wish to view/print your Receipt/ Invoice from this transaction, please click on the icon located just below the words, “Thank you!”

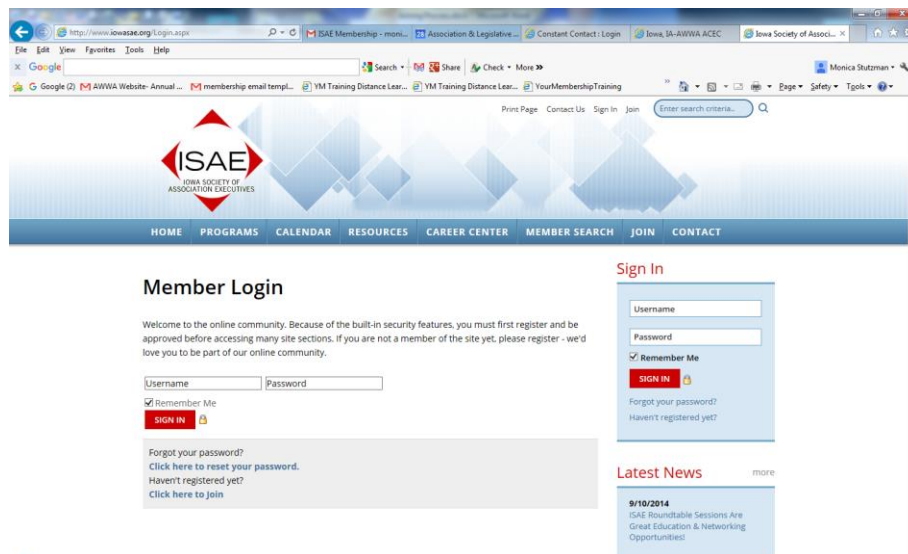


- That will populate a page similar to the one below that you can view or print.



- If you need to see this transaction or retrieve another copy of your receipt/invoice at any other time, you may access it under your profile, after logging in to the ISAE site, www.iowasae.org. See instructions below.

To access your personal profile information and any of the ISAE pages available to Members ONLY... You must first Sign In to the ISAE website, www.iowasae.org, with the Username and Password that you set up when you joined.

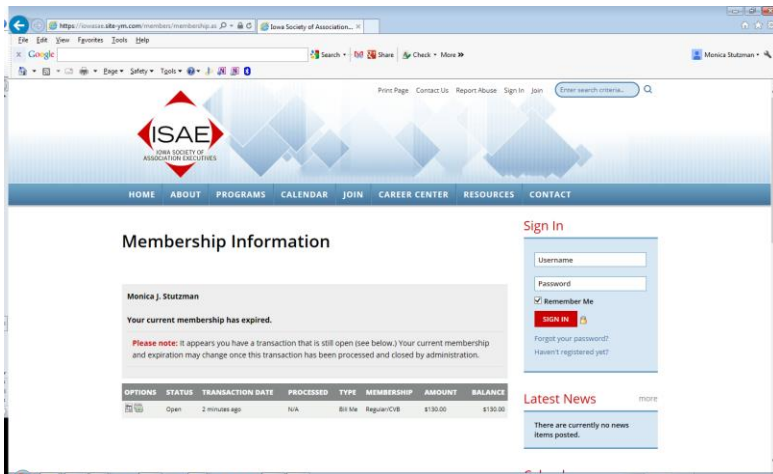


- After signing in, you can find short cuts to individual member features in the blue “My Profile” box on the right side of the page.
- If you click on the Manage Profile link, it will take you to the page where you can manage your
 - Information & Settings: to edit your bio or preferences
 - Invoices, Payments and History: to access/pay your receipts/invoices, view membership status and renewal options or view any event registration information and photos
 - Content & Features: to engage in features such as Favorites, Networks, Blogs, Profile Pages, Photo Gallery, Files & Links and Professional Development journal
 - Community: to access or create any messages to/from other members, manage group memberships, connections and referrals, manage forum and blog settings.
 - Networking & Careers: you may post your resume/CV under this category or access the Career Postings.

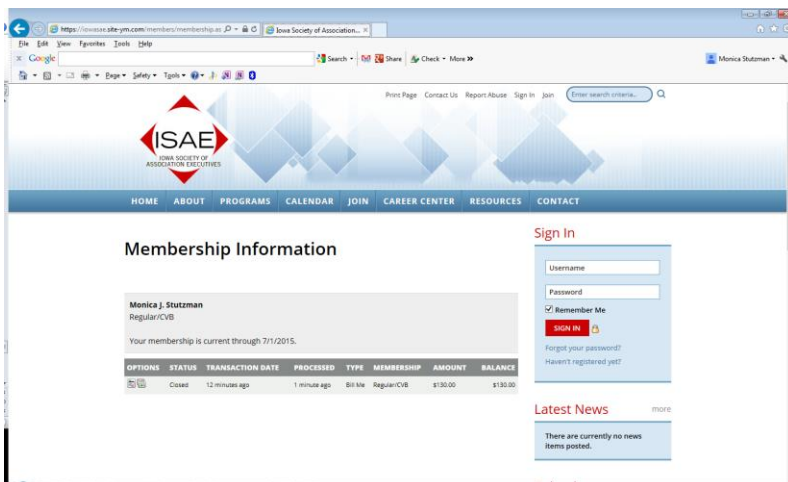
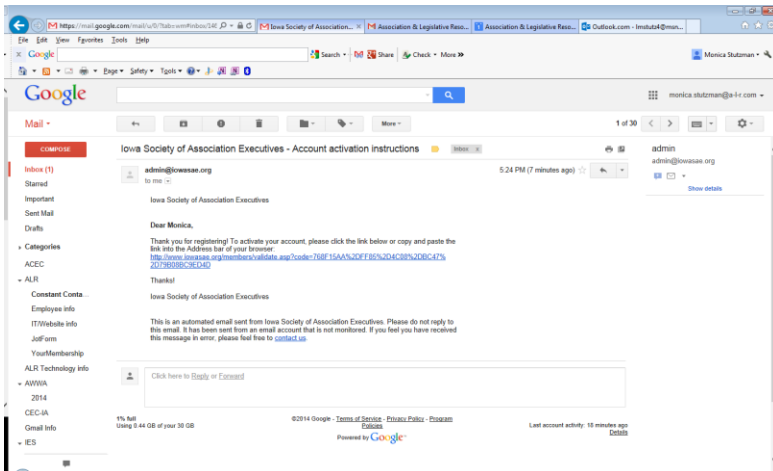


- At the end of ISAE’s fiscal year (June 30th), you will begin receiving notices to renew your membership for the upcoming fiscal year. When you log in, you may see a tab to Renew your Membership on the Home Page, or the word, Renew, in the “My Profile” box next to the “Membership Info” link.

- Otherwise, you may also check your current membership status under the “Membership Information” link in the My Profile box where it will show you if your current membership is current or expired. Then you may renew here. (Note- Memberships are not fully confirmed and marked as renewed until payment has been received. Therefore, credit card renewals are processed as soon as the charge is approved and renewals paid by check are confirmed once the check is received.



- Unless you have turned off the notifications in your settings, you should receive an email message thanking you for your transaction. Then your profile will show as current until the next listed expiration date.



- Thank you! We appreciate your membership and involvement in ISAE. Please contact the ISAE Office at admin@iowasae.org or 515-284-7055 with any questions or if we can be of further assistance.