Instructions for Registering Student Inductees

1. To register student inductees go to www.aatsp.org and sign in to your Chapter Account. **NOTE:** The Chapter Account is separate from your AATSP member record and contains only your chapter information.
   - Your **username and password** for the Chapter Account were provided to you in an email message after you applied for a charter.

2. Navigate to the blue menu bar on the top of the AATSP webpage. Under Programs and Activities, click Sociedad Hispánica de Amistad.

3. Under Chapter Information/Active Chapters/"Click here to enter your student inductees and submit payment”.

4. Once you reach the SHA Student Induction Report, you will need to complete the following:
   a. Confirm that the information lines containing your first name, last name and email address are accurate. Correct as needed.
   b. Enter the name of the school and/or school district.
   c. Enter the chapter name.
   d. Enter the **number of students** you are inducting.
   e. Enter the **names** of the student inductees.
   f. Click the **SUBMIT** button to proceed to the next screen: Checkout (Step 1 of 2).
1. Enter the number of student inductees by clicking on your ‘Cart’ to adjust the quantity as shown in the image below. Failure to complete this step will result in an incorrect order.

   ![Checkout (Step 1 of 2)]

   **Recipient Information**
   - First Name:* Tracy
   - Last Name:* Miller
   - Organization: AATSP

2. After clicking ‘Cart(1)’, complete the checkout process in the following order:
   a. Enter the number of student inductees that you will be inducting
   b. Click the checkout button.

   ![Your Cart]

   **Please note:** Promotional codes are not available for SHA inductees. Please leave this area blank.
3. Complete the required information indicated by a red (*) asterisk below.

**PAYMENT INFORMATION:**

**PAYMENT BY CHECK:** If you will be sending a check, select the “Check/Money Order” option to create an invoice for your order.

*Note: Your order will not be processed until payment is received.*

**PAYMENT BY CREDIT CARD:** If you submit credit card information, a receipt will automatically be generated and available to print on the following page.

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Checkout (Step 1 of 2)

Main Storefront:  

![Cart(5)](image)

Please enter your address and billing information in the form below.

### Recipient Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:*</td>
<td>Tracy</td>
</tr>
<tr>
<td>Last Name:*</td>
<td>Miller</td>
</tr>
<tr>
<td>Organization:</td>
<td>AATSP</td>
</tr>
<tr>
<td>Address:*</td>
<td>900 Ladd Road</td>
</tr>
<tr>
<td>City/Town:</td>
<td>Walled Lake</td>
</tr>
<tr>
<td>Country:*</td>
<td>United States</td>
</tr>
<tr>
<td>State:*</td>
<td>Michigan</td>
</tr>
<tr>
<td>Postal Code:*</td>
<td>48390</td>
</tr>
<tr>
<td>Home Phone:</td>
<td></td>
</tr>
<tr>
<td>Business Phone:</td>
<td>248-960-2180</td>
</tr>
<tr>
<td>Mobile Phone:</td>
<td></td>
</tr>
<tr>
<td>Email Address:*</td>
<td><a href="mailto:tmiller@aatsp.org">tmiller@aatsp.org</a></td>
</tr>
<tr>
<td>Confirm Email Address:*</td>
<td><a href="mailto:tmiller@aatsp.org">tmiller@aatsp.org</a></td>
</tr>
</tbody>
</table>

### Payment Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount:</td>
<td>$25.00</td>
</tr>
<tr>
<td>Promo Code:</td>
<td></td>
</tr>
</tbody>
</table>
| Payment Type:      | ○ Bill Me (Admin-Only)  
                     ○ Check/Money Order  
                     ○ Credit Card       |
| Card Type:*        |                 |
4. Once you have selected your desired payment method, you will need to confirm your order by clicking “Proceed to Confirmation” located at the bottom of the screen.

Payment Information

- **Total Amount:** $25.00
- **Promo Code:** 
- **Payment Type:**
  - Bill Me (Admin-Only)
  - Check/Money Order
  - Credit Card

Select “Check/Money Order” to pay by check. Select “Credit Card” to pay immediately.

- **Check here if the billing address is the same as the recipient information**

<table>
<thead>
<tr>
<th>Bill To Name:*</th>
<th>Tracy Miller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>AATSP</td>
</tr>
<tr>
<td>Address:*</td>
<td>900 Ladd Road</td>
</tr>
<tr>
<td>City/Town:</td>
<td>Walled Lake</td>
</tr>
<tr>
<td>Country:*</td>
<td>United States</td>
</tr>
<tr>
<td>State:</td>
<td>Michigan</td>
</tr>
<tr>
<td>Postal Code:*</td>
<td>48390</td>
</tr>
<tr>
<td>Phone:*</td>
<td>248-960-2180</td>
</tr>
</tbody>
</table>

**Additional Customer Information**

Please Enter Comments Below:

Click to confirm your order.

5. Once your order is confirmed,
   A. Verify the number of student inductees.
   B. Click “Complete Order” located at the bottom of the screen.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>SHA Student Induction Fee</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

- **Subtotal:** $25.00
- **Grand Total:** $25.00

Verify total here
6. Your order has been submitted electronically once you have arrived at the screen below. 

Click “View Invoice/Receipt” to print a copy and to process payment.

Thank You

[View Invoice/Receipt]

Please click the VIEW INVOICE/RECEIPT button in the blue bar above.

Thank you for your order. You can expect an email confirmation shortly. Please add aatspoffice@aatsp.org and SHH@aatsp.org to your email’s safe senders list.

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Information for Payment

7. If payment was processed with a credit card, your induction order was processed immediately. Once the AATSP National Office staff verifies your order, you will receive an email message containing a link directing you to the Student Induction Certificate to print for your induction ceremony.

8. If paying by check, please mail the following invoice with a check to:

AATSP National Office, Landmark Center
2100 First Avenue North, Suite 320, Birmingham, Alabama 35203 USA

Once the AATSP National Office staff receives your check, you will receive an email message containing a link directing you to the Student Induction Certificate to print for your induction ceremony.

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Invoice

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice #</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/18/2014</td>
<td>200008355</td>
</tr>
</tbody>
</table>

Bill To:
Tracy Miller
AATSP
900 Ladd Road
Warren Lake, MI 48390
United States

Member Information:
Tracy Miller
AATSP
900 Ladd Road
Warren Lake, MI 48390
United States

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AATSP Student Induction Fee</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Sub-Total: $25.00
Total: $25.00
Balance Due: $25.00

If you have any questions regarding this invoice, please contact the AATSP National Office at 248-650-2182.

Please submit this invoice with payment to: AATSP, 900 Ladd Road, Warren Lake, MI 48390.