



## Instructions for Registering Student Inductees



1. To register student inductees go to [www.aatsp.org](http://www.aatsp.org) and sign in to your Chapter High School Account. **NOTE:** The Chapter High School Account is separate from your AATSP member record and contains only your chapter information. **If you are currently signed into your AATSP member record you will need to click SIGN OUT in the upper right hand corner. Once you sign out, the system will ask you to sign back in which is where you will enter your chapter high school account username and password.**
2. Navigate to the blue menu bar on the top of the AATSP webpage. Under Programs and Activities, click on Sociedad Honoraria Hispánica.
3. You will arrive at the SHH homepage. Click on “Forms and Applications” and select “Register Inductees.” If you receive a message that access is not permitted by your members type, please see the note on step 1. If you are signed into your SHH Chapter High School Account, the “SHH Student Induction Report” shown on the right will be available along with explicit instructions of what needs to be completed.
4. Once you reach the SHH 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 high 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:

### SHH Student Induction Report

SHH High School Sponsor: [Edit This Page](#)

Complete the form below to submit the names of your student inductees and create an invoice for payment. The student induction fee is \$5 per student.

First Name *	<input type="text" value="firstname"/>
Last Name *	<input type="text" value="lastname"/>
Email Address *	<input type="text" value="email"/>
Organization *	<input type="text" value="schooldistrict"/>
SHH High School *	<input type="text" value="highschool"/>
SHH Chapter Name *	<input type="text" value="chapter"/>
Number of students inducted *	<input type="text" value="25"/>
<u>Names of students inducted</u>	<input type="text" value="copy/paste list of students"/>

1. Enter the number of student inductees by adjusting the quantity as shown in the image below. Failure to complete this step will result in an incorrect order.

Online Store: SHH

MAIN STOREFRONT CART (11)

Search: All Categories

Additional information is required before we can add this item to your cart!  
Please provide all the necessary information requested below, then click the "Add Item."

**SHH Student Induction Fee**

**ITEM OPTIONS**

Price: \$5.00

Quantity:  +

What is the name of your SHH Chapter?  
Please enter your response below: \*  (of 255 characters remaining)

**DESCRIPTION**

Select this item to remit SHH student induction fees.

2. After clicking 'Add Item', complete the checkout process in the following order:
  - a. Verify that the number of student inductees is correct.
  - b. Click the **checkout** button.

**Your Cart**

You can manage the items in your cart by viewing your cart and then proceeding to checkout. You can also shop for additional items by returning to the main storefront or searching below.

Search: All Categories

Back to shopping > **My Cart**

QTY.	PRODUCT	PRICE
<input type="text" value="10"/>	SHH Student Induction Fee <small>test</small>	\$50.00 <small>(\$5.00 each)</small> <input type="button" value="Remove Item"/>

Apply Promotional Code

<b>SUBTOTAL:</b>	\$50.00
Shipping:	\$0.00
<b>Total:</b>	\$50.00 <input type="button" value="Recalculate"/>

**Please note:** Promotional codes are not available for this item. 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.

### Checkout (Step 1 of 2)

MAIN STOREFRONT (1) VIEW CART

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

#### RECIPIENT INFORMATION

First Name:*	<input type="text" value="First Name"/>	
Last Name:*	<input type="text" value="Last Name"/>	
Organization/Attention:	<input type="text" value="School District"/>	
Address:*	<input type="text" value="Address"/> <input type="text"/>	
City/Town:	<input type="text" value="City"/>	
Country:*	<input type="text" value="United States"/>	
State:*	<input type="text" value="Michigan"/>	
Postal Code:	<input type="text" value="zip"/>	
Home Phone:	<input type="text"/>	
Business Phone:	<input type="text"/>	
Mobile Phone:	<input type="text" value="phone"/>	
Email Address:*	<input type="text" value="email"/>	
Confirm Email Address:*	<input type="text" value="email"/>	

#### PAYMENT INFORMATION

Total Amount	\$5.00
Promo Code	<input type="text"/> <input type="button" value="Apply"/>
Payment Type	<input type="radio"/> Bill Me (Admin-only) <input checked="" type="radio"/> Check/Money Order <input type="radio"/> Credit Card

#### BILLING INFORMATION

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

Bill To Name:*	<input type="text"/>	<input type="text"/>
Organization:	<input type="text"/>	
Address:*	<input type="text"/> <input type="text"/>	

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: \$35.00

Promo Code:

Payment Type:

- Bill Me (Admin-only)
- Check/Money Order
- Credit Card

**BILLING INFORMATION**

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

Bill To Name:\*  First Name  Last Name

Organization:  AATSP

Address:\*  address

City/Town:  city

Country:\*  United States

State:  Michigan

Postal Code:  zip

Phone:\*  248-960-2180

PO:  Only Alphanumeric Characters Allowed

**ADDITIONAL CUSTOMER INFORMATION**

Please Enter Comments Below:

neyOrder” to pay by check.  
d” to pay immediately.

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

**ADDITIONAL CUSTOMER INFORMATION**

QTY.	PRODUCT	PRICE
3	SHH Student Induction Fee	\$15.00 (\$5.00 each)
<b>SUBTOTAL:</b>		<b>\$15.00</b>
<b>Grand Total:</b>		<b>\$15.00</b>

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 to process payment.



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](mailto:aatspoffice@aatsp.org) and [SHH@aatsp.org](mailto:SHH@aatsp.org) to your email's safe senders list.

### 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 Branch Office, 160 Rail Road Suite 3, Chesterton, IN 46304**  
 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.

[Print](#) [Close](#)



### Invoice

Date	Invoice #
1/14/2014	200003121

Bill To
First Name Last Name AATSP address city, MI zip United States

Member Information
First Name Last Name AATSP address city, MI zip United States

Qty	Description	Price	Totals
7	SHH Student Induction Fee	\$5.00	\$35.00
<b>Sub-Total</b>			<b>\$35.00</b>
<b>Total</b>			<b>\$35.00</b>
<b>Balance Due</b>			<b>\$35.00</b>

If you have any questions regarding this invoice, please contact the AATSP National Office at 248-980-2180.

***¡Todos a una!***