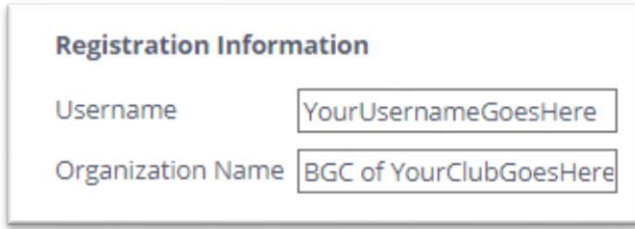


TPA Group Membership Registration Instructions

LINK TO SIGN UP: <https://www.bgcpros.org/page/Group>

1. Set up your group

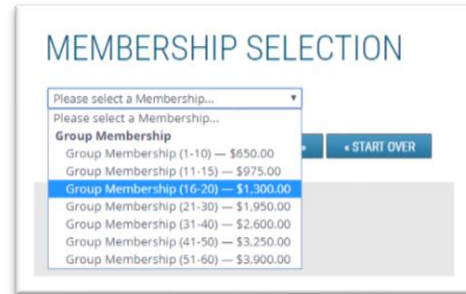


Registration Information

Username

Organization Name

2. Select your group membership level based on the number of members you will be signing up.

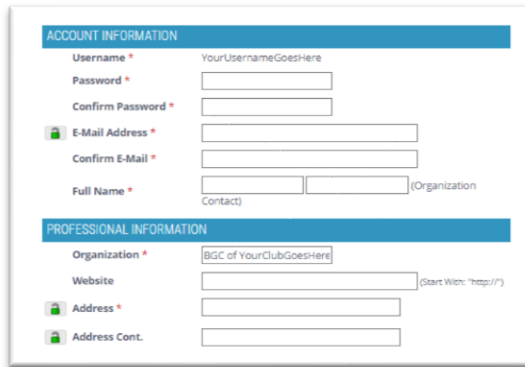


MEMBERSHIP SELECTION

Please select a Membership...

- Group Membership (1-10) — \$650.00
- Group Membership (11-15) — \$975.00
- Group Membership (16-20) — \$1,300.00**
- Group Membership (21-30) — \$1,950.00
- Group Membership (31-40) — \$2,600.00
- Group Membership (41-50) — \$3,250.00
- Group Membership (51-60) — \$3,900.00

3. Set up your account



ACCOUNT INFORMATION

Username *

Password *

Confirm Password *

E-Mail Address *

Confirm E-Mail *

Full Name * (Organization Contact)

PROFESSIONAL INFORMATION

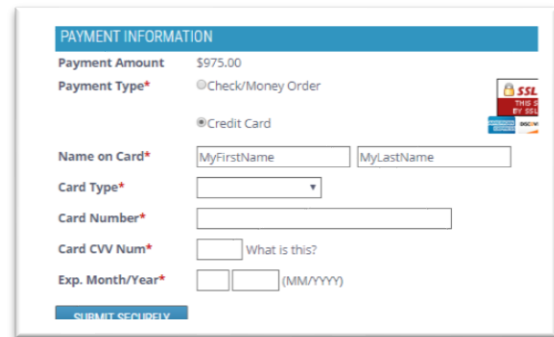
Organization *

Website (Start With: "http://")

Address *

Address Cont.

4. Complete billing info. If you pay via credit card, your account will be available immediately. If you choose to pay by check or money order, you will need to wait until your payment is processed in order to set up your group membership account.



PAYMENT INFORMATION

Payment Amount \$975.00

Payment Type* Check/Money Order Credit Card

Name on Card*

Card Type*

Card Number*

Card CVV Num* What is this?

Exp. Month/Year* (MM/YYYY)

5. Review your group account



THE PROFESSIONAL ASSOCIATION

MANAGE PROFILE

Profile Home

INFORMATION & SETTINGS

- Edit Bio: Update your information and choose privacy settings for individual fields.
- Preferences: View and manage preferences and notification settings for your account.
- Club Staff: View and manage current Club Staff, send invitations.

INVOICING, PAYMENTS & HISTORY

- Invoices: View, print and pay your invoices.
- Membership: View your membership status and view membership renewal options.

MY PROFILE

- Profile Home
- Public Profile
- Manage Profile
- Create Resume/CV
- Networks
- Files & Links
- Favorites
- Messages
- Connections
- Membership Info
- Refer a Friend

LATEST NEWS

- 2/16/2019 John Stephan, BGC of Chicago legend passes
- 4/4/2019 John Schroeder passes

CALENDAR

- 5/6/2020 - 5/8/2020 11th Annual BGC of Chicago Memorial

Annotations:

- Edit your organization's information here
- Add or detach staff from your group account
- Print a copy of your receipts
- Renew your group membership for all under your account

Questions? Email our administrator at rchurch@bgcpros.org or call 253-301-7169

Revised March 2020

6. Add or detach staff from your group account. All members under your group account will now have the same expiration date as your group account.

IMPORTANT:

- New TPA members will need to provide a discount code in order to not be charged (because you've already paid for their membership under the group). These members should use the promo code **TPAGROUPSUB** when they are registering.
- Existing TPA members (who already have an account) will be "attaching" their account under your group membership, they will not need a promo code.



Club Staff

View and manage current Club Staff, send invitations.

MY SUB-ACCOUNTS

Club Staff Sign-in Report

Boys & Girls Clubs of the Lewis Clark Valley are available.

Activate all available seats

You can create Club Staff by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

Create Club Staff

Sign up your staff on their behalf. You will be creating their username and password for them.

Send your club staff a direct link with your own instructions on how to join under your account

YOUR CLUB STAFF DIRECT LINK (GET A NEW PUBLIC KEY)

https://www.bgcpros.org/general/register_start.asp?regkey=B12DF

Your Club Staff direct link may be provided to potential Club Staff by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

INVITE NEW MEMBERS

You may enter the email address of up to 1 recipient(s), either comma or semi-colon separated or one address per line.

SEND INVITE

Have the system send them an auto generated join email, prompting them to create their account, OR attach their current account to yours

YOUR CLUB STAFF

View Club staff under your account here. You can see their expiration dates, and view sign in records as well.

Export Club Staff (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS
	Suzanne G... Boys & Girls Clubs of the Lewis Clark Valley	Enabled

Edit a member's profile

Detach a member from your group (if you don't want to include them in your group's current membership)

Suspend a member (if they leave your organization permanently)

View a member's profile

Sign in as one of your members

Inviting **NEW** members under your group membership:

New TPA members that you invite to sign up under your group account will use the link you provide and be prompted to:

1. Set up their username and account info
2. Select what level of membership they are (Executive, Full time, or Other/Part Time)
3. Complete the registration process and completing their registration. New users under your group account should use the promo code: **TPAGROUPSUB**

Inviting **EXISTING** members under your group membership:

Existing TPA members (who already have an account) will need to use the link you provide to “attach” their account as a sub account to your group membership.

1.

GET CONNECTED!

Please create a username for your account and enter your first name and last name. Once you are registered, you can enjoy all of the member-only areas of the site.

Note: All fields are required. Please ensure your username contains only letters and/or numbers with no special characters or spaces. You may also enter a valid email address. Example: 'smith123' or 'smith123@yourdomain.c

YOU HAVE RECEIVED AN INVITATION FROM BOYS & GIRLS CLUBS OF THE LEWIS CLARK VALLEY...

- [Sign in here](#) to attach your existing account to Boys & Girls Clubs of the Lewis Clark Valley.
- Or, create a new account. Begin your registration by completing the form below.

Registration Information

Username

First Name

Last Name

2.

CONFIRM ACCOUNT CONVERSION

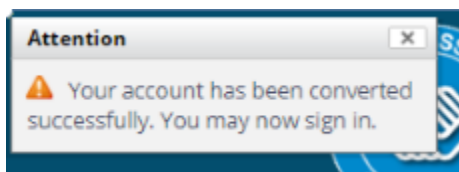
You have chosen to attach your account to another member. Upon doing so, your account will be converted to a sub-account under their ownership. The master account you are attached to will have **full access to all areas of your profile**, including your username, password, and personal information.

Once you are attached to a master account, only the master account owner can detach you. **You cannot detach yourself.**

Are you sure you want to continue?

Must click "YES, CONVERT MY ACCOUNT"

3. Upon completion of conversion, member will see this popup in the top left corner



Questions? Email our administrator at rchurch@bgcpros.org or call 253-301-7169