Instructions for IANDS Group Affiliation Certification
Revised 09/14/2012

1. **The Group Leader should fill out the Group Affiliation annual certification.** The Group Leader should be an active IANDS member at the Supporting level or above. If you are need to [join IANDS or renew your membership], go to: [http://iands.org/join](http://iands.org/join) – or – [http://iands.org/renew](http://iands.org/renew).

2. **PLEASE COMPLETE THIS FORM BY THE DUE DATE.**


   ![IANDS Group Affiliation annual certification](image)

   Welcome! The benefits of becoming and remaining an IANDS Affiliated Group include having your Group listed on the IANDS web site, participating in the monthly Group Leaders conference calls, having access to recordings of past conference call speakers, and having access to other Group Leaders for advice on running a Group. In the future, we hope to be able to recognize our Affiliated Groups as part of IANDS’ 501(c)(3) tax exemption.

   The IANDS Group Affiliation Policy requires that all Affiliated Groups [certify each year that their activities adhere to IANDS policies](#). In order to become and remain an Affiliated Group:
   - The Group Leader needs to be an IANDS member in good standing at the Supporting level or higher
   - The Group Leader needs to fill out the annual certification report [this registration form](#)
   - The Group Leader needs to pay the Group Affiliation renewal fee of $50

   **Affiliated Groups need to maintain their affiliation each year.** Otherwise, we will remove the Group from the list of Groups on the web site and from the monthly conference call list. **PLEASE COMPLETE THIS FORM BY JANUARY 15, 2012!**

   If you have not filled out this annual certification form before, [start your registration by entering your email address](#). If you have already completed this form, [select Change Your Existing Registration](#), enter the email address from last year, review and modify the information you reported last year and pay the annual fee for this year. Contact the office (919-363-7940) if you have any questions. [Email Us](#)

   ![Start Your Registration](image)

   Please note that additional questions are added to the annual certification from time to time, which may not appear on these sample screen shots.

4. **If you are registering for the first time, go to Section A**

5. **If you have registered before, go to Section B**
### Section A: Registering Group Affiliation for the first time

A.1. Enter your email address (2 times), select **Existing Group** or **Start up a New Group**, press **Continue**

If you have not filled out this annual certification form before, start your registration by entering your email address. If you have already completed this form, select **Change Your Existing Registration**: enter the email address from last year; review and modify the information you reported last year and pay the annual fee for this year. **Contact the office (912-383-7940)** if you have any questions.

Start Your Registration

- Email Address:
- Verify Email Address:
- Select registration type:
  - Existing IANDS Group Details
  - Start up a New Group Details

You can also register a group. [Learn More]

A.2. Enter a password and press **Continue**. If you have a password from a previous Regonline registration (e.g., for a previous IANDS conference) use that password. If you have forgotten the password, click **Start a New Registration**.

**IANDS Group Affiliation annual certification** (View Details)

You have registered before within our system. To automatically recall your personal information, enter your password.

**Sign In**

Email Address: magrnay@gmail.com

Password: [Enter password]

[Forgot Your Password?]

Start a New Registration

Continue
A.3. Enter your personal information:

- Email: rgmays@gmail.com
- Verify Email: rgmays@gmail.com
- Secondary Email Address (cc Email):
- First Name: Robert
- Last Name: Mays
- Job Title:
- IANDS Group Name: Raleigh-Durham IANDS
- Country: United States
- Address Line 1: 5622 Brisbane Dr
- Address Line 2:
- City: Chapel Hill
- US State/Canadian Province: North Carolina

A.4. Select Role in Group, Membership Level, etc. Press Add Another Person to list additional people in your Group (Associate Group Leader, etc.). Finally press Continue to enter the Group Affiliation information.

- Role in Group: Primary Group contact (use only once per Group)
- Check this box to include this individual on the leaders council monthly teleconference email list (optional).

The primary contact Group Leader must be a current IANDS member at the Supporting level or higher.

- Click here to join IANDS at the Supporting level or higher
- Click here to renew your IANDS membership
- Contact the IANDS Office to upgrade your membership from Basic to a higher level.

- Current IANDS membership level: Professional
- Backup Contact Individual: Suzanne Mays
- Backup Contact Phone (numbers only): 9199291073
- Backup Contact Email Address: suzannemays@gmail.com

[Buttons: Add Another Person or Continue]
A.5. Check the **Group Affiliation Fee**, enter the Group’s information:

- **Group Affiliation Fee 2011-12** (for primary Group contact only)
  - **Price:** $50.00
  - **Enter a discount code:**

Click on "Details" to display additional information if answer field prompts.
All fields with a red asterisk (*) **must** be completed.

*Enter the Group name below as it is to appear on the IANDS website listing*

- **Raleigh-Durham IANDS Group**
- **Group Start Year (yyyy):** 2007

"Primary" refers to the principal meeting to be publicized on the IANDS website.

*Primary meeting frequency:*
- Monthly

*Primary meeting day & time:*
- Second or third Tuesday evening of

*Primary meeting facility type:
- Private home

*Meeting street address:
- 5622 Brisbane Dr

*Meeting city name:
- Chapel Hill

*Meeting state / providence / territory:
- NC

*Meeting postal / zip code:
- 27514

A.6. Check the **Leader Agreement box** and then press **Continue** to go to the Checkout page.

**Group status - optional comments**

- use audio / video accounts
- have other agenda features

**Optional feedback questions / suggestions**

Our Group size is fairly constant but we have plans to increase advertising. Also, we are thinking about adding an additional meeting per month on a Saturday afternoon so more people will be able to attend.

**Leader agreement to the IANDS Group Affiliation Certification Requirements** (checking this box is equivalent to signing the Affiliation Certification request form).

**Total:** $0.00

[Recalculate Total]

[Add Another Person] or [Continue]
A.7. Review the charges, select the payment method, enter your information and press Finish at the bottom of the page:

A.8. Thank you for registering your Group as an IANDS Affiliate!
Section B: Registering when you have registered before

B.1. Select View or Change Your Existing Registration

IANDS Group Affiliation annual certification
Welcome! The benefits of becoming and remaining an IANDS Affiliated Group include having your Group listed on the IANDS website, participating in the monthly Group Leaders conference calls, having access to recordings of past conference call speakers, and having access to other Group Leaders for advice on running a Group. In the future, we hope to be able to recognize our Affiliated Groups as part of IANDS’ 501(c)(3) tax exemption.

The IANDS Group Affiliation Policy requires that all Affiliated Groups certify each year that their activities adhere to IANDS policies. In order to become and remain an Affiliated Group:

- The Group Leader needs to be an IANDS member in good standing at the Supporting level or higher
- The Group Leader needs to fill out the annual certification report (this registration form)
- The Group Leader needs to pay the Group Affiliation renewal fee of $50

Affiliated Groups need to maintain their affiliation each year. Otherwise, we will remove the Group from the list of Groups on the website and from the monthly conference call list. PLEASE COMPLETE THIS FORM BY JANUARY 15, 2022!

If you have not filled out this annual certification form before, start your registration by entering your email address. If you have already completed this form, select Change Your Existing Registration; enter the email address from last year; review and modify the information you reported last year and pay the annual fee for this year. Contact the office (919-303-7540) if you have any questions. Email Us

Start Your Registration
- Email Address:
- Verify Email Address:
- Select registration type:
  - Existing IANDS Group Details
  - Start up a New Group Details

You can also register a group Learn More

Continue

B.2. Enter your email address and password, and press Continue. If you forgot your password, select Forgot Your Password? to have the password reset.
B.3. This is the main Review Screen. Select the Primary Attendee Personal Information:

- B.4. Review this person’s information, modify as needed or there may be new required questions. Press Continue.
B.5. You are brought back to the **main Review Screen**. Select another person’s Personal Information, review and modify it as needed and press Continue. Finally, select **Group Affiliation Form**:

**Your registration has not yet been saved. To update your registration, click Continue.**

<table>
<thead>
<tr>
<th>Register</th>
<th>Type</th>
<th>Edit Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Robert Mays, Primary Attendee</td>
<td>Existing IANDS Group</td>
<td>Personal Information, Group Affiliation Form, Substitute</td>
</tr>
<tr>
<td>2. Suzanne Mays</td>
<td>Existing IANDS Group</td>
<td>Personal Information, Substitute</td>
</tr>
</tbody>
</table>

*Add Another Person*

B.6. Check the **Group Affiliation Fee** for the current year. Note that all previous fees are also listed and included in the total at the end of the page. **You will be charged only for the current year’s fee.** New questions may appear on the form, from time to time.

**Group Affiliation Form**

- Group Affiliation Fee 2012-13 (for primary Group contact only)
  - Price: $50.00
  - Enter a discount code: 
- Group Affiliation Fee 2011-12 (for primary Group contact only)
  - You have already received credit for this charge.
  - No new charge this year but it will appear in the total below.
  - Price: $50.00

Click on "Details" to display additional information to answer field prompts! All fields with a red asterisk (*) must be completed.

- Enter the Group name below as it is to appear on the IANDS website listing
- Group Start Year (yyyy)
- Group Start Month (mm)
- Are you interested in possibly joining IANDS’ group exemption? **Details**
B.7. Review the Group Affiliation information and modify it as needed:

- **Primary meeting frequency**: Monthly
- **Primary meeting day & time**: Second or third Tuesday evening of the month
- **Meeting street address**: 5622 Brisbane Dr
- **Meeting city name**: Chapel Hill
- **Meeting state / providence / territory**: NC
- **Meeting postal / zip code**: 27514

*Meeting directions* Details

Unless otherwise announced, meetings are at the Mays home, 5622 Brisbane Dr, a few miles north of Chapel Hill, just north of I-40, off Mount Sinai Road. If you need more information or directions, please contact us at 919-629-1073 or mays@eeec.org.

**Primary meeting attendance data (for past 12 months):**

- **How many primary Group mtgs have you held in the last 12 months?**: 7-12
- **Average participants**: 10
- **Maximum participants**: 25

B.8. At the bottom of the form, note that you continue to agree to the Group Affiliation Requirements. Also note that the fees for all prior years are included in the total but you will be charged only this year’s Affiliation fee. Then press Continue at the bottom:

- **Leader agreement to the IANDS Group Affiliation Certification Requirements** Details

If you have registered in prior years, those charges will be included in this total. You will need to pay only this year’s new Affiliation fee.

**Total**: $100.00

[Add Another Person] or [Continue]
B.9. You are brought back to the main Review Screen again. You may also need to change the other Personal Information, if there are new required questions. Now press Continue to complete the registration.

B.10. Review the charges. NOTE that the fees listed are cumulative, including prior years. Only the current year fee will be charged at this time.
B.11. Review the previous transactions and payments:

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Date</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Credit Card</td>
<td>8/17/2010</td>
<td>($50.00)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>8/17/2010</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Online Credit Card</td>
<td>11/10/2011</td>
<td>($50.00)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>11/10/2011</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Previous Balance: $0.00
Net Changes to Fees: $50.00
Current Balance: $50.00

B.12. Select a payment method to pay the Group Affiliation fee. Press Finish at the bottom.

B.13. Thank you for re-registering your Group as an IANDS Affiliate!