Instructions for IANDS Group Affiliation Certification

Revised 09/14/2012

- The Group Leader should fill out the Group Affiliation annual certification. The Group Leader should be an active IANDS member <u>at the Supporting level or above</u>. If you are need to join IANDS or renew your membership, go to: <u>http://iands.org/join</u> – or – <u>http://iands.org/renew</u>.
- 2. PLEASE COMPLETE THIS FORM BY THE DUE DATE.
- 3. Go the **RegOnline** web site: <u>http://regonline.com/IANDSgroupaffiliation</u>:

 IANDS Group Affiliation annual certification Welcome! The benefits of becoming and remaining an IANDS Affiliated Group include having your Group I on the IANDS web site, participating in the monthly Group Leaders conference calls, having access to record of past conference call speakers, and having access to other Group Leaders for advice on running a Group, 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 S50 Affiliated Groups on the web site and from the monthly conference call list. PLEASE COMPLETE THIS FORM JANUARY 15, 2012! If you have not filled out this annual certification form before, start your registration by entering your caldress. If you have already completed this form, select Change Your Existing Registration; enter the emain address from last year; review and modify the information you reported last year and pay the annual fee this year. Contact the office (919-383-7940) if you have any questions. Email Us 	dings In 1. s s f t BY email nail
Start Your Registration • Email Address: • Verify 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	

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

\backslash	
If you have not filled out this annual certification form <u>address</u> . If you have already completed this form, <u>selec</u> address from last year; review and modify the informati this year. Contact the office (919-383-7940) if you have	t Change Your Existing Registration; enter the email ion you reported last year and pay the Annual fee for
Start Your Registration * Email Address: * Verify Email Address: * Select registration type: © Existing IA © Start up a	View or Change Vur Existing Registration NDS Group De ails New Group Details
Contin	You can also register a group. <u>Learn More</u> V

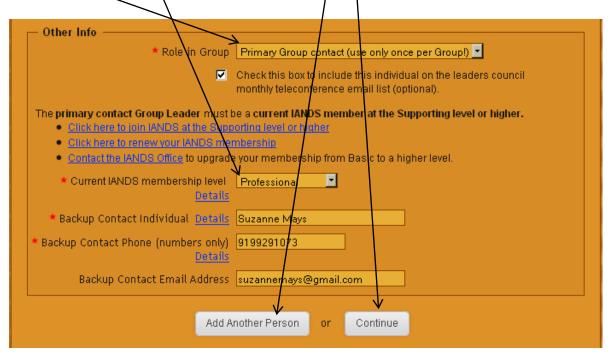
A.2. <u>Enter a password</u> and press <u>Continue</u>. If you have a password from a previous Regonline registration (e.g., for a previous IANDS conference) use that password. If you have forgotten the password, click <u>Start a New</u> <u>Registration</u>.

	11 (Col)	SALAN AND STAR	
		1.1.1.7.70	
IANDS Group	• Affiliation	annual certificat	ion (View Petails)
You have registered by your password.	efore with our syster	n. To automatically recall your p	personal information, enter
	$\langle \rangle$		
Sign In	Email Address: rgm		
A	* Password:	Forgot Your Passwor	d?
			Start a New Registration
		Continue	

A.3. Enter your personal information:

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

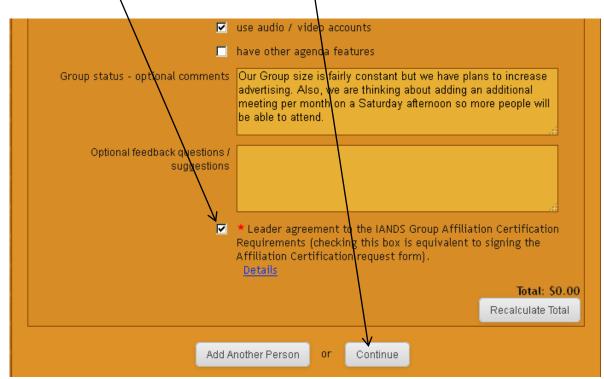
A.4. Select <u>Role in Group</u>, <u>Membership Level</u>, etc. Press <u>Add Another Person</u> to list additional people in your Group (Associate Group Leader, etc.). Finally press <u>Continue</u> to enter the Group Affiliation information.



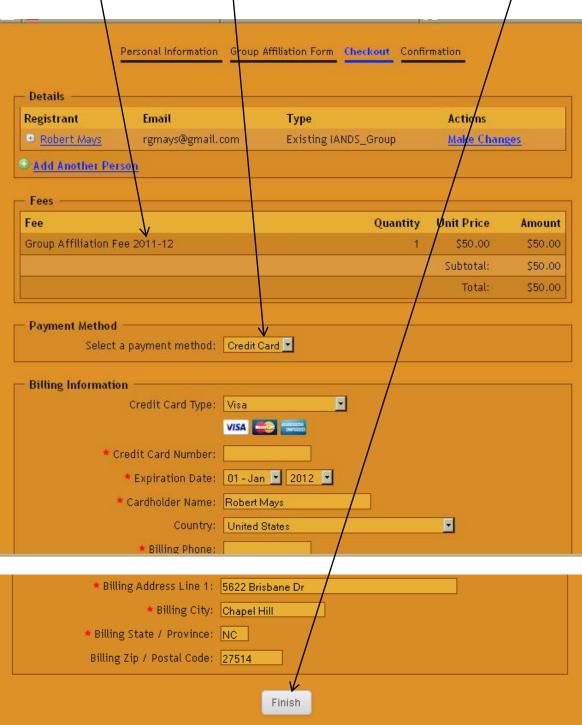
A.5. Check the Group Affiliation Fee, enter the Group's information:

Personal Information	Group Affiliation Form Checkout Confirmation
-	 Group Affiliation Fee 2011-12 (for primary Group contact only) Price: \$50.00 Enter a discount code:
Click on "Details" to display additional inform All fields with a red asterisk (') must be com	
 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	g to be publicized on the IANDS website.
* Primary meeting frequency [Monthly
* Primary meeting day & time Details	Second or third Tuesday evening of t
* 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.



A.7. Review the <u>charges</u>, select the <u>payment method</u>, enter your information and press <u>Finish</u> 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

LANDS Group Attiliation appual certification
IANDS Group Affiliation annual certification
Welcome! The benefits of becoming and emaining 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 al Affiliated Groups certify each year that their activities
adhere to IANDS policies. In order to become and ramain 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, <u>select Change Your Existing Registration</u> ; 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 (919-383-7940) if you have any questions \square Email Us
View or Change Your Existing Registration
V View or Change Your Existing Registration Start Your Registration
Start Your Registration
Start Your Registration Email Address:
Start Your Registration
Start Your Registration Email Address: Verify Email Address:
Start Your Registration Email Address: Verify Email Address: Select registration type: Existing IANDS Group Details
Start Your Registration Email Address: Verify Email Address: Select registration type: Existing IANDS Group Details Start up a New Group Details
Start Your Registration Email Address: Verify Email Address: Select registration type: Existing IANDS Group Details
Start Your Registration Email Address: Verify Email Address: Select registration type: Existing IANDS Group Details Start up a New Group Details
Start Your Registration Email Address: Verify Email Address: Select registration type: Existing IANDS Group Details Start up a New Group Details

B.2. Enter your <u>email address</u> and <u>password</u>, and press<u>Continue.</u> If you forgot your password, select <u>Forgot Your</u> <u>Password?</u> to have the password reset.

IANDS Group Affiliation annu	al certification (View Details)
Sign In Email Address: mays@ieee.org Password:	Forgot Your Password?
	Start a New Registration
Continu	le

B.3. This is the **main Review Screen**. Select the Primary Attendee Personal Information:

ANDS Group	Affiliation annu	al certification	(View Details)
Robert Mays's Group • <u>View, Print, or Emi</u> • <u>Cancel Entire Grou</u>	ail Registration Record and Rece	<u>lipt</u>	
Registrant	Туре	Edix	Actions
1. Robert Mays Primary Attendee	Existing IANDS Group	Personal Information Group Affiliation Form	<u>Substitute</u>
2. Suzanne Mays	Existing IANDS Group	Personal Information	<u>Substitute</u> <u>Cancel</u>
Add Another Person			
	Contin	ue	

B.4. Review this person's information, modify as needed or there may be new required questions. Press Continue:

- Personal Information	
* Email:	mays@ieee.org
* Verify Email:	mays@ieee.org
Secondary Email Address (cc Email):	
* First Name:	Robert
* Last Name:	Mays
Job Title:	NDE researcher
* IANDS Group Name:	Raleigh-Durham IANDS
	United States
* Address Line 1:	
Address Line 1.	
* 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 k Click here to join IANDS at the Supp	be a current IANDS member at the Supporting level or higher.
Click here to renew your IANDS mer	mbership
Contact the IANDS Office to upgrade	e your membership from Basic to a nigher level.
 Current IANDS membership level <u>Details</u> 	Professional
* Backup Contact Individual Details	Suzanne Mays
* Backup Contact Phone (numbers only) Details	9199291073
Backup Contact Email Address	suzannemays@gmail.com
	Continue

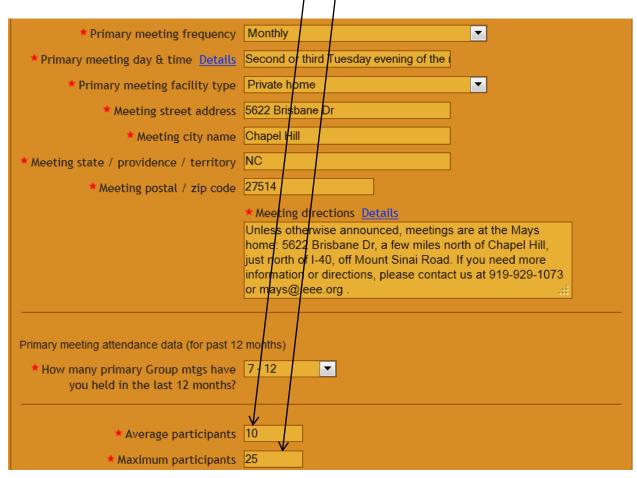
B.5. You are brought back to the **main Review Screen**. Select another person's <u>Personal Information</u>, review and <u>modify it as needed</u> and press <u>Continue</u>. Finally, select <u>Group Affiliation Form</u>:

Your registration has not yet been saved. To update your registration, click Continue.			
Cancel Entire Grou	ail Registration Record and Rec P	/	
Registrant	Туре	Edit/	Actions
1. Robert Mays Primary Attendee	Existing IANDS Group	Perfonal Information Group Affiliation Form	<u>Substitute</u>
2. Suzanne Mays	Existing IANDS Group	Personal Information	<u>Substitute</u> <u>Cancel</u>
Add Another Person			
	Conti	nue	

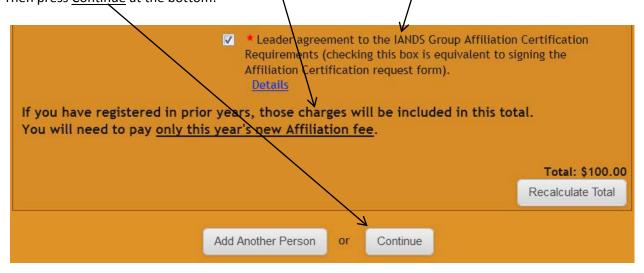
B.6. Check the <u>Group Affiliation Fee</u> for the current year. Note that <u>all previous fees are also listed</u> and included in the total at the end of the page. **You will be charged only for the current year's fee.** <u>New questions</u> may appear on the form, from time to time.

- Group Affiliation Form	
. <u> </u>	
	* Group Affiliation Fee 2012-13 (for primary Group contact only)
	Price: \$50.00
	Enter a discount code
	Crown Affiliation Foo 2011 12 (for printery Crown contact only)
Image: A set of the	* Group Affiliation Fee 2011-12 (for primary Group contact only)
	You have already <u>received credit</u> 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 informa	ation to answer field prompts
All fields with a red asterisk (*) must be comp	
Air fields with a red asterisk () findst be comp	licicu.
* Enter the Group name below as it is to	Raleigh-Durham IAMDS
appear on the IANDS website listing	
appear on the lands website using	
 Group Start Year (yyyy) 	2007
Group Start Tear (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:



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



B.9. You are brought back to the **main Review Screen** again. You may also need to change the <u>other Personal</u> <u>Information</u>, if there are new required questions. Now press <u>Continue</u> to complete the registration.

Avour registra	ation has not yet been click (n saved. To update Continue.	your registration,
Cancel Entire Grou	il Registration Record and Rec P		
Registrant	Туре	Edit	Actions
1. Robert Mays Primary Attendee	Existing IANDS Group	Personal Information Group Affiliation For	<u>n Substitute</u>
2. Suzanne Mays	Existing IANDS Group	Personal Information	<u>Substitute</u> <u>Cancel</u>
Add Another Person			
	Cont	inue	

B.10. Review the charges. **NOTE that the fees listed are <u>cumulative</u>**, including prior years. Only the <u>current</u> <u>year fee</u> will be charged at this time.

LEASE NOTE: The Fees listed here are <u>cumulative</u> , including pro- years. Only the <u>current year fee</u> will be charged now. ANDS Group Affiliation annual certification 2012-13 due November 1, 2012) <u>(View Details)</u>					
Personal Inf		n <mark>Checkout</mark> Conf	irmation		
Registrant	Email /	Туре	Actions		
 <u>Robert Mays</u> (Primary Registrant) 	mays⊉ieee.org	Existing IANDS Group	Make Change	<u>s</u>	
• <u>Suzanne Mays</u>	suzannemays@gmail.com	Existing IANDS Group	Make Change Cancel	<u>s</u>	
Add Another Person					
- Fees	<u> </u>				
Fee		Quantity	Unit Price	Amount	
Group Affiliation Fee 2010-11		1	\$50.00	\$50.00	
Group Affiliation Fee 2012-13		1	\$50.00	\$50.00	
Group Affiliation Fee 2010-11		1	\$0.00	\$0.00	
Group Affiliation Fee 2011-12		1	\$50.00	\$50.00	
			Subtotal:	\$150.00	
			Total:	\$150.00	

B.11. Review the previous transactions and payments:

Date	Amount	Balance
$\langle \rangle$		
8/17/2010	\$50.00	\$50.00
× 8/17/2010	(\$50.00)	\$0.00
11/10/2011	\$50.00	\$50.00
11/10/2011	(\$50.00)	\$0.00
Previous Balance:		\$0.00
Net Changes to Fees:		\$50.00
Current Balance:		\$50.00
	8/17/2010 8/17/2010 11/10/2011 11/10/2011 Previou Net Change	8/17/2010 \$50.00 8/17/2010 (\$50.00) 11/10/2011 \$50.00 11/10/2011 (\$50.00) Previous Balance: Net Changes to Fees:

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

Payment Method Select a payment method:	Credit Card 🔽
- Billing Information	/
Credit Card Type:	
* Credit Card Number:	
* Expiration Date:	-Month- Year-
* Cardholder Name:	Robert Mays
Country:	United States
* Billing Phone:	
* Billing Address Line 1:	5622 Brisbane Dr
* Billing City:	Chapel Hill
* Billing State / Province:	
Billing Zip / Postal Code:	27514
	Finish

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