



## Instructions:

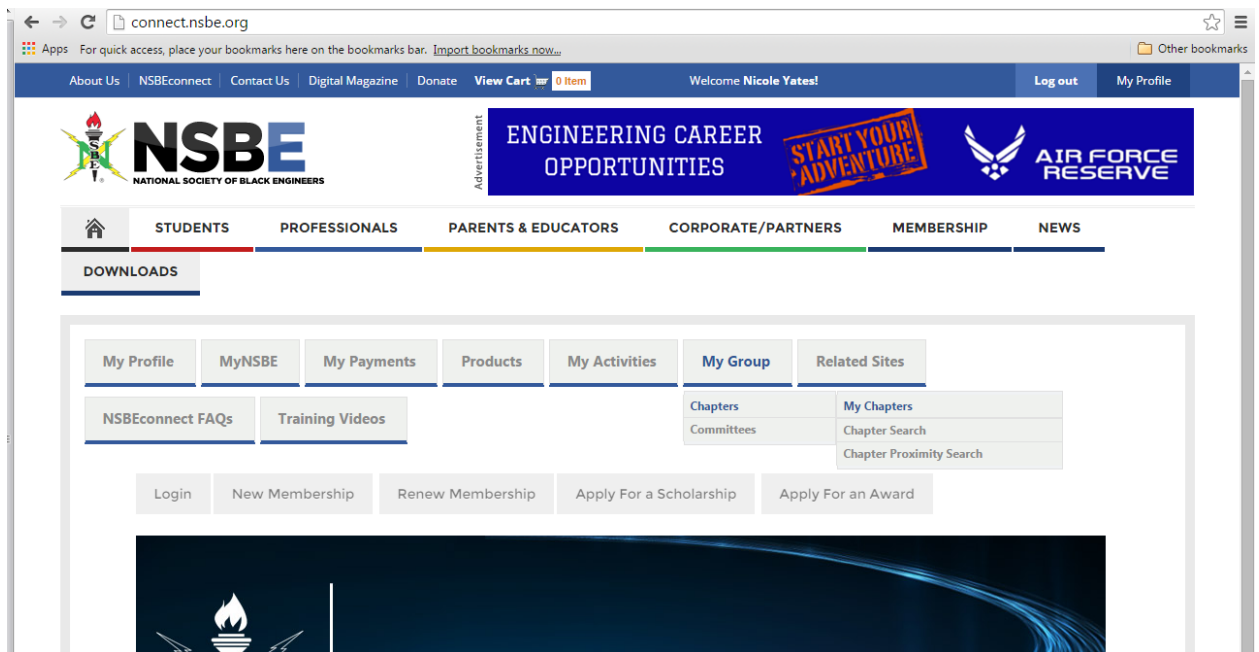
### New Chapter Management Tools

With our new chapter management tools, chapter officers can now update officers on their own and view/pay invoices for members of their chapter. This guide will walk you through the steps.

Please note that you will NOT be able to access these features if you aren't already an officer of your chapter. You may have one of your fellow officers update you or you may contact [membership@nsbe.org](mailto:membership@nsbe.org) for assistance.

### Adding/editing chapter officers:

1. Log into your NSBECONNECT account ([connect.nsbe.org](http://connect.nsbe.org)).
2. Navigate to My Group→Chapters→My Chapters (if you do NOT see the “Chapters” option under “My Groups,” you are not an officer of your chapter).



3. You will see your chapter name and your officer position. Click on the chapter name (if this is incorrect, please contact [membership@nsbe.org](mailto:membership@nsbe.org)).

Chapter ^	Role
<input type="text"/>	<input type="text"/>
Test Chapter	President

4. Click on "Manage Officers"

**Test Chapter**

[Reports](#) | [Edit Chapter](#) | [Officers](#) | [Meetings](#) | [Pay for Chapter](#) | [Manage Officers](#)

123 Main Street  
Anywhere AK 00000  
United States

**Members**

ID ^	First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Click "Add Officers"

NSBEconnect FAQs    Training Videos

## Manage Officers

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Person ID	Full Name	Chapter Role	Start Date
256794	Nicole Yates	President	5/1/2015 12:00:00 AM

**Add Officer(s)**    Remove Selected Officer(s)

6. Enter the ID or email address of the individual you wish to add and search (their full name will automatically appear in the "Officer Full Name" box once the system has located them).

### Add New Officer ✕

Search for a chapter member by either email address or user ID number. Once selected, their name will be displayed in the 'Officer Full Name' field. Then, provide a start and end date, and select their role, and click 'Create New Officer'.

Officer Email:       Officer Full Name: \*

Officer ID #:

Start Date: \*       Role:

End Date: \*

7. Enter their start and end dates, then select their role. Click “Create New Officer” when you’re finished.
8. You will see the individual you added in your list of officers.

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### Manage Officers

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Person ID	Full Name	Chapter Role	Start Date	End Date
235818	Cecelia Pitt	Vice President	5/1/2015 12:00:00 AM	4/30/2016 :
256794	Nicole Yates	President	5/1/2015 12:00:00 AM	4/30/2016 :

Add Officer(s) Remove Selected Officer(s)

9. To remove an officer, click the box in the “Remove” column, then click “Remove Selected Officer(s)”

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### Manage Officers

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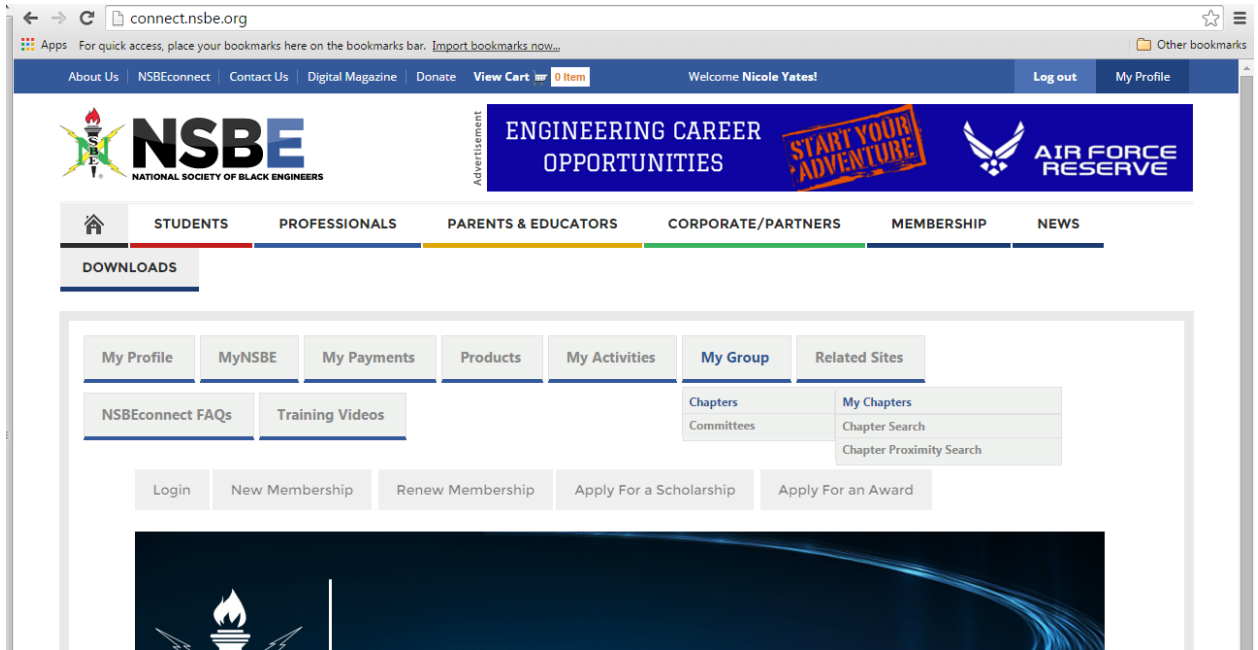
Person ID	Full Name	Chapter Role	Start Date	End Date	Remove
235818	Cecelia Pitt	Vice President	5/1/2015 12:00:00 AM	4/30/2016 12:00:00 AM	<input checked="" type="checkbox"/>
256794	Nicole Yates	President	5/1/2015 12:00:00 AM	4/30/2016 12:00:00 AM	<input type="checkbox"/>

Add Officer(s) Remove Selected Officer(s)

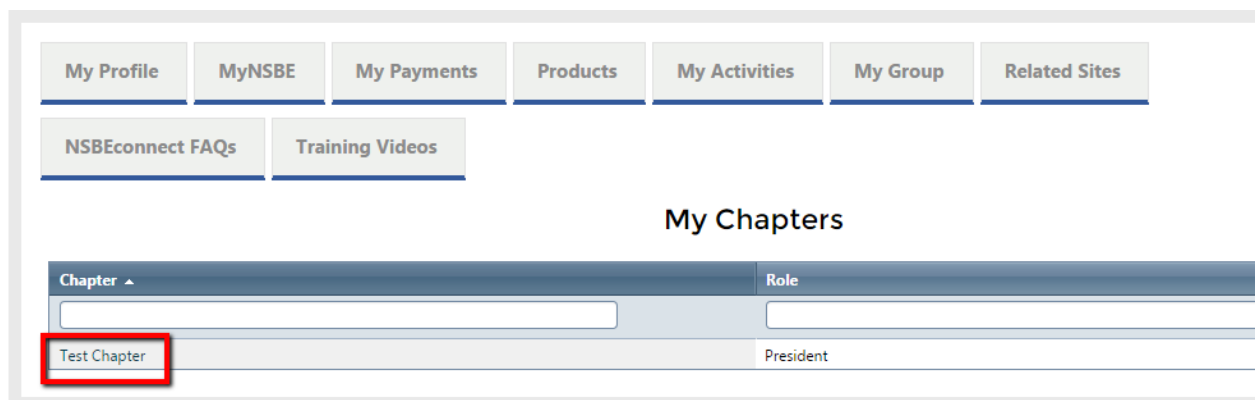
10. The individual(s) will be removed from your officer list.

## Viewing/paying invoices for chapter members:

1. Log into your NSBECONNECT account (connect.nsbe.org).
2. Navigate to My Group→Chapters→My Chapters (if you do NOT see the “Chapters” option under “My Groups,” you are not an officer of your chapter).



3. You will see your chapter name and your officer position. Click on the chapter name (if this is incorrect, please contact [membership@nsbe.org](mailto:membership@nsbe.org)).



4. Click "Pay for Chapter"

## Chapter Information

### Test Chapter

[Reports](#) | [Edit Chapter](#) | [Officers](#) | [Meetings](#) | **[Pay for Chapter](#)** | [Manage Officers](#)

123 Main Street  
Anywhere AK 00000  
United States

#### Members

ID ▲	First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

5. You will be directed to a page where you can see ALL open invoices your chapter members have. If you do NOT see an individual you were expecting on this list, they either have no open invoices (i.e. all their invoices have been paid) or they are not an active member of your chapter. Click on the check box under the "Select" column to choose the invoices you wish to pay (please be sure you verify the date of the invoice with the owner).

## Chapter Payments





Select the order(s) you would like to pay:

Select	Member Name	Date	Total	Balance	Pay Amount
<input type="checkbox"/>	Nicole Yates	October 27, 2014	\$15.00	\$15.00	<input type="text" value="\$0.00"/>
<input type="checkbox"/>	Nicole Yates	March 14, 2015	\$430.00	\$429.99	<input type="text" value="\$0.00"/>
<input type="checkbox"/>	Cecelia Pitt	May 14, 2015	\$15.00	\$15.00	<input type="text" value="\$0.00"/>
<input checked="" type="checkbox"/>	Cecelia Pitt	June 22, 2015	\$345.00	\$345.00	<input type="text" value="\$345.00"/>
<input checked="" type="checkbox"/>	Nicole Yates	June 22, 2015	\$345.00	\$345.00	<input type="text" value="\$345.00"/>

6. Input your credit card information below, then click "Make Payment"

Nicole Yates      June 22, 2015      \$345.00      3

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**Credit Card:**     Accepted Cards

\* Card Number:

\* Security #:

Expiration Date:

**Make Payment**