

AMCP Chapter Membership: How do I register my chapter members?

The fastest and easiest way to join AMCP is online at <http://www.amcp.org> . Each chapter member should join individually and pay via credit card online. **Students have the option to join, renew or reinstate their AMCP membership online.**

We highly encourage your chapter to push membership between October and December. If you are collecting separate dues for your local school chapter, you can collect that money separately from the AMCP membership dues.

AMCP Student Development (studentdevelopment@amcp.org) can send you a chapter roster to check your current chapter members.

AMCP is transitioning away from the process below over the next year. The second way is for members to join through the AMCP Chapter as a group. If a chapter is submitting one lump payment to cover a group or all chapter members, please follow the instructions below:

1. Create a profile for each NEW chapter member.

Each chapter member must have an AMCP profile completed online. Renewing members should already have a profile and ID number (please see the roster included). The membership chair (or other chapter officer) should create a profile for each new chapter member OR have the member create the profile, once the profile is created, each student member is required to log on and update their information to include; personal address and graduation date:

- **If the chapter officer create the profile:**
 - Email each new member informing them that you will be creating an AMCP profile for them, and they will be receiving an email with their AMCP ID number and log in information. Let them know they must forward their ID number to you as soon as they receive it.
- **To create a profile, follow the instructions below:**
 - On the AMCP homepage, click “Mailings Signup (non-member)”.
 - Complete the profile information to create your profile. Be sure to click “SAVE” to finalize your changes.
 - You will receive an email with your username and password. Check your spam filter and/or firewall settings if you experience a delay in delivery.
 - Complete the above steps for each NEW member.
 - Have each new member go in and update their information to include personal address and graduation date.

(Please note the email address cannot be the same for each member – you must use each new member’s individual email and not a chapter email address)

2. Complete a spreadsheet and send to AMCP.

The spreadsheet must be completed in its entirety to be accepted by AMCP. Each member’s AMCP ID number is required.

- Fill in new and returning member’s information (using the ID numbers created above, or for renewing members – using the ID numbers included in the roster attached).
- This spreadsheet should be emailed to LaChelle Smith at lsmith@amcp.org and the Student Development Team at studentdevelopment@amcp.org.

3. Send in payment and copy of spreadsheet to AMCP.

Send in payment with the spreadsheet (previously emailed to LaChelle & Sarah) to AMCP:

AMCP
Attn: Membership Department
675 N Washington St, Suite 220
Alexandria, VA 22314

IMPORTANT:

Please note that AMCP will not collect chapter dues for your chapter. Please only send in payment to cover AMCP membership at \$45 per person.

Please let your chapter members know to keep AMCP updated if contact information (such as a mailing address or email address) changes. To update your AMCP profile, follow the instructions below.

- From AMCP’s homepage, click “Login”
- Enter your username and password
- Under “Quick Links” click “Renew/Update Profile”

If you have any questions, please contact LaChelle Smith at lsmith@amcp.org or 703-684-2600 ext. 626.