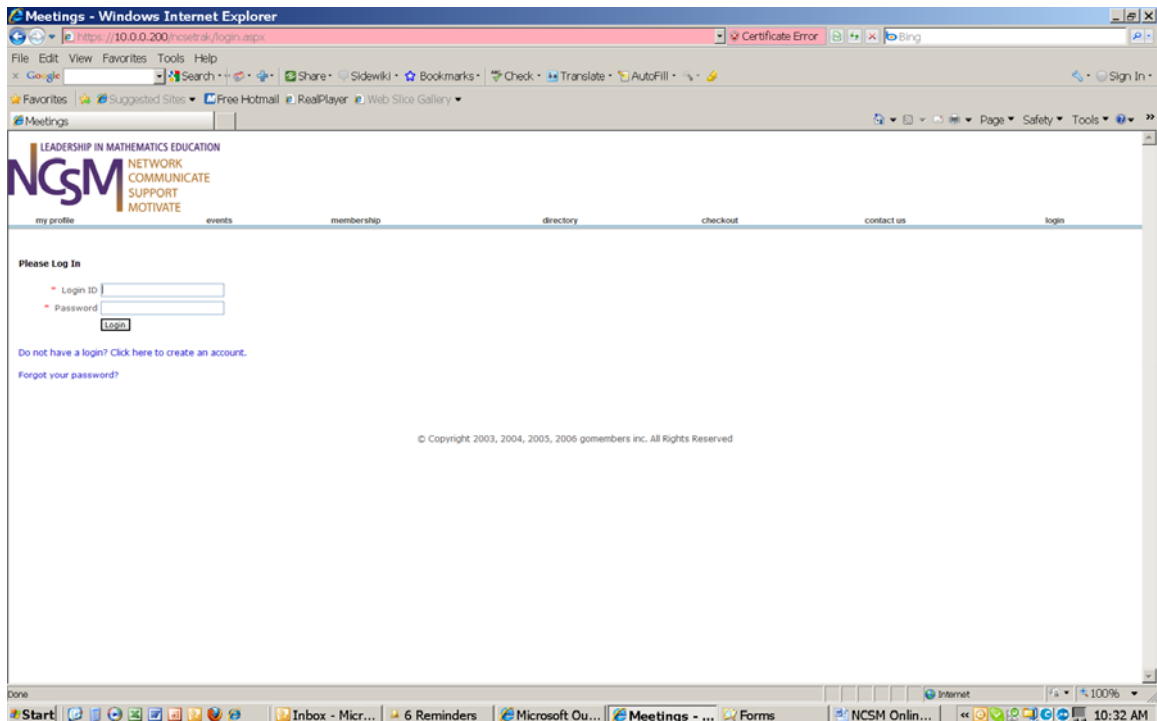


To join NCSM online.

Listed below are the procedures to join NCSM online.

1. Go to www.ncsmonline.org
2. Go to the Membership page for renewal/updating and Join NCSM to join for the first time. (Note: If you have ever been a member of NCSM, you are still in our database. Call the NCSM Membership Office to acquire your login and password at 303-758-9611.)
3. Click on the link that reads “Join Now”
4. You will see the following screen:



5. PLEASE NOTE, IF YOU HAVE EVER ATTENDED A CONFERENCE OR BEEN A MEMBER OF NCSM, YOU WILL STILL BE IN OUR DATABASE. Please contact the NCSM Membership Office at 303-758-9611 to receive your login and password.
6. At the bottom left of this screen, click on the area that says:

[Do not have a login? Click here to create an account.](#)

7. You will see the screen below. Complete all the information on the screen.

The screenshot shows the 'Create Account' form on the NCSM website. The form is titled 'Create Account' and includes a 'required fields' section. The form fields are as follows:

- Prefix
- * First Name
- Middle Name
- * Last Name
- Suffix
- Salutation
- * Email
- How did you hear about us?
- Do you influence purchasing decisions?
- Ethnicity:
 - African American Black
 - Asian American
 - Bi Racial Multi Racial
 - European American White
 - Hispanic Latino
 - Native American
 - Pacific Islander
 - Other Ethnicity
- Area Served:
 - Rural
 - Suburban
 - Urban
 - Second Language
 - Free Reduced Lunch
 - Special Needs
 - Other Area Served
- Company Lookup
- Title
- Department
- Badge Name
- Age
- Gender
- Work Experience
- Mail Preference [Email]

The form is displayed in a Windows Internet Explorer browser window. The address bar shows the URL: <https://10.0.0.200/nscetrak/PersonProfile.aspx>. The browser's taskbar shows the Start button, several application icons, and the system tray with the time 10:50 AM.

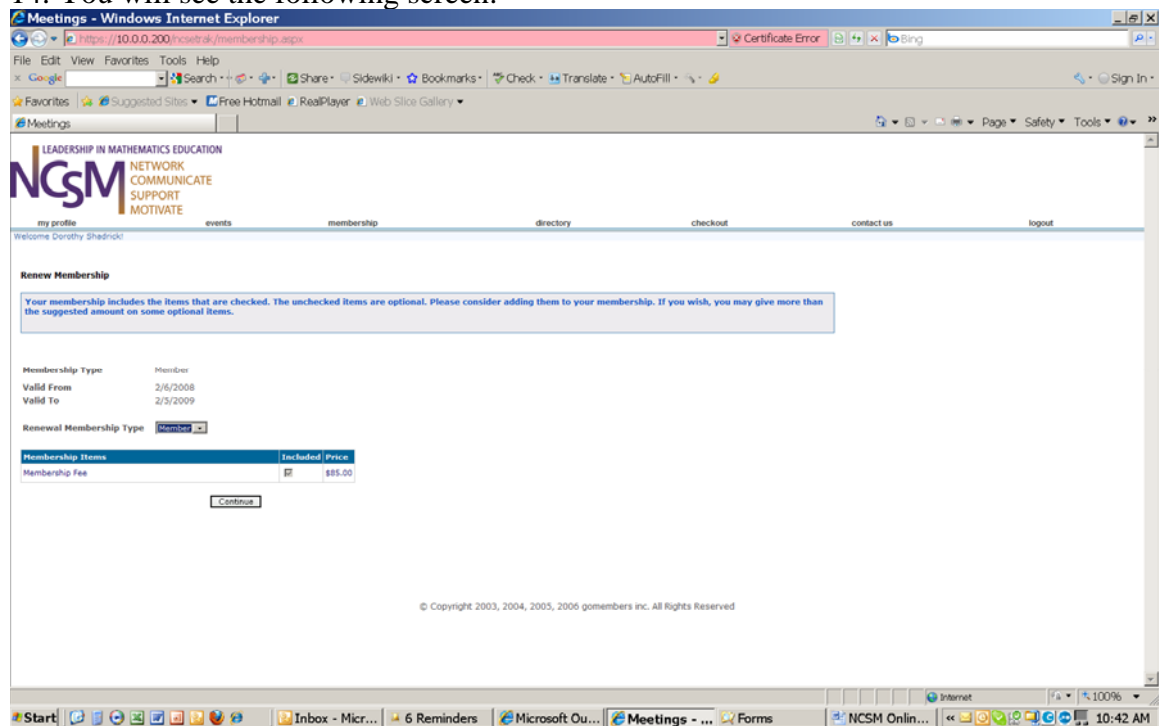
8. In the Company file, you can look to see if your school or school district is already in our system. When finished click continue. You will see the screen below:

The screenshot shows the 'Your Account' confirmation page on the NCSM website. The page displays the following information:

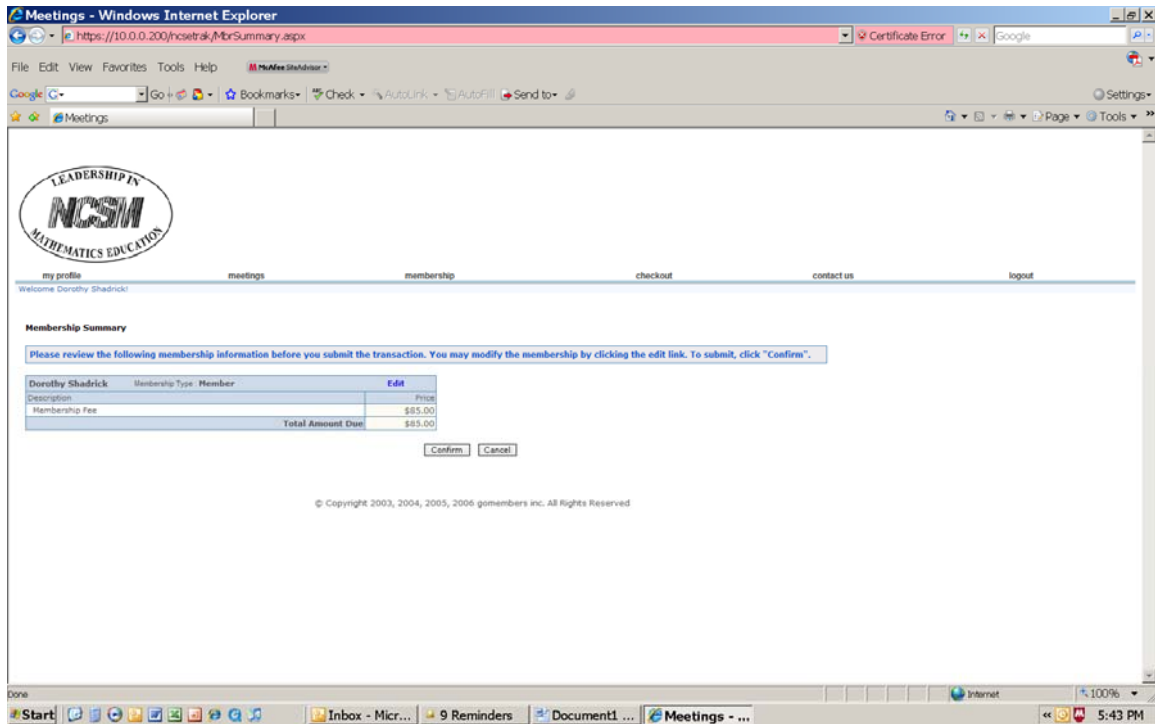
- Your Account**
- Your account has been created.
- Your login ID: 17199.
- Buttons: [Go to My Profile](#), [Go to Events](#), [Go to Membership](#)
- Copyright 2003, 2004, 2005, 2006 gomembers inc. All Rights Reserved

The page is displayed in a Windows Internet Explorer browser window. The address bar shows the URL: <https://10.0.0.200/nscetrak/PersonProfile.aspx>. The browser's taskbar shows the Start button, several application icons, and the system tray with the time 10:54 AM.

9. If you wish to put another address in the database, you may do so using the “Add new address” in the lower left hand corner. Please note you will need to select one address as the Primary Address. This is where all the NCSM mail will be sent.
10. In the upper left under Your Account, you will see your login id. Please print and keep this as you will need it whenever you access the NCSM online system.
11. Remember to write down your password that you entered as you will need it in the future.
12. Select “Go To Membership”
13. Click on “Membership” on the top bar.
14. You will see the following screen:



15. Your membership information will appear as on the screen below.



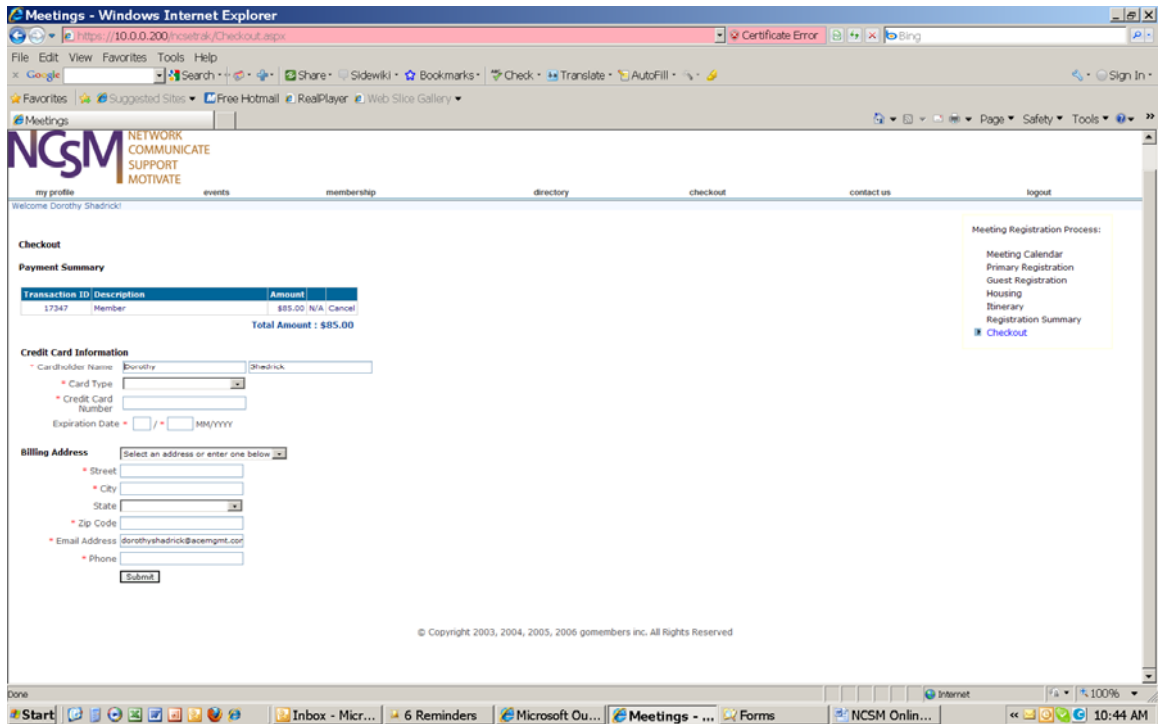
16. If this is the correct information select confirm (if not, contact the NCSM office at 303-758-9611).
17. **PLEASE NOTE THAT YOUR MEMBERSHIP IS NOT FINALIZED UNTIL YOU “CHECKOUT”**. Even though, when you select confirm, the message states your membership has been processed it is not complete until payment has been received. You will receive email below to confirm your membership status. Please note that it states that payment confirmation will be a separate email confirmation once processed.

Thank you for your membership. Below you will find a summary. If you have made a payment, you will receive a separate confirmation.

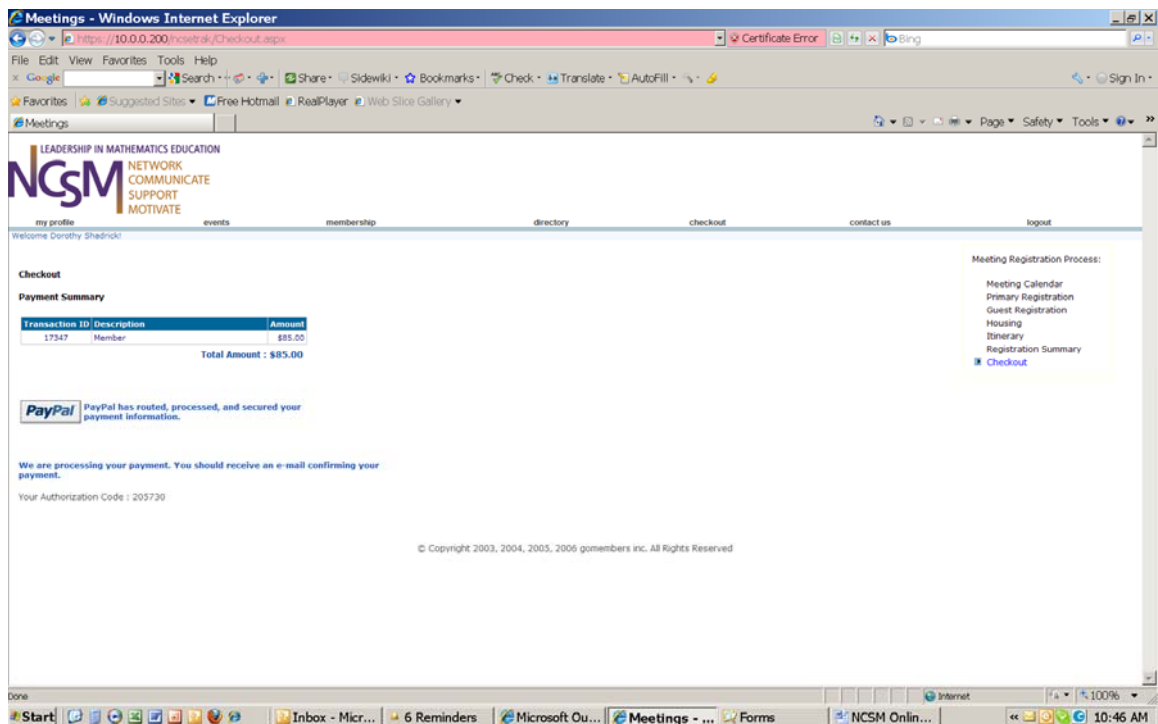
Dorothy Shadrick	Membership Type : Member
Description	Price
Membership Fee	\$85.00
Total Amount Due	\$85.00

If you have any questions about your membership, please contact us at 303-758-9611 or email to Office@ncsmonline.org.

18. Go to the **“Check Out”** area and you will receive the following screen:



19. Enter the correct information and select submit. You will receive the following screen saying your payment is being processed if all the information is complete.



20. You should then receive the following email confirmation:

This is to confirm that your payment has been processed successfully. If you have any questions, please contact us at 303-758-9611 or email to Office@ncsmonline.org.

Reference	Description	Amount
17347	Individual Membership for Dorothy Shadrick: 2/6/2008 to 2/5/2009	\$85.00
		Total Amount:\$85.00

This will complete the process of becoming a member in NCSM.