

NHSDA Chapter Management Cheat Sheet



How to Start a Chapter

1. The main contact for Institutional Membership must log into their NDEO account.
2. On the NHSDA webpage select "Start A Chapter" from the top menu.
3. At the top of the page, click "Apply to Start A Chapter."
4. Complete the Chapter Application and press save.
5. You will receive an email within 1-2 weeks confirming that your chapter has been approved.

How Students Apply for Induction

1. On the NHSDA website (ndeo.org/nhsda) click on Apply for Induction and scroll down until you see the search box.
2. In the "NHSDA Chapter Name" box, type in the name of your chapter and click Search.
3. Locate your chapter in the list of schools. Once you find the correct chapter, click the name of the NHSDA Chapter.
4. Click the gray "Create Account" button
5. Fill out all of the information with a red asterisk next to it and then log into your account using the information you just created.
6. Go back to the Apply for Induction page and scroll down until you see the search box.
7. In the "NHSDA Chapter Name" box, type in the name of your chapter and click Search.
8. Locate your chapter in the list of schools. Once you find the correct chapter, click the name of the NHSDA Chapter.
9. Click on the gray Apply for Induction button for your chapter.
10. Enter your Graduation year.
11. OPTIONAL: Upload point tracking worksheet, transcript, or any other documents if requested by the Chapter Sponsor.

How to use the NHSDA Dashboard (Manage Chapters Section)

Accessing NHSDA Dashboard for Chapter Sponsors

1. You can access your NHSDA dashboard in 2 ways. On the NDEO website, log into your account and go to your member dashboard. There you will click on Manage NHSDA Chapter(s) on the left hand side of the screen. You will then click on the gray manage chapters button and then select which chapter you would like to view.
2. The other way to access your NHSDA dashboard is to go to ndeo.org/nhsda and click on Induct Students. You will then click on manage chapters. You must be logged in to view the NHSDA dashboard.

How to Induct Students

1. First your students will need to have applied for induction. Please see the How Students Apply for Induction section for information on how your students can apply.

2. After your students have applied for induction you will need to access your NHSDA dashboard. You must be logged in to view the NHSDA dashboard.
3. In the NHSDA Dashboard, click on the Induct Students Here button. This will show you all of the students in your roster who are able to just be inducted, be inducted and receive graduation with honors, and just receive graduation with honors. The students are listed in alphabetical order.
4. Find the student you would like to induct and enter their GPA and points. The student you are inducting should have earned the required points and meet the minimum GPA for their chapter.
5. For each student you are inducting, select whether they are being inducted and you the sponsor are printing their certificates, whether they are being inducted and you would like NDEO to print and mail the certificates, or if you would like to induct them and give the graduation with honors at the same time. The option to just give them graduation with honors will only be available after the students have been inducted.
6. Check the box that says pay fee next to each student you would like to induct.
7. Once you are done filling out the information for inducting your students, click on Add all checked inductions to cart. You can also add pins and cords to your cart at this time by entering the quantity and clicking Add to cart.
8. After you are finished, click go to cart and checkout.
9. Fill in the shipping information if you are ordering items that will be shipped to a different address than the address on the account.
10. If you are paying right away you can use a credit card and complete the payment.
11. If you need an invoice to send to your school or you would like to pay with a check click Bill Me and then Place Order.
12. You can then print out the invoice.

How to Print Certificates

1. After the students have been inducted and their induction fees have been paid you can then print their induction and/or Graduation with Honors certificate(s).
2. Access your NHSDA Dashboard (see Accessing NHSDA Dashboard for Chapter Sponsors).
3. Scroll down to the student roster and search for the student whose certificate you would like to print. You can search by name and filter by induction date.
4. In the Options column click on the Printer Icon. This will open a new tab where you can print the certificate and/or download and save the certificate as a PDF
5. If you need to print the Graduation with Honors certificate a pop-up will appear asking you which certificate you would like to print.

How to Order Pins and/or Cords

1. Access your NHSDA Dashboard (see Accessing NHSDA Dashboard for Chapter Sponsors).
2. Scroll to Purchase Pins and Cords section.
3. Add the quantity you would like to order and click Add To Cart.
4. Click Checkout once you are done.

5. Fill in the shipping information if different than the address on the account.
6. If you are paying right away you can use a credit card and complete the payment.
7. If you need an invoice to send to your school or you would like to pay with a check click Bill Me and then Place Order.
8. You can then print out the invoice.