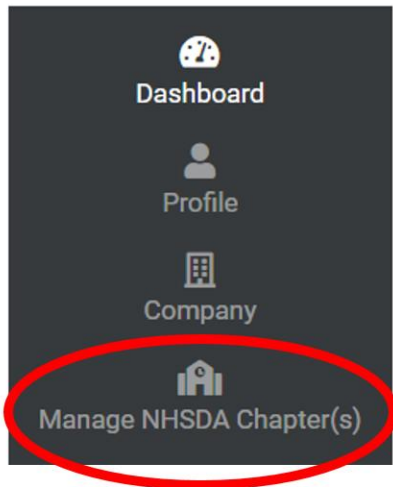


# The Chapter Sponsor should complete the following steps to induct their students:

When you have received the email confirmations for all of the students for the current induction cycle:

- Log in to your NDEO Account to Induct Students
- Click on **Manage NHSDA Chapter(s)** in your Dashboard



- On the next page click on **Manage Chapters**  
Manage NHSDA Chapter(s)

Below are the options currently available to you.

MANAGE CHAPTERS

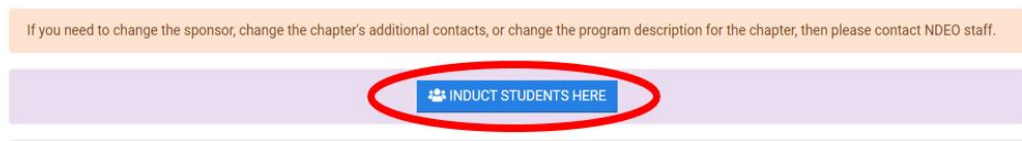
- **Click on the chapter** where you would like to process inductions

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## Chapter List - 1 Record(s)

Chapter Name	Type
<a href="#">Test Chapter</a>	Junior Chapter

- Click on the Blue **INDUCT STUDENTS HERE** button at the top of the page. You will see a list of students who have applied for induction.



- Enter the **GPA and Points** in the boxes provided for the corresponding student you are inducting.

[BACK TO CHAPTER MANAGEMENT](#)

**Induction Roster**

3 Student(s)

Name	GPA	Points	Type	Options
Chu, Jan	<input type="text"/>	<input type="text"/>	Select One... <input type="checkbox"/>	<input type="checkbox"/> Check All <input type="checkbox"/> Uncheck All <input type="checkbox"/> Pay Fee?
Test, SingTest	<input type="text" value="3.00"/>	<input type="text" value="56.00"/>	Select One... <input type="checkbox"/>	<input type="checkbox"/> Pay Fee?
Popovich, Jeff	<input type="text" value="4.00"/>	<input type="text" value="100.00"/>	Select One... <input type="checkbox"/>	<input type="checkbox"/> Pay Fee?

[ADD ALL CHECKED INDUCTIONS TO CART](#)

- Select the type of induction you would like give the student: Induction with Self-Print Certificate (\$8), Induction with Mailed Certificate (\$12), or Induction + Graduation with Honors (\$30.50)\* and then click on the Pay Fee? checkbox next to the names of students you are inducting

[← BACK TO CHAPTER MANAGEMENT](#)

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Induction Roster

3 Student(s)

Name	GPA	Points	Type	Options
Chu, Jan	<input type="text"/>	<input type="text"/>	Select One...	<input type="checkbox"/> Check All <input type="checkbox"/> Uncheck All <input type="checkbox"/> Pay Fee?
Test, SingTest	3.00	56.00	Select One... Induction with Self-Print Certificate (\$8.00) Induction with Mailed Certificate (\$12.00) Induction + Graduation with Honors (\$30.50)	<input type="checkbox"/> Pay Fee?
Popovich, Jeff	4.00	100.00	Select One...	<input type="checkbox"/> Pay Fee?

[ADD ALL CHECKED INDUCTIONS TO CART](#)

- \*Induction + Graduation with Honors is given to Seniors who haven't been inducted yet and the Chapter Sponsor would like to give them Graduation with Honors and Induct them at the same time
- Click on **ADD ALL CHECKED INDUCTIONS TO CART**. A pop-up will appear and you can either induct more students, add cords/pins to your cart, or check out

✓ Items added to cart!

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Would you like to continue managing inductions, or proceed to checkout?

CONTINUE MANAGING INDUCTIONS





CHECKOUT


- **OPTIONAL:** Below the list of names, you will be able to add pins and cords to your order. Add the quantity you would like to order and click **ADD TO CART**. Once you have added the correct number of pins and cords (optional step), click **GO TO CART**

## AND CHECKOUT.

 Purchase Pins and Cords

2 Product(s)




Product	Description	Price	Quantity	
 NHSDA, Graduation Cords	Cords worn by inducted members of the National Honor Society for Dance Arts at graduation ceremonies. **Please order at least one month out from graduation to ensure timely arrival.	\$17.50	<input type="text" value="0"/>	 ADD TO CART
 NHSDA, National Honor Society Pin	Gold Honor Society pin of NDEO logo dancer, representing cross-cultural dance.	\$8.50	<input type="text" value="0"/>	 ADD TO CART

All finished?  [GO TO CART AND CHECKOUT](#)

- Your Shopping Cart will appear, please check to make sure nothing is missing and at this time you can select if you would like the items to be billed to chapter so the institution will be listed on the invoice. **Students will not be inducted until the fees are paid.**

## Shopping Cart

Bill to Test Chapter? No  Yes

Item	Type	Price	Qty	Total
 SingTest Test				
 Induction with Self-Print Certificate	Subscription	\$8.00	1	\$8.00 

Individual Total: \$8.00

- After making sure everything looks good click the **Checkout button** at the bottom of the screen.

- If you ordered items that will be shipped please fill out the Shipping Information and then click **Continue** at the bottom of the page.

## Complete Order

The screenshot shows a web form titled "Complete Order" with three tabs: "Shipping", "Payment", and "Billing". The "Shipping" tab is active. It contains four radio button options for shipping to different addresses. Below the options is a label "Address 1" with a red asterisk indicating it is a required field.

Shipping      Payment      Billing

Ship to my Primary Address  
 Ship to my Alternate Address  
 Ship to my Organization Address  
 New Shipping Address

Address 1 \*

- In the Payment section you can pay with Credit Card or you can click on Bill Me if you need to get the invoice approved before paying. Students will not be inducted until the fees are paid. Follow the on screen directions for Bill Me to print the invoice. Outstanding invoices can be viewed in your NHSDA portal