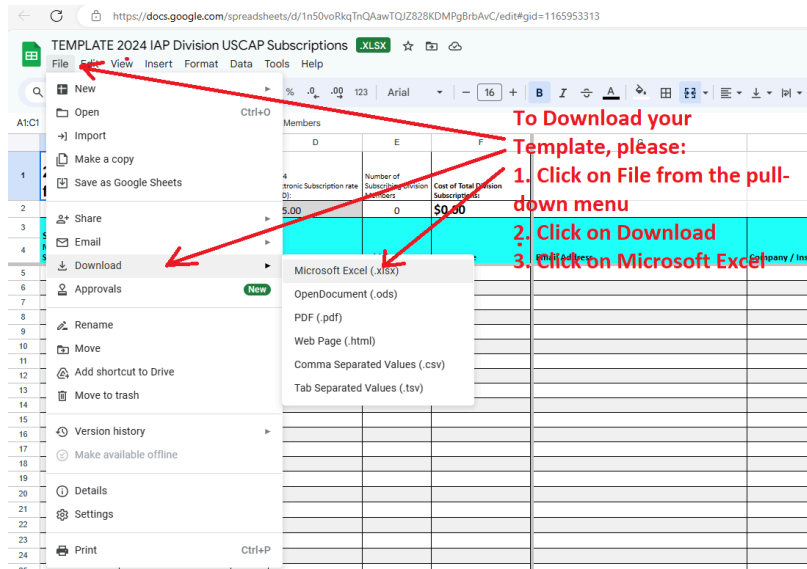
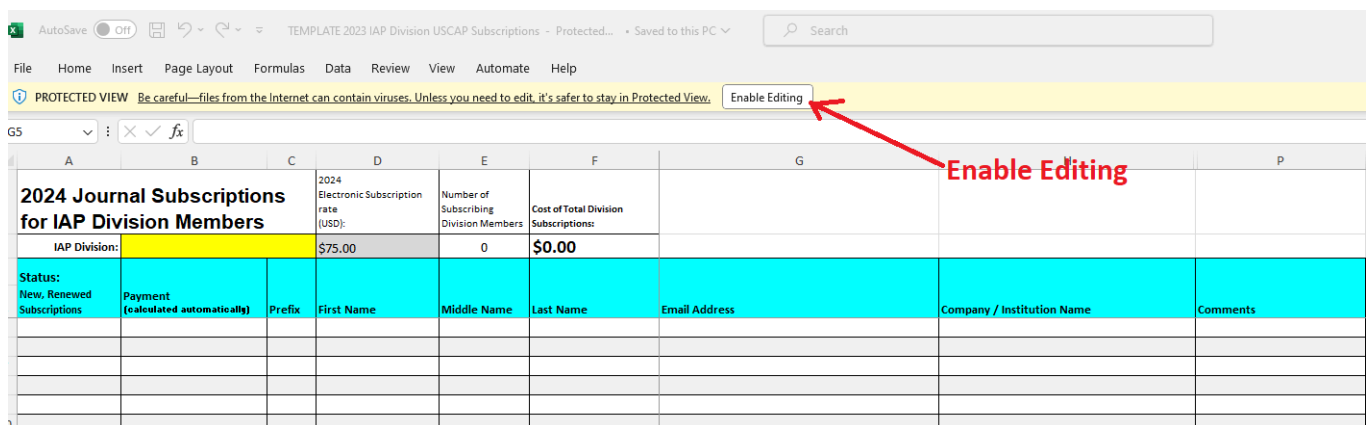


How to use the Excel Template to enter subscriptions details for USCAP Journals

Step 1 Download your template onto your local computer



Step 2 Enable Editing



Step 3 Select your Division

2024 Journal Subscriptions for IAP Division Members

2024 Electronic Subscription rate (USD)	Number of Subscribing Division Members	Cost of Total Division Subscriptions
\$0.00	0	\$0.00

Division from the pull-down list (click on triangle icon next to the yellow cell, B2)

Step 4 Select Status of the subscription for each member

2024 Journal Subscriptions for IAP Division Members

2024 Electronic Subscription rate (USD)	Number of Subscribing Division Members	Cost of Total Division Subscriptions
\$75.00	0	\$0.00

Select Status for the Subscription in column A from the pull-down menu for each member:
- New or
- Renew

Step 5 Enter subscription details for each member

2024 Journal Subscriptions for IAP Division Members

2024 Electronic Subscription rate (USD)	Number of Subscribing Division Members	Cost of Total Division Subscriptions
\$75.00	1	\$75.00

Fill out details for each member.

When complete, save your template with a name that includes your Division and upload it into the webform located here:

<https://www.iapcentral.org/divisions-and-assemblies/division-journal-subscriptions>