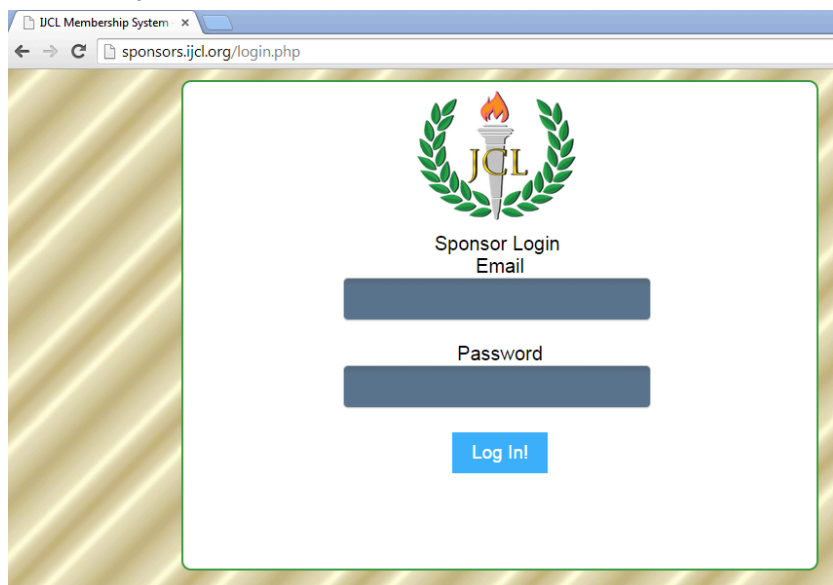


Directions for sponsors adding members after the initial annual chapter registration:

This system will always have you work through the membership oracle at the beginning of each school year. Often you will need to add more members later in the year. This set of directions will help you to quickly and easily add new members and/or renew any members that you added via the oracle in previous years.

1. Log in to the IJCL Membership Portal at: <https://sponsors.ijcl.org/> using your same credentials as before. If you need a new password, please contact the IJCL Co-Chairs at chair@ijcl.org.

A screenshot of a web browser showing the IJCL Membership Portal login page. The browser's address bar displays "sponsors.ijcl.org/login.php". The page features a central white box with a green border. At the top of this box is the IJCL logo, which consists of a torch with a flame, flanked by two olive branches, with the letters "IJCL" in the center. Below the logo, the text "Sponsor Login" is displayed. Underneath, there are two input fields: the first is labeled "Email" and the second is labeled "Password". Both fields are currently empty. Below these fields is a blue button with the text "Log In!". The background of the page is a gold-colored gradient with diagonal lines.

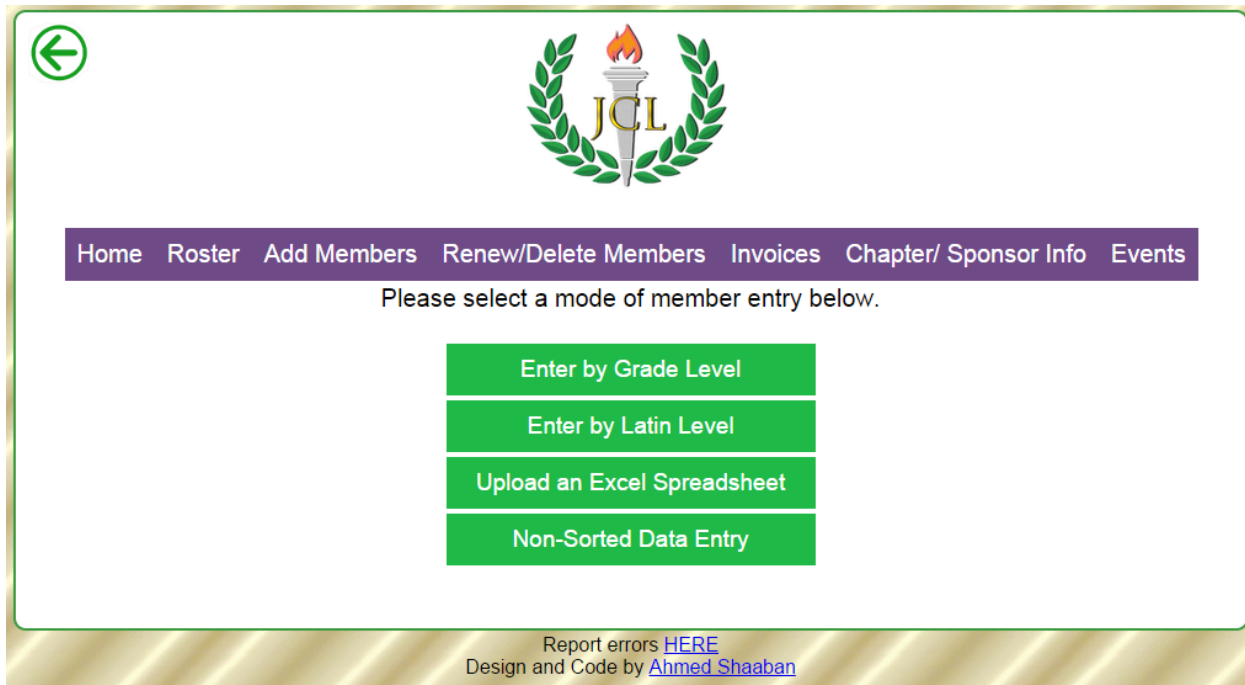
2. The bottom of each page has a link to report problems with the system. Click the link, complete the form with as much detail as possible (what you were doing, when the problem occurred, and what the problem is). You will be contacted as soon as possible.

Report errors [HERE](#)
Design and Code by [Ahmed Shaaban](#)

3. Click on the purple "Add Members" link in the main menu. (To renew members already in the system, skip to step 6, which begins on page 6.)



4. You'll be given four options for entering the names of your members. Choose the method that works best for you - it is easy to change between entry methods by clicking the green "Change Entry Method" button at the top of each page.



Home Roster Add Members Renew/Delete Members Invoices Chapter/ Sponsor Info Events

Please select a mode of member entry below.

Enter by Grade Level

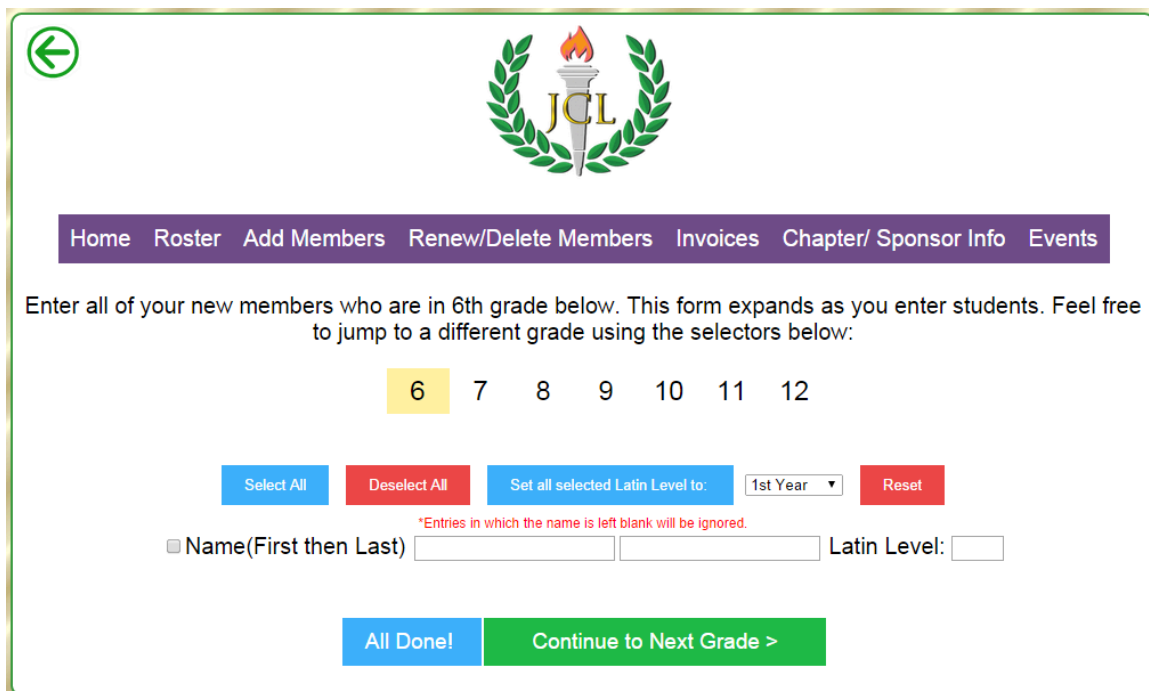
Enter by Latin Level

Upload an Excel Spreadsheet

Non-Sorted Data Entry

Report errors [HERE](#)
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- a. **Enter by Grade Level** - This will prompt you to enter all students from your lowest grade before advancing to your next grade level.



Home Roster Add Members Renew/Delete Members Invoices Chapter/ Sponsor Info Events

Enter all of your new members who are in 6th grade below. This form expands as you enter students. Feel free to jump to a different grade using the selectors below:

6 7 8 9 10 11 12

Select All Deselect All Set all selected Latin Level to: 1st Year Reset

*Entries in which the name is left blank will be ignored.

☐ Name(First then Last) Latin Level:

All Done! Continue to Next Grade >

- The page defaults to entering 6th grade students. You can change the year by clicking on the number or by clicking the green "Continue to Next Grade >" button.
- In the first box, enter the member's First Name.
In the second box, enter the member's Last Name.
In the third box, enter the member's Latin Level.

As you complete one line, a new line will be created. Blank entries will be ignored when submitted.

- iii. When you've entered all members from one grade level, click the green "Continue to Next Grade >" button or the number of the next grade level you'd like to enter.
- iv. When all members from all grade levels have been entered, click the blue "All Done!" button.

- b. **Enter by Latin Level** - This will prompt you to enter all of your members taking their 1st year of Latin (or Classical Studies), then 2nd year students, and so on.

The screenshot shows a web form for entering new members. At the top is a green back arrow icon and the JCL logo (a torch with 'JCL' text). Below is a purple navigation bar with links: Home, Roster, Add Members, Renew/Delete Members, Invoices, Chapter/ Sponsor Info, and Events. The main heading says: "Enter all of your new members who are in Latin Level 2 below. This form expands as you enter students. Feel free to skip to a different Latin Level using the selectors below:". Below this are five buttons labeled 1, 2, 3, 4, and 5. Button 2 is highlighted in yellow. Below the buttons are three buttons: "Select All" (blue), "Deselect All" (red), and "Set all selected Grade Level to:" (blue). To the right of the last button is a dropdown menu showing "6th Grade" and a "Reset" button (red). Below these is a note: "*Entries in which the name is left blank will be ignored." There are two rows of input fields. The first row has checkboxes for "Name(First then Last)", a text box with "Chris", a text box with "Christopherson", and a "Grade Level:" dropdown with "10" selected. The second row has checkboxes for "Name(First then Last)", an empty text box, an empty text box, and an empty "Grade Level:" dropdown. At the bottom are two buttons: "All Done!" (blue) and "Continue to Next Latin Level >" (green).

- i. The page defaults to entering 1st year students. You can change the Latin Level by clicking on the number or by clicking the green "Continue to Next Latin Level >" button.
- ii. In the first box, enter the member's First Name.
In the second box, enter the member's Last Name.
In the third box, enter the member's Grade Level.
As you complete one line, a new line will be created. Blank entries will be ignored when submitted.
- iii. When you've entered all members from one Latin level, click the green "Continue to Next Latin Level >" button or the number of the next Latin level you'd like to enter.
- iv. When all members from all Latin levels have been entered, click the blue "All Done!" button.


- c. **Upload an Excel Spreadsheet** - This will prompt you to download an Excel file template.

The screenshot shows a prompt for uploading an Excel spreadsheet. It says: "Download [THIS](#) template, fill it out, and re-upload it below." Below this is the text "Select the file to upload:" followed by a "Choose File" button and the text "No file chosen". At the bottom are two buttons: "Upload" (blue) and "Cancel" (red). Below the buttons is the text "Step 2: Add New JCL Members".

- i. Click the link on the blue word “THIS” to download the Excel template. Enter your members’ names, Latin levels, and grade levels. Save the document.

	A	B	C	D	E
1	Indiana Junior Classical League - Membership Registration				
2	Student First Name	Student Last Name	Latin Level	Grade Level	
3	John	Smith	1	9	
4	Jane	Doe	2	10	
5	Mike	Owens	3	11	
6	Betty	Jones	4	12	
7	Sam	Milton	2	11	
8					
9					

- ii. Back in the IJCL Membership Portal, click the gray “Choose File” button and find the Excel file that you have saved on your computer. Once you’ve selected the file, hit the blue “Upload” button.
- iii. You’ll be presented with the members who were on the spreadsheet.



[Home](#) [Roster](#) [Add Members](#) [Renew/Delete Members](#) [Invoices](#) [Chapter/ Sponsor Info](#) [Events](#)

Enter all of your new members below. This form expands as you enter students.

Select All
Deselect All
Set all selected Grade Level to:
6th Grade ▼
Reset

Set all selected Latin Level to:
1st Year ▼

*Entries in which the name is left blank will be ignored.

<input type="checkbox"/> Name(First then Last)	John	Smith	Latin Level: 1	Grade Level: 9
<input type="checkbox"/> Name(First then Last)	Jane	Doe	Latin Level: 2	Grade Level: 10
<input type="checkbox"/> Name(First then Last)	Mike	Owens	Latin Level: 3	Grade Level: 11
<input type="checkbox"/> Name(First then Last)	Betty	Jones	Latin Level: 4	Grade Level: 12
<input type="checkbox"/> Name(First then Last)	Sam	Milton	Latin Level: 2	Grade Level: 11
<input type="checkbox"/> Name(First then Last)			Latin Level:	Grade Level:

All Done!

- iv. You can make changes as necessary. Additional members can be added at the bottom. When all members have been added, press the blue “All Done!” button.

- d. **Non-Sorted Data Entry** - This will allow you to enter members in any order.

Home Roster Add Members Renew/Delete Members Invoices Chapter/ Sponsor Info Events

Enter all of your new members below. This form expands as you enter students.

Select All Deselect All Set all selected Grade Level to: 6th Grade ▼ Reset

Set all selected Latin Level to: 1st Year ▼

*Entries in which the name is left blank will be ignored.

Name(First then Last)	Latin Level	Grade Level
John Smith	1	9
Jane Doe	2	10
Mike Owens	3	11
Betty Jones	4	12
Sam Milton	2	11

All Done!

- i. In the first box, enter the member's First Name.
In the second box, enter the member's Last Name.
In the third box, enter the member's Latin Level.
In the fourth box, enter the member's Grade Level.
As you complete one line, a new line will be created. Blank entries will be ignored when submitted.
- ii. When all of your members have been entered, click the blue "All Done!" button.

5. This step presents you with a summary of the selections you've made so far.

Sponsor Dashboard for Test School Log Out

Add Students

Note that after students are added, an invoice must be requested and paid before the memberships become active. After adding the students, proceed to the generate invoice page if you want to generate an invoice. You have opted to add the following students:

Name	Latin Level	Grade Level
Samantha Thompson	1	9
Tim Timson	2	10
Peter Paul	3	11
Mary Jeffers	4	12

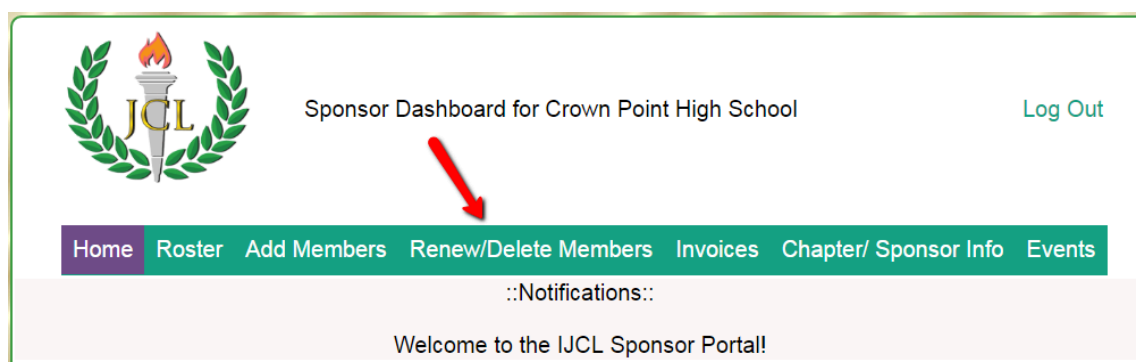
Add Students

Report errors [HERE](#)
Design and Code by [Ahmed Shaaban](#)

- i. If you review the information and find errors that need to be corrected, click the green back arrow in the upper left corner to go back and make the necessary changes. When you are done making changes, hit the blue “All Done!” button.



- ii. Click the green “Add Students” button when you feel that everything is correct and you are ready to continue.
6. You can repeat this process to add members as many times as you need. You will then be able to combine them together into one invoice in the final step. If you are only adding new members, skip to step 8 on page 8. If you need to renew members from previous years, click on the “Renew/Delete Members” link in the main menu.



7. In the “Renew/Delete Members” tool, you can renew or delete existing members. Click the checkbox of the students whose membership you want to renew. For your convenience, you can click on the Select all or Deselect all buttons. Note that predicted Grade and Latin Levels have been filled in based on information from last year. You are able to sort the list by clicking on the column headers. If any information in your list is incorrect, please correct it. All checked students will be available to be included in your membership invoice.

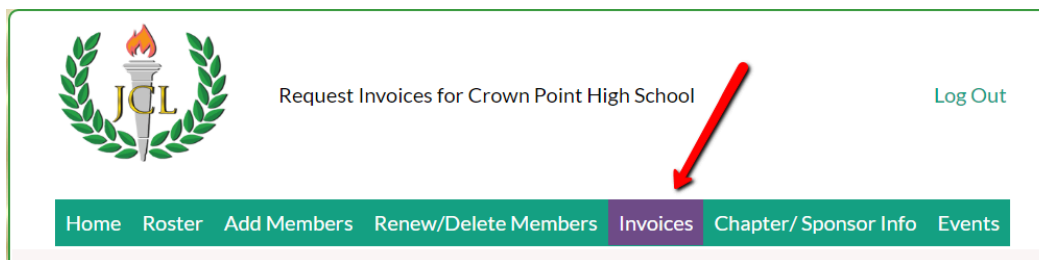
First Name	Last Name	Latin Level	Grade Level	
<input type="checkbox"/> Paul	Francis	2	10	Delete Student
<input type="checkbox"/> Micayla	Greco	2	10	Delete Student
<input type="checkbox"/> Daniel	Hautzinger	2	10	Delete Student

You can still renew a student later that you are not renewing at this time.

You should use the “Delete Student” button only if you are certain that this student cannot possibly be a member in your chapter in the future.

8. Generating and Printing Membership Invoice

- a. Now that you are done entering new members and renewing existing members, you'll want to click on the "Invoices" link.



- b. You'll be presented with a screen prompting you to request invoices. Place a checkmark in the box next to the members you'd like to pay for at this time. You can use either the blue "Select All" or red "Deselect All" button. Once the correct members are all highlighted, click the blue "Generate Invoice" button.

A screenshot of the 'Generate New Invoice' screen. At the top left is the JCL logo. To the right is the text 'Request Invoices for Test School'. Further right is a 'Log Out' link. Below these elements is a horizontal navigation bar with several links: 'Home', 'Roster', 'Add Members', 'Renew/Delete Members', 'Invoices', 'Chapter/ Sponsor Info', and 'Events'. The 'Invoices' link is highlighted with a purple background. Below the navigation bar is a section titled 'Generate New Invoice'. The text below the title reads: 'The following students have been added or renewed, but not added to an invoice. Select the students you want to generate an invoice for and click on the **Generate Invoice** button!'. Below this text is a table with five columns: 'First Name', 'Last Name', 'Latin Level', and 'Grade Level'. The table contains five rows of student data, each with a checkmark in the first column. Below the table are three buttons: 'Select All' (blue), 'Deselect All' (red), and 'Generate Invoice' (blue).

	First Name	Last Name	Latin Level	Grade Level
<input checked="" type="checkbox"/>	Jane	Doe	2	10
<input checked="" type="checkbox"/>	Betty	Jones	4	12
<input checked="" type="checkbox"/>	Sam	Milton	2	11
<input checked="" type="checkbox"/>	Mike	Owens	3	11
<input checked="" type="checkbox"/>	John	Smith	1	9

- c. After clicking the blue "Generate Invoice" button, a new screen will pop up with a copy of your membership invoice. Please print a copy of this invoice. You will be able to obtain this invoice (and all future invoices) from within your sponsor portal in the section directly below where you checked the names in the previous step.

		Prior Invoices		
Invoice ID	Invoice Date	# Students	Status	Link
d66359	2014-09-16 19:31:31	8	Pending	View
585418	2014-09-16 19:54:48	5	Pending	View



IJCL Membership Invoice

Invoice ID: 32540f
Invoice Date: 2014-09-09 20:34:57
School: Sample High School

New/Renewing JCL Sponsors Subtotal:
1 Sponsor(s) @ \$70.00 each = \$70.00

New/Renewing JCL Members Subtotal:
5 Student(s) @ \$5.00 each = \$25.00

Chapter Dues:
State Chapter Dues = \$10.00
National Chapter Dues = \$0.00

Scholarship Donation:
Scholarship Donation = \$20

Total: \$125.00

9. Submitting Invoice with Payment

Please mail, via US Postal Service, a printed copy of the membership invoice and a check covering the total invoiced amount to Jeremy Walker, IJCL Membership and Financial Coordinator, at 209 Maple St., Crown Point, IN 46307.