

RENEW YOUR MEMBERSHIP EVERY YEAR WITH 10 SIMPLE STEPS!

1. Log in to the SADD Portal and confirm your chapter information.
2. In the "Students" tab, click "Graduate". Add in your graduating seniors' new e-mail addresses, then click "Select All" and "Graduation Completed" at the bottom of the page.
3. Click "Edit Students", then "Bulk Grade Rollforward" and "Confirm" to raise each member's grade level.
4. Click "Bulk Years as Member" to add a year of membership to each student.
5. Click "Drop" next to students that aren't re-joining.
6. Select SADD in the "Membership Course Type" column, and designate any officers in the "Member Title" column.
7. Click "Bulk Edit Complete" at the bottom, then "Yes".
8. Add any new students, then press "Save and Finish".
9. Click "Select All", "Submit Membership", then review the information and click "Confirm".
10. The system will auto-generate an invoice of \$0 for 2021-22 for your records.

Adding Students:

ONE AT A TIME:

1. Click Students | Add Students, then click the Add Students accordion
2. Complete the fields in red
3. Click Save and Finish, or Save and Add Next Member

IN BULK:

1. Click Students | Add Students, then click the Bulk CSV Upload accordion
2. Click Download CSV Template and fill it out
3. Add the .CSV file. Duplicate students will be highlighted in yellow.
4. Click Save!

QUICK-START CHECKLIST

Are YOU ready to go back-to-SADD?

- Get approved by school administration!
- Have an advisor, classroom, and founding members!
- Register or re-register on the portal!
- Begin planning for the first event!
- Make posters to advertise the club!
- Volunteer at welcoming events for new students/freshmen or make other plans for recruitment!