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Log in to the new NSP web site through Member Services.

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It opens to a new page click Member Resources at the top of screen.

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Link to Registration site will be listed at the bottom of page in red.

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This is the main screen which opens with all members pre selected as renew.

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At the bottom of the page there are functions to change this list and to add new patrollers.

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Here you can see the different functions. If you highlight the unselect tab.

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It clears the yes/no field; this is handy if you are doing a partial patrol registration.

Now on the Right is the Edit button. Select a record and hit Edit.

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Up pops this update screen. The items with red * are mandatory fields that have to be entered to make changes. Birth date is now mandatory.

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At the top of the update page you can select the tab and view there secondary registration information.

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When you hit "Update Contact" the information is instantly changed on the National Database.

It only updates currently registered patrollers with your patrol instantly. Transfers and New patrollers have to be reviewed by national before the will be updated.

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Select "Add New, Re-registering, or Transferring Members" at the bottom of the page.

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When you add a new member a search member screen comes up. You enter last name or member id # to find listings already in the database.

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It will list all current entries in the data base that match your search. If you they are not listed select "Add New Member at the bottom of screen.

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The member contact screen will come up. Fill in the data and remember the required information fields must be filled in before you can close this screen.

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Then a list of added members will be displayed. New members will show a reference number this will change to an ID number after national process there registration.

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Then return to the main screen.

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Select the “View or Add Secondary Members”

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A secondary roster screen appears.

If you select the “Add a Secondary Patrol Member” a search screen appears to find a member, the same as if you add a new member.

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Return to the main Screen

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When you have selected and added all the members you want to register select “Calculate Payments”

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A Registration Confirmation page will open. If the information is correct you will select the “Print and Submit Roster to Division” at the bottom of the page.

Note the dues listed at the bottom of the page are the numbers to be entered into the Central Division Transmittal form.

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A conformation page will open telling you it is submitted. At the bottom you will need to select print and print 1 copy for your records.

Use this copy to complete the division electronic transmittal form.

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It will then redisplay the summary page to print.

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This is a draft of the transmittal form.

Enter your patrol name and number at the top.

Select your region from the drop down menu.

Enter the number of patrollers that have received an unemployment waiver from Region Director. Enter your National, Division, and Region dues in the color coded boxes from your conformation page.

If you are late registering for between Dec 1 and Feb1 place the number of patrollers late registering in the appropriate box.

Please fill out the contact information on the bottom of the page and Check the "BOX" at the bottom that you agree to transfer funds.

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After submitting registration your main screen will change.

The yes/no field disappears and they are then highlighted.

Yellow while they are being processed and Green when they are done and there card has been sent out.

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If you have patrollers on hold you can view were they are at in the process.

Select "Registrations Pending Approval at the bottom of the Main Screen.

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The highlights on this screen will let you know if the are waiting at Division or National.

The will not be moved to the next level till funds are transferred and received this process can take several days to verify each step.

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