# Membership Registration System

# Student Member

# User Manual

**BPA Membership System**
**Student Manual**

# register.bpa.org/members

- [Google Chrome](#) is the recommended web browser for optimal performance.
- Any data fields outlined in **RED** are required.
- The BPA Membership Registration System is hosted and managed by DLG Enterprises, Inc.
- For assistance contact your Local Advisor.
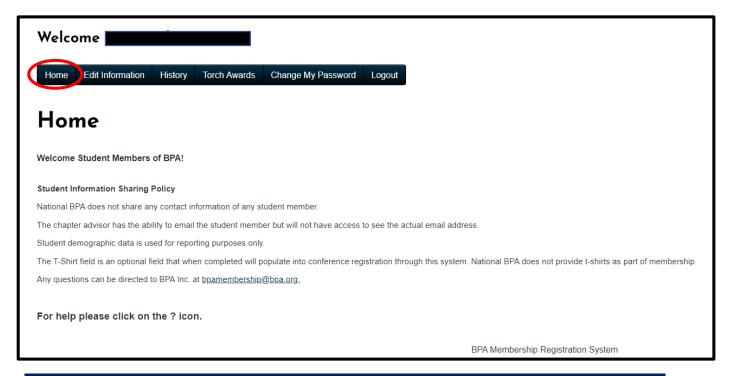
**Login Instructions**

## Member Login

**Membership Id:**

User Name

**Password:**

Password

Login

Forgot Password

**Important Note**

Student members will not be able to access the student portal until your local advisor has submitted your membership invoice.

1. Visit: [register.bpa.org/members](#)
2. Enter your 8-digit "**Membership ID**" in the "**Membership ID**" field.
   a. Your Advisor must submit your registration to generate a Membership ID.
3. Enter your "**Password**" in the "**Password**" field.
   a. Your initial Password is set by your Advisor.
4. Click on the "**Login**" Button.
5. You will be prompted to enter a new password
   a. If you forget the password you create, your Advisor can reset it for you.

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## Home Screen

This is the screen you will see after successfully logging into the BPA Student Member Portal.

Welcome ▮▮▮▮▮▮▮▮▮

| Home | Edit Information | History | Torch Awards | Change My Password | Logout |

# Home

**Welcome Student Members of BPA!**

**Student Information Sharing Policy**

National BPA does not share any contact information of any student member.

The chapter advisor has the ability to email the student member but will not have access to see the actual email address.

Student demographic data is used for reporting purposes only.

The T-Shirt field is an optional field that when completed will populate into conference registration through this system. National BPA does not provide t-shirts as part of membership.

Any questions can be directed to BPA Inc. at bpamembership@bpa.org.

**For help please click on the ? icon.**

BPA Membership Registration System

## Edit Information Button

Please ensure that the following required information is correct, which would have been entered by your Advisor when they registered you:

- **Ethnicity** (select an option from drop-down menu)
- **Gender** (select an option from the drop-down menu)

The following information is Optional:

- **Email** (by providing you can receive emails from the membership system, but nobody will have access to see your actual email address)
- **Cell Phone**
- **Home Phone**

- **Date of Birth**

- **Field of Employment**

- **Address** (click on the "**Addresses**" Accordion to open)



If you update any information be sure and click on the "**Save**" Button.

## History Button

### Service History

This section allows you to add entries to keep track of your BPA Activities and accomplishments, such as:

- Community Service

- Competitive Event Placement

- Conference Attended (Fall Leadership Conference, Leadership Workshop, etc.)

**Steps to add a Service History entry:**

1. Click on the "**Create History**" Button

2. Enter the "**Date**" in the "**Date Field**" (Required)

3. Enter pertinent "**Information**" in the "**Conference Attended / Community Service / Competitive Event Placement**" field (Required)

4. Add additional "**Details**" in the "**Details**" field (Optional)

5. Click on the "**Save**" Button

**Steps to edit a Service History entry:**

1. Click on the "**Pencil**" icon located under the "**Edit**" column next to the entry you would like to edit

2. Update the information

3. Click on the "**Save**" Button

| Date | Conference Attended / Community Service / Competitive Event Placement | Delete | Edit |
|------|------|------|------|
| 08/14/2020 | Test | ✖ | ✏ |

**Steps to delete a Service History entry:**

1. Click on the "**X**" icon located under the "**Delete**" column next to the entry you would like to delete

2. Click on the "**Confirm**" Button (entries that are deleted CANNOT be recovered)

| Date | Conference Attended / Community Service / Competitive Event Placement | Delete | Edit |
|------|------|------|------|
| 08/14/2020 | Test | ✖ | ✏ |

**Membership History**

This area will show what years you were registered as a member.

# Membership

Show [ 10 ▾ ] entries

| Date | Description |
|------|------|
| 08/13/2020 | Membership |

Showing 1 to 1 of 1 entries

## Conferences

This section will pull National Leadership Conferences that you attend, as well as State Leadership Conferences (State Conferences are pulled if your State utilizes DLG, otherwise you would need to list the conference under your Service History).



## Transfer History

This section will show your transfer history.



## Torch Awards Button

This is where you go to log activities to build your Torch Awards Résumé

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You must first watch the Torch Awards video and affirm that you have watched the video before you would be allowed to start building your Torch Award Résumé.



## Overview Tab (Torch Awards)

The Overview Tab is a dashboard that will show your progress in relation to each Torch Award Level:

• Executive

• Diplomat

• Statesman

• Ambassador

Within each Torch Award level, it will also show you how many points are needed to qualify for each Torch Award. Once you have achieved the required points for Diplomat, Statesman or Executive, your Advisor will be notified and be able to submit your Torch Award Résumé for approval.

Welcome



## Your Torch Résumé Tab (Torch Awards)

This Tab will show you all of the categories in which you have added activities, as well as the overall points that you have submitted within each category.

1. To see the activities that you have entered click on a "**Torch Category**" Accordion, which will open and show you all activities that you have entered within that category.

2. You can view an activity by clicking on the "**Eye**" icon under the "**View**" column next to the activity you would like to view.

3. To edit an activity, click on the "**Pencil**" icon under the "**Edit**" Column. You can now edit or update the activity and select "Submit" to save changes.

4. To delete an activity, click on the "**X**" icon under the "**Delete**" column. You will be asked to confirm the deletion and you would click on "**Confirm**."

> ** Please know that if this is your first time in the system your Overview and Torch Resume Tabs or Folders will be empty **

## Add Activity Tab (Torch Awards)

This is where you will go to enter your activities.

1. Click on the "**Add Activity**" Tab

2. Select the "**Torch Category**" by clicking on the appropriate Accordion

3. Click on the arrow next to the activity you would like to add

4. Double check that you selected the correct activity by verifying the information

5. Select the "**Activity Date**"

6. If you need to upload a file click on the "**Choose File**" button

7. Complete the "Description" making sure to do so using a complete sentence

**Knowledge**

| Code | Description | Points | Max Usage | # already submitted | |
|------|-------------|--------|-----------|---------------------|---|
| 401 | Demonstrate or explain the parts of the BPA emblem and their meaning to your BPA advisor or chapter (must be part of an actual demonstration, not merely being an observer) (identify to whom, when, and how presented) | 10 | 1 | 1 | |
| 402 | Recite the BPA pledge by memory on a one-to-one basis to your advisor or chapter (chapter meeting recitation does not qualify) (identify to whom presented and circumstances) | 10 | 1 | 0 | › |
| 403 | Make a short presentation on the BPA colors to your advisor or chapter (identify to whom, when, and how presented) | 10 | 1 | 0 | › |
| 404 | Make a short presentation on the purposes of BPA to your chapter advisor or chapter (identify to whom, when, and how presented) | 10 | 1 | 0 | › |
| 405 | Explain the significance of the Torch Ceremony to your advisor or chapter (identify to whom, when, and circumstances) | 10 | 1 | 0 | › |
| 408 | Participate in a BPA nationally-approved competitive event, individual or team, at the regional level (identify the region and name of competitive event) | 5 | 2 | 0 | › |
| 409 | Place in a BPA nationally-approved competitive event, individual or team, at the regional level (identify the region, place, and name of competitive event) | 5 | 2 | 0 | › |
| 410 | Participate in a BPA nationally-approved competitive event, individual or team, at the state level (identify the name of competitive event) | 5 | 2 | 0 | › |

Overview     Your Torch Resume     Add Activity

**Knowledge**

**409**

Place in a BPA nationally-approved competitive event, individual or team, at the regional level (identify the region, place, and name of competitive event)

**Activity Date**

Activity Date

**File (Photos and Documents, 20MB max size)**

Choose File   No file chosen

**Description**

Type your description here.

Submit