



A global volunteer organization that improves the lives of women and girls through programs leading to social and economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.®

Guide to Online Roster Management and Paying Dues 2019-2020

Welcome to SIA's online dues payment options. Before you begin your online roster and payment updates with the enclosed step by step instructions, please read the following information to help you understand the system.

A. WHAT YOU CAN DO ONLINE

Update club/membership information:

- Manage your club roster: add new members, terminate members, identify the new club president, treasurer and LYD chair, and update contact information for all members, including email. **SIA headquarters urges you to manage your roster online, even if you do not wish to pay your dues online. Simply update your member information online, and then determine the amount you owe to headquarters, and remit payment with the dues worksheet, OR you may pay online.**
- Discontinue (terminate) gift magazine subscriptions for non-members or Friendship Links.

Make payment for the following, using a credit card (MasterCard, Visa, American Express, Discover Card) bank debit card or PayPal:

- Pay member dues, SI dues. (*Clubs paying online will receive an automated detailed receipt at their "@soroptimist.net" club email address.*)
- Make contributions to Founders Pennies, Club Giving and other donation types.

Request an electronic copy of your club roster:

- Delivered by email to address of your choice.
- Choice of Word, PDF or Excel

B. WHAT YOU CAN'T DO ONLINE

- Transfer current Soroptimist members into or out of clubs. Please submit form 5010 to headquarters.
- Reinstate members. If members are rejoining within a year of resigning, please submit a form 5008 to headquarters with the appropriate payments.
- Discontinue current magazine subscriptions for Life members or gift subscriptions paid by the club. To discontinue current magazine subscriptions for Life members or gift subscriptions paid by the club.
- Add new members with previous club year join date.

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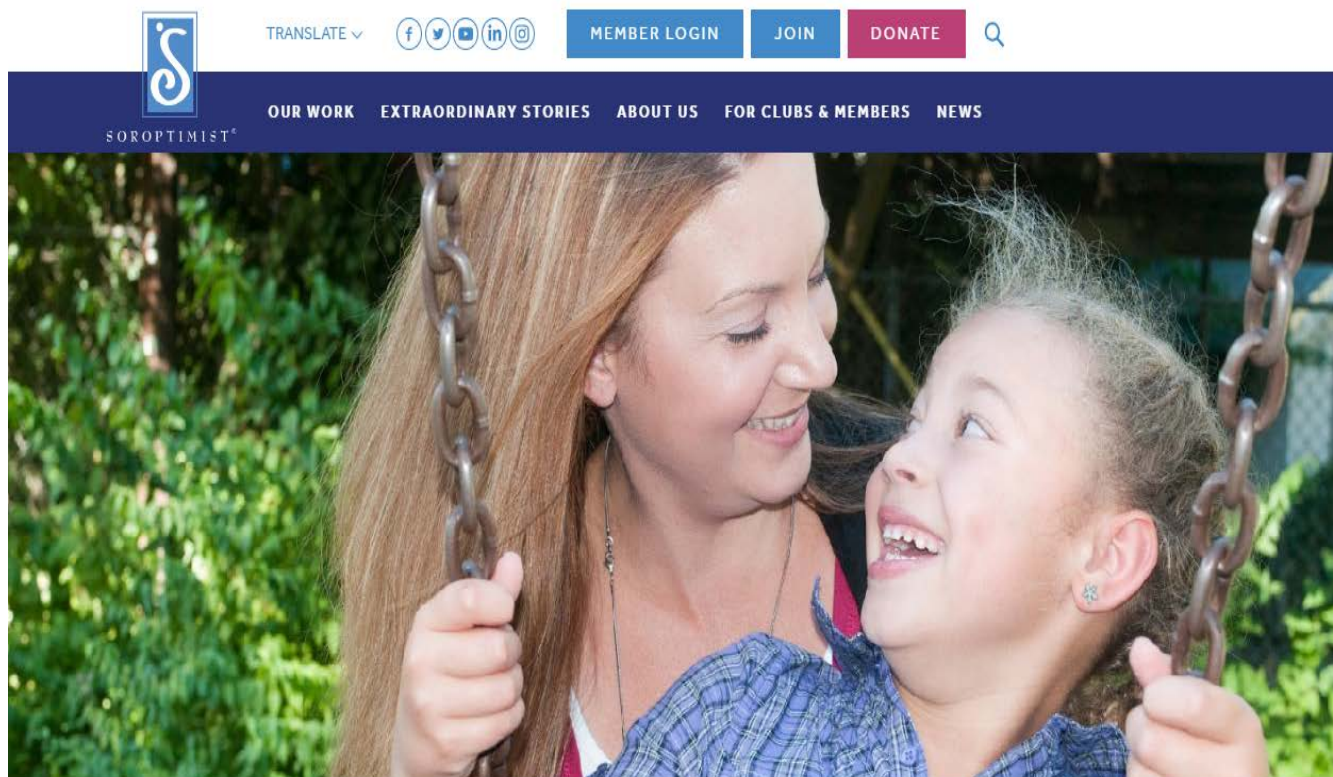
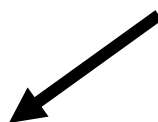
Connecting with the web site

Type www.soroptimist.org



Connect to the Internet and then open a browser such as Internet Explorer, type www.soroptimist.org in the address bar, then click enter.

Click on Member Login to access the password controlled clubs section



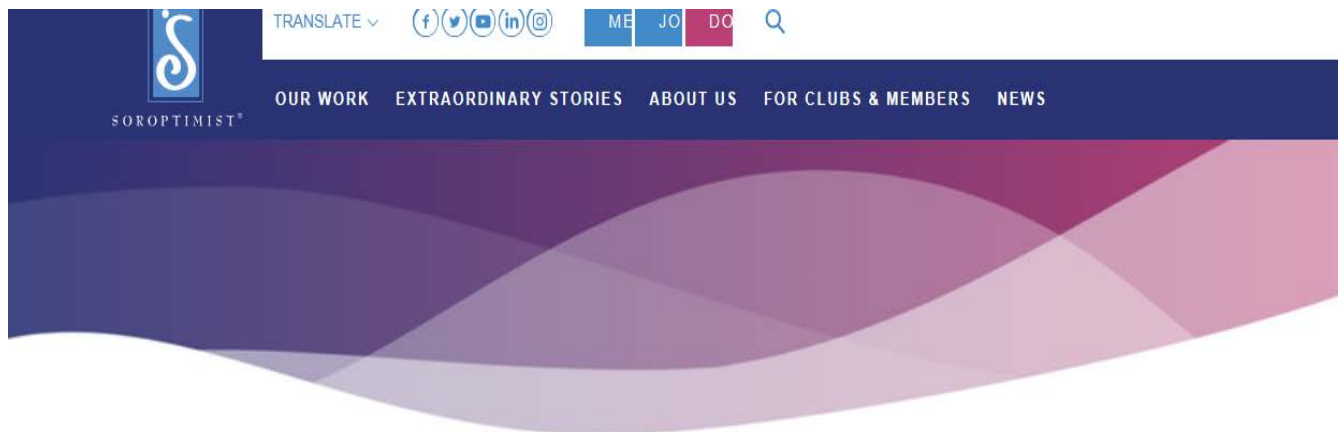
Helping women and girls live their dreams

Entering Username and Password

Important Change to Club Password:

If the club's password has not been changed to be compliance on the website then please read the following information otherwise continue to login and pay club dues.

- Beginning January 9, 2018, all current clubs who login to the SIA website to make dues payments, donations, update their club rosters, club profiles, shop in our store or access any tools that are behind a login screen must change their passwords. These changes are required for compliance on websites that accept credit card payments.
- All passwords must include at least 7 characters, including one letter and one number.
- [Click Here](#) for instructions to change the club's password. After changing the password, you will receive an automated email from siahq@soroptimist.org to the @soroptimist.net address we have on file. Please keep this information in a safe place. SIA headquarters cannot access or track changed passwords.



Sign In

CLUB/MEMBER RESOURCES:

[Membership/Club Directory](#) [Leadership Directory](#) [Club Dues](#) [Club Roster](#) [Store](#) [Meeting & Events](#) [Make a Donation](#)

Sign In

Username

Password

Keep me signed in

[SIGN IN](#)

[Forgot username? | Forgot password?](#)
[Create a new account](#)

Enter the club's username and password. (The username is the club number and the password siaxxxxxxx unless the club has changed its password.) Then click the "Sign In" button.

Review/Edit Roster

In “Club/Member Update” area clubs can...

1. Review/edit the roster
2. Update club/member profile
3. Add a member(s)
4. Terminate a member(s)
5. Change President and/or Treasurer
6. Change LYD Chair
7. Change DIBI Chair
8. Delete Friendship Links
10. Change To Without Magazine
11. Print Club Roster

Detailed instructions will follow.

The screenshot shows the Soroptimist website interface. At the top left is the Soroptimist logo. To its right are social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram. Further right are three colored buttons labeled 'ME', 'JO', and 'DO', followed by a search icon. Below these is a dark blue navigation bar with white text links: 'OUR WORK', 'EXTRAORDINARY STORIES', 'ABOUT US', 'FOR CLUBS & MEMBERS', and 'NEWS'. Below the navigation bar is a large, abstract graphic with wavy lines in shades of purple and blue. At the bottom of the page, there is a 'Sign Out' link and a section titled 'CLUB/MEMBER RESOURCES:' containing several links: 'Membership/Club Directory', 'Leadership Directory', 'Club Dues', 'Club Roster', 'Store', 'Meeting & Events', and 'Make a Donation'. A white text box with a black border is overlaid on the right side of the page, containing the text: 'The first step is to review the list to determine the changes that need to be made to the club's roster. Clicking on the Club Roster link below will show the club roster information that is in our database.' A black arrow points from the bottom of this text box to the 'Club Roster' link in the navigation menu.

CLUB/MEMBER RESOURCES:

[Membership/Club Directory](#) [Leadership Directory](#) [Club Dues](#) [Club Roster](#) [Store](#) [Meeting & Events](#) [Make a Donation](#)

Club Roster

Club officers wishing to reinstate terminated memberships or transfer memberships are asked to fax or mail SIA Form 5008 to SIA headquarters. Once a new member is added, please allow 5-7 business days after dues payment is received, for the new member to display on your Club Roster. The new member's dues will automatically be added to the total on the [Pay Dues](#) page. If you have questions or concerns regarding reinstatements or transfers, contact us at siahq@soroptimist.org or (215) 893-9000.

[View Club's Profile](#) to edit the Club's contact information and view the list of members
[Add a new member to the club](#)
[Request a club Roster](#)

ID:086889
 Full Name:: Thompson, Adele
 Category: With Magazine
 Member Type: LIFE- Life Member

ST/Prov, City: CA, Capistrano Beach
 Contact By:
 Email:

- Make President
- Make Treasurer
- Make LYD Chair
- Make DIBI Chair

- Terminate
- Mark Deceased
- Change To Without Magazine

(1) Review/edit the roster

Determine the changes that need to be made to your club's roster and begin by reviewing the roster list. The roster list shows each member of the club, ID (member number), name, category, city/state and email address.

ID:456638
 Full Name:: Rivas, Gabrielle
 Category: Treasurer
 Member Type: REG-Regular

ST/Prov, City: CA, South El Monte
 Contact By: (w) (626) 475-3665
 Email:gabriellerivas@att.net

- Make President
- Make LYD Chair
- Make DIBI Chair

- Terminate
- Mark Deceased

Updating the Club Profile

Club Roster

Club officers wishing to reinstate terminated memberships or transfer memberships are asked to fax or mail SIA Form 5008 to SIA headquarters. Once a new member is added, please allow 5-7 business days after dues payment is received, for the new member to display on your Club Roster. The new member's dues will automatically be added to the total on the Pay Dues page. If you have questions or concerns regarding reinstatements or transfers, contact us at siahq@soroptimist.org or (215) 893-9000.

[View Club's Profile](#) to edit the Club's contact information and view the list of members
[Add a new member to the club](#)
[Request a club Roster](#)

2(a) Updating the Club Profile

Click on the "View Club's Profile" Link toward the top left side of the screen.

The screenshot shows a form for updating a club profile. The form contains the following fields and values:

ID:	442986
First Name:	
Last Name:	
Club/Region:	Test Club Account
Email:	linda@soroptimist.org
Work Phone:	(555) 222-6546
Home Phone:	(555) 888-5646
Fax:	
Join Date:	
Paid Thru:	6/30/2016
Website:	
Status:	A
Club Region ID:	420199
Street Address:	6242 Broad St
City:	Atwater
Zip/Postal Code:	
Country:	CANADA
State/Province (Required for US and Canada):	Alberta
New Password:	
New Password Confirm:	

Arrows in the image point to the "Back" button at the top left, the "Website" field, and the "Update" button at the bottom.

Enter the club's Social Media information into the "Website" field.

If a change to the Club address is necessary, make the changes and then select the "Update" button. After submitting or viewing your club profile, click on the "Back" button to return to the roster.

Updating a Member Profile

Club Roster

Club officers wishing to reinstate terminated memberships or transfer memberships, or if a new member is added, please allow 5-7 business days after dues payment is received. A member's dues will automatically be added to the total on the [Pay Dues](#) page. If you need help, contact us at siahq@soroptimist.org or (215) 893-9000.

[View Club's Profile](#) to edit the Club's contact information and view the list of members.
[Add a new member to the club](#)
[Request a club Roster](#)

ID: **475742**
 Full Name: Doe, Jane
 Category: Treasurer
 Member Type: REG-Regular

ST/Prov, City: PA, Philadelphia
 Contact By:
 Email:

Mark

ID: **476342**
 Full Name: Doe, Sally
 Category: President
 Member Type: REG-Regular

ST/Prov, City: PA, Philadelphia
 Contact By: (w) (215) 893-9000
 Email: sally@soroptimist.org

Mark Deceased

(2b) Updating a Member Profile

If necessary, a member's contact information can be updated. Click on the member number, which is the first field for each member record on the roster. Make the necessary changes. Click on the Birth Date field to add the birth date (mm/dd/yy) and click on mobile phone to add cell phone number. Click on the "Update" to confirm changes and then click on the "Back" link again to get back to the club roster.

ID:
 First Name:
 Last Name:
 Club/Region:
 Email:
 Mobile Phone:
 Work Phone:
 Home Phone:
 Birth Date (mm/dd/yyyy):
 Join Date:
 Website:
 Status:
 Club Region ID:
 Street Address:

475742:
 Jane
 Doe
 Monmouth County II

A

1709 Spruce St

City:
 Zip/Postal Code:
 Country:
 State/Province
 (Required for US and Canada):
 New Password:
 New Password Confirm:

Philadelphia
 19103-6103
 United States
 Pennsylvania

Adding a New Member

[Back](#)

Thank you for joining us in our mission to improve the lives of women and girls, in local communities and throughout the world. Once a new member is added, please allow 5-7 business days after dues payment is received, for the new member to display on your Club Roster. The new member's dues will automatically be added to the total on the [Pay Dues](#) page.

Please provide the information below to ensure a secure payment process.

Contact Information (fields with a * are required)

Member Type: REG-Regular ▼

Name:

	Prefix	First *	MI	Last *	Suffix
Nickname	<input type="text"/>				
email	<input type="text"/>				
website	<input type="text"/>				
Mobile Phone:	<input type="text"/>				
Work Phone:	<input type="text"/>				
Home Phone:	<input type="text"/>				
Fax:	<input type="text"/>				
Birth Date (mm/dd/yyyy):	<input type="text"/>				
Club Name:	<input type="text"/>				
Street Address or P.O. Box and Number: *	<input type="text"/>				
Suite/Room (if applicable):	<input type="text"/>				
Additional Address Line: (if applicable):	<input type="text"/>				
City: *	<input type="text"/>				
Zip/Postal Code: *	<input type="text"/>				
Country: *	<input type="text"/>				
State/Province (Required for US and Canada):	<input type="text"/>				

3) Adding a New Member

If you need to add a new member, click the “[add a new member to the club](#)” link toward the top left of the screen in the “[Club/Member Update](#)” section. (Reference pg. 8 if needed) Fill out all the required fields and then click on the continue button at the bottom of the page. The next page allows you to review/edit your information (not shown in this example) and click the “[continue](#)” button to add the new member. Repeat the process if you need to add more members.



[Continue](#) [Clear Form](#)

Terminating Members / Changing President and /or Treasurer and/or LYD Chair and/or DIBI Chair

4) Terminating members

To terminate a member click on the “[Terminate](#)” button next to the member in the “[Club Member Update](#)” section. *If the member is deceased, please check the “[Deceased](#)” box then terminate the member.* Terminating a member removes them from the roster and membership from SIA. If you terminate a member accidentally, **do not add them as a new member.** Send Form 5008 to headquarters, along with payment. If you send the form within two weeks of your online activity, you may waive the reinstatement fee. *Contact SIA headquarters if you have any questions.*

CLUB/MEMBER RESOURCES:

[Membership/Club Directory](#) [Leadership Directory](#) [Club Dues](#) [Club](#)

Club Roster

Club officers wishing to reinstate terminated memberships or transfer memberships a new member is added, please allow 5-7 business days after dues payment is received. A member's dues will automatically be added to the total on the [Pay Dues](#) page. If you contact us at siahq@soroptimist.org or (215) 893-9000.

[View Club's Profile](#) to edit the Club's contact information and view the list of members
[Add a new member to the club](#)
[Request a club Roster](#)

ID:475742

Full Name:: Doe, Jane

Category: Treasurer

Member Type: REG-Regular

[Make President](#)

[Make LYD Chair](#)

[Make DIBI Chair](#)

ST/Prov, City: PA, P
 Contact By: (m) (215)
 Email:

[Terminate](#)

Mark Deceased

ID:476342

Full Name:: Doe, Sally

Category: President

Member Type: REG-Regular

[Make Treasurer](#)

[Make LYD Chair](#)

[Make DIBI Chair](#)

ST/Prov, City: PA, P
 Contact By: (w) (215)
 Email:sally@soropti

[Terminate](#)

Mark

(5) Changing the President or Treasurer

To Change the President, Treasurer, LYD Chair or DIBI Chair of the club, find the member who will become the new club officer and click on the “[Make President](#)” button to make the member a President or click “[Make Treasurer](#)” to make a member the Treasurer of the club or click “[Make LYD Chair](#)” to make a member LYD Chair or click “[Make DIBI Chair](#)” to make a member the DIBI Chair.

Note: If a member is incorrectly made a President or Treasurer, find the member in the roster list that should be a club officer and click the appropriate “[Make President](#)”, “[Make Treasurer](#)”, “[Make LYD Chair](#)” or “[Make DIBI Chair](#)” button and confirm the change.

Delete Friendship Links

Club Roster

Club officers wishing to reinstate terminated memberships or transfer memberships are asked to fax or mail SIA Form 5008 to SIA headquarters. Once a new member is added, please allow 5-7 business days after dues payment is received, for the new member to display on your Club Roster. The new member's dues will automatically be added to the total on the [Pay Dues](#) page. If you have questions or concerns regarding reinstatements or transfers, contact us at siahq@soroptimist.org or (215) 893-9000.

[View Club's Profile](#) to edit the Club's contact information and view the list of members
[Add a new member to the club](#)
[Request a club Roster](#)

ID:443001 ST/Prov, City: ,
 Full Name:: RafaelaTest, Shirley Contact By:
 Category: Treasurer Email:
 Member Type: REG-Regular


[Make President](#) [Terminate](#) Mark Deceased

[Make LYD Chair](#)

ID:442990 ST/Prov, City: AZ, Somewhere
 Full Name:: Doe, Jane Contact By:
 Category: President Email:
 Member Type: REG-Regular

[Make Treasurer](#) [Terminate](#) Mark Deceased

[Make LYD Chair](#)

ID:443043 ST/Prov, City: , Philadelphia
 Full Name:: Blake, Joanne Contact By:
 Category: Email:
 Member Type: FRND-Friendship Link 

[Terminate](#) Mark Deceased

ID:442989 ST/Prov, City: PA, Philadelphia
 Full Name:: DuesNEWtest, Test Contact By:
 Category: Email: siahq@soroptimist.org
 Member Type: REG-Regular

7) Your roster may list Friendship Links if your club pays for a subscription for *Best for Women*. If your club will not continue providing the subscription to your Friendship Link, you may remove them from your roster by clicking the **“Terminate”** button. Subscription fees will not be billed in the next step (Pay Dues).

Additional Notes:

If your club purchases any additional domestic or foreign subscriptions for Friendship Links or non-members, you will be billed for them automatically in the next step **“Pay Dues”**. You may delete these gift subscriptions if your club does not want to continue them by clicking the terminate button. However, you cannot add additional subscriptions through the website.

Printing Club Roster

Club Roster

Club officers wishing to reinstate terminated memberships or transfer memberships are asked to fax or mail SIA Form 5008 to SIA headquarters. Once a new member is added, please allow 5-7 business days after dues payment is received, for the new member to display on your Club Roster. The new member's dues will automatically be added to the total on the [Pay Dues](#) page. If you have questions or concerns regarding reinstatements or transfers, contact us at siahq@soroptimist.org or (215) 893-9000.

[View Club's Profile](#) to edit the Club's contact information and view the list of members
[Add a new member to the club](#)
[Request a club Roster](#) ←

ID:443001	ST/Prov, City: ,
Full Name:: RafaelaTest, Shirley	Contact By:
Category: Treasurer	Email:
Member Type: REG-Regular	
<input type="button" value="Make President"/>	<input type="button" value="Terminate"/>
<input type="button" value="Make LYD Chair"/>	Mark Deceased <input type="checkbox"/>

ID:442990	ST/Prov, City: AZ, Somewhere
Full Name:: Doe, Jane	Contact By:
Category: President	Email:
Member Type: REG-Regular	
<input type="button" value="Make Treasurer"/>	<input type="button" value="Terminate"/>
<input type="button" value="Make LYD Chair"/>	Mark Deceased <input type="checkbox"/>

ID:443043	ST/Prov, City: , Philadelphia
Full Name:: Blake, Joanne	Contact By:
Category:	Email:
Member Type: FRND-Friendship Link	
<input type="button" value="Terminate"/>	Mark Deceased <input type="checkbox"/>

ID:442989	ST/Prov, City: PA, Philadelphia
Full Name:: DuesNEWttest, Test	Contact By:
Category:	Email: siahq@soroptimist.org
Member Type: REG-Regular	

Club Roster

Select the format, enter the email address you would like the club roster sent to, then click [Send Request](#). Please allow a few minutes for the roster to appear in your email.

Select your format: ←

- Word ←
- PDF
- Excel

Email: ←

View Roster: After you have made all the updates to the roster, you can have your club roster sent to the email address of your choice. Click on ["Request a club Roster"](#) then select your format; Word, PDF or Excel and click on ["Send Request."](#) Your roster will be sent from siahq@soroptimist.org.

Pay Dues

When finished reviewing, editing and printing the roster, click on “Club Dues” link on the upper portion of screen.

Sign Out
 CLUB/MEMBER RESOURCES:
[Membership/Club Directory](#) [Leadership Directory](#) [Club Dues](#) [Club Roster](#) [Store](#) [Meeting & Events](#) [Make a Donation](#)

Request submitted successfully.

[Back](#)

Soroptimist International of Monmouth County II Dues Billing

Dues Item	Balance
Regular Member Dues	74.00
Soroptimist International Dues	10.00
Club Liability Insurance	10.00
New Member Fee	20.00

Checked items will be added to your cart charges.

<input type="checkbox"/>	Title	Balance
<input checked="" type="checkbox"/>	Founders Pennies (Voluntary)	\$11.76

[PAY CLUB DUES](#)

Once a new member is added, please allow 5-7 business days, after dues payment is received, for the new member to display on your Club Roster. The new member's dues will automatically be added to the total on this page.

The “Pay Dues” page itemizes the dues. Founders Pennies is a voluntary contribution and the amount in this field can be changed. If you do not want to contribute, uncheck the box. Review the changes, **Print This Page for your Records** then click “Pay Club Dues” to complete the process.

Check-Out Basket

CONTINUE SHOPPING

Shopping Cart

Items

There are no records.

UPDATE

Invoices

Invoice Number	Description	Balance	
N/A	Renewal Fees - Monmouth County II	125.76	Pay Later



The Check-Out Basket Review the check-out total and input your credit/debit card information. If you have a PayPal account, click on the “PayPal” checkout button. If you do not have a PayPal account but would like to create one, instructions can be found on the PayPal.com website at <https://www.paypal.com/webapps/mpp/account-setup>. When ready click the “[Submit Order](#)” button only once. *Note: it may take several seconds to verify and complete the transaction.* If the total is not correct click on the “Pay Later” button and go back to the “Pay Dues” page (see page 13). If you need to get to the roster to make changes, click on the “[Club Roster](#)” link (see page 13). Proceed to “[Club Dues](#)”, review items and then click the “[Pay Club Dues](#)” button again to get back to the “[Check-Out Basket](#)” page.

Cart Charges

Invoice Total	125.76
Transaction Grand Total	125.76

Payment Details

Pay with PayPal

[What is PayPal?](#)
You will be taken to PayPal to complete your purchase.

Check Out with **PayPal**

Other Payment Options

Payment amount 125.76

Payment method **American Express** ▼

- Card number
- Name on card
- Expiration date **01** ▼ **2019** ▼

CSC

Card address [Choose another address](#)



SUBMIT ORDER

Purchase Detail

Donations

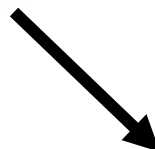
After printing the Dues Receipt, donations can be made by clicking the “[Make a Donation](#)”.

The Order Confirmation page confirms that the transaction and dues for the club have been paid!

Printing this page for your records is recommended.

Receipts:

A detail receipt will be sent to your club’s @soroptimist.net club email address for your financial documentation backup.



[Sign Out](#)

CLUB/MEMBER RESOURCES:

[Membership/Club Directory](#)

[Leadership Directory](#)

[Club Dues](#)

[Club Roster](#)

[Store](#)

[Meeting & Events](#)

[Make a Donation](#)

[CONTINUE SHOPPING](#)

Shopping Cart

Items

There are no records.

Thank you for processing your roster online!

If you have any questions you can send an email to siahq@soroptimist.org or call Headquarters at 215-893-9000.