

## Theta Alpha Kappa New Member Registration Instructions

Chapter moderators (chapter representatives) *must* this year use the Ken Jernigan website (the vendor with whom Theta Alpha Kappa works) to register new members. We can no longer accept the old induction form. Go to <http://www.kenjernigan.com/TAK-Induction-Fee-Certificate-Included.html> to enter the names and other information for your inductees.

To enter new member information and to order induction certificates, chapter representatives (moderators) will need to gather the below information from those to be inducted. We ask that the chapter representative enter the information for all his/her inductees, generate the chapter invoice that will be produced automatically at the end of the ordering process, collect the fees from the inductees and then, if possible, write one check to cover the induction fees of all inductees and mail that check and invoice to Ken Jernigan and Associates. Make checks payable to "Ken Jernigan and Associates" and write "TAK induction fees" along with your chapter number in the memo line.

**NOTE: There is only one shipping and handling fee when ordering multiple certificates when they are all ordered by the chapter representative at one time.** On the Jernigan website, after you've entered the information for the first inductee, click on the button "Enter New" at the bottom of the form and it will then open a new form for your next inductee. Continue doing this until you've entered all the inductees. Then at the bottom of the form where it asks "You have added X inductees" (where X is the total number of inductees you've entered), click YES. Then click the "Add to Cart" button that appears. That will take you to the check out where all certificates will appear under a single invoice. When you click to complete your order, all certificates ordered will come under a single shipping and handling charge.

**A video with full instructions for moderators to enter new inductees can be found on YouTube at:**

[http://youtu.be/z0HjpKbb\\_zA](http://youtu.be/z0HjpKbb_zA)

Information necessary for entering your inductees:

First Name  
Last Name  
Permanent Address:  
City  
State  
Country  
Zip  
Phone  
E-mail  
Category (Undergraduate, Graduate, Faculty, Honorary)  
Induction Semester (Fall, Winter, Spring)  
Induction Year  
Graduation Year

Additionally, the moderator will provide the following information (which will automatically appear on all induction forms after the first):

University  
Chapter number  
Chapter Greek Letters  
Moderator First Name  
Moderator Last Name  
Moderator Phone  
Moderator Fax  
Moderator E-mail

cdg, 02/20/2012