

ACL & NJCL REGISTRATION

Check the status of your ACL Membership:

- Go to aclclassics.org
- At the top, click *Member Login*. If you do not know your user name or password or if you are not sure if you have an account you can email njcloffice@njcl.org.
- Once you are logged in the button will say *member logout*
- Click on the *view my profile* (or the *human figure*) to the left to view your dashboard.
- On the profile screen scroll down and click on *My Membership*.
- You will see ACL MEMBERSHIP EXP. xx/xx/xxxx
- If your membership expires before 08/31/2019 you need to pay for you ACL Membership for the 2019-2020 school year.

If needed, pay your 2019-2020 ACL Membership:

- From your dashboard click on *Pay for ACL Membership* in the top section.
- Complete the information in each box.
- Click add to cart.
- Click view cart.
- Scroll down in the cart and click on *secure checkout*.
- Confirm your billing and shipping information, and scroll down and click review order.
- Select your payment method.
 - If you are paying with credit card complete the credit card information.
 - If you are paying via School PO, or would like an invoice to print and send a check select SCHOOL PO OR SEND INVOICE then enter the PO number or the word CHECK in the box.
- Click place order. Complete the information required.
- You will receive an email confirmation of your payment or an invoice to print and submit.

Once your ACL Membership is current, you can start your NJCL Chapter for the 2019-2020 school year.

- From your dashboard, in the top section, click on the *Start your 2019-2020 Chapter*
- Complete the information in each box
- Click *add to cart*
- Click *view cart*
- Scroll down in the cart and click on *secure checkout*
- Follow the prompts to complete your order
- Confirm your billing and shipping information, and scroll down and click review order.

- Select your payment method.
 - If you are paying with credit card select REGULAR PURCHASE.
 - If you are paying via School PO, or would like an invoice to print and send a check select SCHOOL PO OR SEND INVOICE then enter the PO number or the word CHECK in the box.
- Click place order. Complete the information required.
- You will receive an email confirmation of your payment or an invoice to print and submit.

Completing these steps are best way to ensure your NJCL chapter will be properly registered with NJCL. The NJCL office will send an email to your state chair that will include the list of students you registered.

Here's a breakdown of the deadlines for NJCL:

- Now to December 1st - no chapter registration fee
- December 1st - NJCL chapter registration fee \$10
- April 1st - NJCL chapter registration fee \$20

*CASCADIA JCL CHAPTER REGISTRATION INSTRUCTIONS
WILL BE PRESENTED AT THE FALL PLANNING MEETING (OCT 12, 2020)
AND POSTED TO THE CASCADIA WEBSITE THEREAFTER (cascadiajcl.com)*