

DKG State Organization Treasurer Test Site Training II

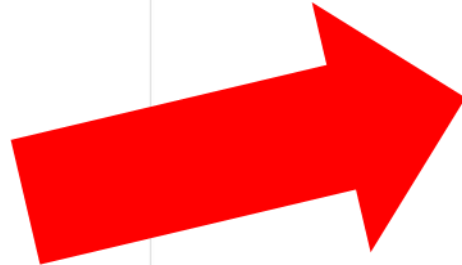
Add/Transfer/Reinstate

LEADING WOMEN EDUCATORS IMPACTING EDUCATION WORLDWIDE



Members must login with member ID to access members-only resources and forms.

Member login (Username = DKG member ID)



Username

Password

Remember me

Non-members must create a non-member account here to register for events.

For assistance, email mem@dkg.org.
512-478-5748
888-762-4685 (US and Canada only)

Note: Please contact us if you are having login problems.


The default password can be found in the President's Page that is mailed to chapter presidents.

Website Navigation Guide



- Go to www.dkg.org.
- Click on **Sign in**. Your 6 digit member number is your username.
- If you have not logged in before, the password you should use is **dkg2014society** making sure to use all lower case letters and no extra spaces. If you have logged in before, use the password you set up at that time.
- Click on the "Sign In" button.
- After logging in, click on **MyDKG** at the top right in the black bar.

Linda Vailes
[AR Beta Epsilon](#)




ID: 125224
Type: Active
Paid through: 6/30/2018

- DKG Profile
- Donate Now
- Shop DKG
- Register

State Org/Chapter
Arkansas Beta Epsilon
Initiation Date
4/1/1972

Here you will see your personal information like work, home, cell phone, email, and address, etc..
Click on "Chapter Connect"

To update your information, click the  edit icon next to the section containing the information to be modified.

Note: Some fields may be read-only and cannot be changed online.

Navigation: About Me | My Participation | My Communities | Member Directory | State Connect | **Chapter Connect**

Membership Card

Change your password
Current username is 125224
[Change password](#)

Social Profiles
There are no social profiles defined.

Work Phone: (870) 941-8702 cell
Home Phone: (870) 942-3864
Cell Phone: (870) 941-8702
Email: linda5662@windstream.net
Website:
Position:
Birth Date: 11/11/1946

Birth Date has to be entered as full date format, but it will be displayed as Month and Day only.

My Addresses

Main Address +



ID 125224
Type Active
Paid through
6/30/2018

DKG Profile Donate Now

Shop DKG Register

State Org/Chapter
Arkansas Beta Epsilon

Initiation Date
4/1/1972

Note: Some fields may be read-only and cannot be changed online.

About Me My Participation My Communities Member Directory State Connect Chapter Connect
Membership Card

STATE CONNECT

Chapter

iMIS Id 125224
Full Name Linda Vailes
Company Id 495579
Company AR Beta Epsilon

Pay Dues

Dues Orders

Order No	Date	Billed	Paid
10445.00	6/26/2018	80.40	0.00
10447.00	6/26/2018	80.40	0.00
10475.00	7/18/2018	281.40	0.00
10586.00	10/18/2018	320.00	0.00

You are now at a screen with your member ID (iMIS Id), your full name, your Company ID (the code for your chapter in the database), and your Company name—which is a blend of the two initials for your state organization and your specific chapter name.

Click on "Pay Dues."

Pay Dues

ID 125224

Note: Some fields may be read-only and cannot be changed online.

All chapters associated with user: **Linda Vailes**

Chapter	State Org	Orders	Members
AR STATE ORG		Manage	Manage Add/Transfer
AR Alpha	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Alpha	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Beta	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Chi	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Delta	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Eta	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Iota	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Kappa	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Mu	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Pi	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Rho	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Sigma	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Tau	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Theta	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Upsilon	AR STATE ORG	Manage	Manage Add/Transfer



To Add or Transfer a member, click the **“Add/Transfer”** button.

ID 125224

Note: Some fields may be read-only and cannot be changed online.

Pay Dues

CHAPTER DUES PORTAL Logged In: **Linda Vailes** [Home](#) [Logout](#)

ADD/TRANSFER MEMBER
Chapter: **AR Alpha Iota**
State Organization: **AR STATE ORG**

Search for Duplicates

To ensure you are not adding a duplicate record, please search for existing accounts by Email, DOB, or Name with the information you have:

Email	Date of Birth		
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>		
First Name	Last Name	Maiden Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

To keep from entering a duplicate account, enter as much information as you have on the member.

ID 125224

Note: Some fields may be read-only and cannot be changed online.

Pay Dues

First Name: Last Name: Maiden Name:

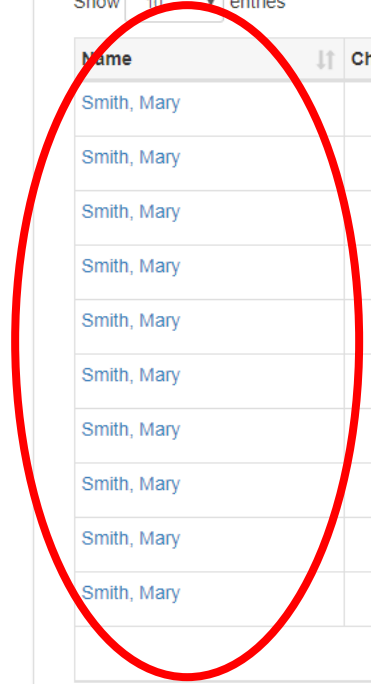
From this screen, you will need to compare the information that you have on your member to be added/transferred and the information already in the system.

[Back](#) [Search](#)

Notice! We have found the following possible matches based on your search criteria. If you are creating a new member please review the list before continuing.

Show 10 entries

Name	Chapter	City/State	Customer Type	Status	Match Quality	
Smith, Mary		Cypress, TX	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Unionville, VA	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Farlington, KS	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Delmar, MD	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Delray Beach, FL	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Cumberland Gap, TN	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Mars Hill, NC	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Madison, AL	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Port Orchard, WA	Drop Member	Inactive	Medium	Transfer
Smith, Mary		La Mesa, CA	Drop Member	Inactive	Medium	Transfer



[Continue Creating New Member](#)

ID 125224 Note: Some fields may be read-only and cannot be changed online.

Pay Dues

First Name: Last Name: Maiden Name:

To do that, click on the name of the member you think she may be. You will see the member type, status, and probability of matching.

Notice! We have found the following possible matches based on your search criteria. If you are creating a new member please review the list before continuing.

Show 10 entries

Name	Chapter	City/State	Customer Type	Status	Match Quality	
Smith, Mary		Cypress, TX	Drop Member	Inactive	Medium	<input type="button" value="Transfer"/>
Smith, Mary		Unionville, VA	Drop Member	Inactive	Medium	<input type="button" value="Transfer"/>
Smith, Mary		Farlington, KS	Drop Member	Inactive	Medium	<input type="button" value="Transfer"/>
Smith, Mary		Delmar, MD	Drop Member	Inactive	Medium	<input type="button" value="Transfer"/>
Smith, Mary		Delray Beach, FL	Drop Member	Inactive	Medium	<input type="button" value="Transfer"/>
Smith, Mary		Cumberland Gap, TN	Drop Member	Inactive	Medium	<input type="button" value="Transfer"/>
Smith, Mary		Mars Hill, NC	Drop Member	Inactive	Medium	<input type="button" value="Transfer"/>
Smith, Mary		Madison, AL	Drop Member	Inactive	Medium	<input type="button" value="Transfer"/>
Smith, Mary		Port Orchard, WA	Drop Member	Inactive	Medium	<input type="button" value="Transfer"/>
Smith, Mary		La Mesa, CA	Drop Member	Inactive	Medium	<input type="button" value="Transfer"/>

Pay Dues



ID 125224

Note: Some fields may be read-only and cannot be changed online.

First Name	Last Name	Maiden Name	Chapter	Customer Type	Status	Home	Address	Arch Quality	
mary				Drop Member	Inactive Member	(281) 370-0990	21607 China Green Dr Cypress, TX 77433-2608 United States		Transfer
Smith, Mary								Medium	Transfer
Smith, Mary								Medium	Transfer
Smith, Mary								Medium	Transfer
Smith, Mary								Medium	Transfer
Smith, Mary								Medium	Transfer
Smith, Mary								Medium	Transfer
Smith, Mary								Medium	Transfer
Smith, Mary								Medium	Transfer
Smith, Mary	Port Orchard, WA		Drop Member	Inactive	Medium				Transfer
Smith, Mary	La Mesa, CA		Drop Member	Inactive	Medium				Transfer

Smith, Mary Ann X

Customer Type: **Drop Member**
 Status: **Inactive Member**
 Chapter: (none)
 Email: (none)
 Home: (281) 370-0990
 Address:
 21607 China Green Dr
 Cypress, TX 77433-2608
 United States

Transfer

When you click on a certain name, a box will pop up with her information. You can verify if this is the correct information for the member you are wanting to add/transfer. If this information is correct, you would click on the **“Transfer”** button. If it is not correct, you would **“x”** out of this screen by clicking the small **“x”** button on the top right corner of the information box.

Continue Creating New Member

ID 125224

Note: Some fields may be read-only and cannot be changed online.

Pay Dues

CHAPTER DUES PORTAL Logged In: **Linda Vailes** [Home](#) [Logout](#)

TRANSFER MEMBER

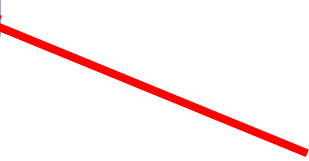
Member: **Mary Ann Smith (281414)**

Transfer to Chapter: **AR STATE ORG**

Transfer from Chapter:

Cancel

Confirm Transfer



After you click **“Transfer”** this screen will pop up for you to confirm the transfer. If this is correct, click the **“Confirm Transfer”** button.

Member: **Mary Ann Smith (281414)**
Chapter: **AR Alpha Chi (AR ALP CHI)**
State Organization: **AR STATE ORG**

Note that it states that Mary Smith has been successfully transferred to AR Alpha Chi

Mary Ann Smith has been successfully transferred to AR Alpha Chi

Member Details

Member Type

Drop Member

Membership Status

Dropped

Reinstate

Email

First Name

Mary

Middle

Ann

Nickname

Mary

Last Name

Smith

DOB

04/30/1951

Prefix

Title

Degree

Master's

Home Phone

(281) 370-0990

Work Phone

Cell Phone

Fax

Join Date

09/01/1989

Main Alt Alt 2

Main Address

416 W 12th St

City

Austin

State

TX

Zip

78701-1817

Country

United States

Preferred

Mail Bill Ship

Close

Save

Save & Close

Member: **Mary Ann Smith (281414)**
Chapter: **AR Alpha Chi (AR ALP CHI)**
State Organization: **AR STATE ORG**

Mary Ann Smith has been successfully transferred to AR Alpha Chi

Member Details

Member Type Active	Membership Status Dropped	Reinstate
Email		
First Name Mary	Middle Ann	Nickname Mary
Last Name Smith		DOB 04/30/1951
Prefix	Title	Degree Master's
Home Phone (281) 370-0990	Work Phone	Cell Phone
Fax	Join Date 09/01/1989	

Main Alt Alt 2

Main Address
416 W 12th St

City
Austin

State
TX

Zip
78701-1817

Country
United States

Preferred
 Mail Bill Ship

Select the member type from the drop down menu, and complete any additional demographic information, to include the email, birth date, and address. **Please do not add more than one address.** You will enter the member's permanent mailing address here by typing over the information already present. Once the information is correct, then click on "Save".

Close Save Save & Close

Pay Dues

State Organization: **AR STATE ORG**

Mary Ann Smith has been successfully updated

Member Details

Member Type

Active

Membership Status

Dropped

Reinstate

Email

First Name

Mary

Middle

Ann

Nickname

Mary

Last Name

Smith

DOB

04/30/1951

Prefix

Title

Degree

Master's

Home Phone

(512) 478-5748

Work Phone

Cell Phone

Fax

Join Date

09/01/1989

Main

Alt

Alt 2

Main Address

416 W. 12th Street

City

Austin

State

TX

Zip

78701

Country

United States

Preferred

Mail Bill Ship

You'll note the statement that the member has been successfully updated. Confirm that the information is correct and click on the "Reinstate" button to reinstate this member to the chapter.

Close

Save

Save & Close



ADD/REINSTATE MEMBERSHIP

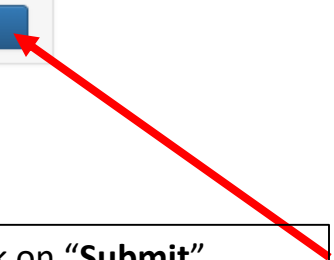
Member: **Mary Ann Smith (281414)**
Chapter: **AR Alpha Chi (AR ALP CHI)**
State Organization: **AR STATE ORG**

Select Membership Details

Membership Type

Active ▾

Close Submit



Again, please confirm the information is correct and then click on **“Submit”**

MEMBER MANAGEMENT

Member: **Mary Ann Smith (281414)**
Chapter: **AR Alpha Chi (AR ALP CHI)**
State Organization: **AR STATE ORG**

Mary Ann Smith (281414) has been successfully reinstated! She can now be invoiced from Order Management.

Member Details

Member Type Active	Membership Status Active	
Email <input type="text"/>		
First Name Mary	Middle Ann	Nickname Mary
Last Name Smith		DOB 04/30/1951
Prefix	Title	Degree Master's
Home Phone (512) 478-5748	Work Phone	Cell Phone
Fax	Join Date 09/01/1989	

Main Alt Alt 2

Main Address
416 W. 12th Street

City Austin **State** TX

Zip 78701

Country United States

Preferred
 Mail Bill Ship

Close Save Save & Close

You will notice the statement that the member has been reinstated and can now be invoiced from order management.

MEMBER MANAGEMENT

Member: **Mary Ann Smith (281414)**
Chapter: **AR Alpha Chi (AR ALP CHI)**
State Organization: **AR STATE ORG**

Mary Ann Smith (281414) has been successfully reinstated! She can now be invoiced from Order Management.

Member Details

Member Type Active	Membership Status Active	
Email <input type="text"/>		
First Name Mary	Middle Ann	Nickname Mary
Last Name Smith		DOB 04/30/1951
Prefix <input type="text"/>	Title <input type="text"/>	Degree Master's
Home Phone (512) 478-5748	Work Phone <input type="text"/>	Cell Phone <input type="text"/>
Fax <input type="text"/>	Join Date 09/01/1989	

Main | **Alt** | **Alt 2**

Main Address
416 W. 12th Street

City | **State**
Austin | TX

Zip
78701

Country
United States

Preferred
 Mail Bill Ship

You can now click on "Save & Close".

Close Save **Save & Close**



MEMBER MANAGEMENT

[\[Go to Order Management\]](#)

Chapter: **AR Alpha Chi**

State Organization: **AR STATE ORG**

You can make additional edits/add members at this time.

Mary Ann Smith has been successfully updated

Show 10 entries

Filter Members

ID	Last	First	Email	Member Type	Status	
005676	Dority	Pauline		Active	Dropped	Reinstate Edit
011085	Brabbzson	Ella		Reserve	Dropped	Reinstate Edit
011086	Brabbzson	Ethel		Reserve	Dropped	Reinstate Edit
151321	Richardson	Lenora		Reserve	Active	Edit
201246	Dungan	Effie	jmdungan1@rittemail.com	Active	Active	Edit
217793	Street	Jean		Active	Dropped	Reinstate Edit
217794	Stevens	Iris		Active	Dropped	Reinstate Edit
219065	Mc Clung	Vicki		Active	Active	Edit
219066	Stotts	Mickey		Chapter Honorary	Active	Edit
265865	Clark	Sandra		Active	Active	Edit

Add Member

ID 125224 Note: Some fields may be read-only and cannot be changed online.

Pay Dues

If you do not find the member you are looking for, hit **“Continue Creating New Member”** button. Please be careful not to create duplicate members.

Back Search

Notice! We have found the following possible matches based on your search criteria. If you are creating a new member please review the list before continuing.

Show 10 entries

Name	Chapter	City/State	Customer Type	Status	Match Quality	
Smith, Mary		Cypress, TX	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Unionville, VA	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Farlington, KS	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Delmar, MD	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Delray Beach, FL	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Cumberland Gap, TN	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Mars Hill, NC	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Madison, AL	Drop Member	Inactive	Medium	Transfer
Smith, Mary		Port Orchard, WA	Drop Member	Inactive	Medium	Transfer
Smith, Mary		La Mesa, CA	Drop Member	Inactive	Medium	Transfer

Continue Creating New Member

Showing 1 to 10 of 157 entries

Previous 1 2 3 4 5 ... 16 Next



**If you did not find a match
for the member-**



LEADING WOMEN EDUCATORS IMPACTING EDUCATION WORLDWIDE

ID 125224

Note: Some fields may be read-only and cannot be changed online.

Pay Dues

NEW MEMEBER
Chapter: **AR STATE ORG**
State Organization:

You will enter the information here for the member. Member type, email, first and last name, date of birth, degree, phone, and on the box on the right hand side all the address information. The more detailed information you can provide for the member, the easier it is to locate them if needed.

Member Details

Member Type Active	Membership Status TBD	
Email <input type="text"/>		
First Name mary	Middle <input type="text"/>	Nickname <input type="text"/>
Last Name smith		Date of Birth mm/dd/yyyy
Prefix <input type="text"/>	Title <input type="text"/>	Degree Unknown
Home Phone <input type="text"/>	Work Phone <input type="text"/>	Cell Phone <input type="text"/>
Fax <input type="text"/>		

Main Address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
City <input type="text"/>	State AR
Zip <input type="text"/>	
Country United States	
Note Additional addresses may be added after the member is created.	

ID 125224

Note: Some fields may be read-only and cannot be changed online.

Pay Dues

Chapter: **AR STATE ORG**
State Organization:

Member Details

Member Type Active	Membership Status TBD	
Email <input type="text"/>		
First Name mary	Middle <input type="text"/>	Nickname <input type="text"/>
Last Name smith		Date of Birth 05/20/1998
Prefix <input type="text"/>	Title <input type="text"/>	Degree Master's
Home Phone 5555551212	Work Phone <input type="text"/>	Cell Phone 5555551212
Fax <input type="text"/>		

Main Address

123 Lover's Lane

City Loveland **State** AR

Zip 78564

Country United States

Note
Additional addresses may be added after the member is created.

Once all information is entered, click on the "Save" button.

Cancel Save



ADD/REINSTATE MEMBERSHIP

Member: **Mary Mary Smith (497724)**
Chapter: **AR Alpha Chi (AR ALP CHI)**
State Organization: **AR STATE ORG**

Mary Mary Smith has been successfully created. Please do not forget to add her Membership.

Select Membership Details

Membership Type

Active

Close Submit

This screen will allow you to select the membership type after alerting you to the fact that your member has been successfully created. The membership type should be Active, Collegiate, or Honorary. You will then click on the **“Submit”** button.

MEMBER MANAGEMENT

Chapter: **AR Alpha Chi**
State Organization: **AR STATE ORG**

[\[Go to Order Management\]](#)

You can verify that your new member has been added. If they do not show up on the first screen, you can scroll to the next screen by selecting the numbers at the bottom of the screen.

Mary Mary Smith has been successfully updated

Show 10 entries

Filter Members

ID	Last	First	Email	Member Type	Status	
005676	Dority	Pauline		Active	Dropped	Reinstate Edit
011085	Brabbzson	Ella		Reserve	Dropped	Reinstate Edit
011086	Brabbzson	Ethel		Reserve	Dropped	Reinstate Edit
151321	Richardson	Lenora		Reserve	Active	Edit
201246	Dungan	Effie	jmdungan1@rittemail.com	Active	Active	Edit
217793	Street	Jean		Active	Dropped	Reinstate Edit
217794	Stevens	Iris		Active	Dropped	Reinstate Edit
219065	Mc Clung	Vicki		Active	Active	Edit
219066	Stotts	Mickey		Chapter Honorary	Active	Edit
265865	Clark	Sandra		Active	Active	Edit

[Add Member](#)

Previous **1** 2 3 Next