

National Technical Honor Society

Member Registration

Instructions

For both registration options, you may enter students individually or use the bulk upload tool to enter multiple students at once.

Click on one of the following registration options to jump to the directions for that option:

Registration Options

[Option 1: Advisor Registers Students \(Page 2\)](#)

Advisor enters the information below and then submits their members:

- First & Last Name
- Email Address
- Mailing Address
- Expected Graduation Date
- Area of Study Code
- Member Add-ons or Endorsements

[Option 2: Advisor Invites Students to Register \(Page 3\)](#)

Advisor enters the information below and waits for students to complete their application before submitting:

- First & Last Name
- Email Address
- Application Deadline Date
- Member Add-ons or Endorsements



National **Technical**
Honor Society

Instructions for: **Advisor Registers Students**



IMPORTANT: Student members are not official (with log-in access) until the submission and checkout processes are completed.

You will need the following information for each student, regardless of which method you choose:

- First and Last Name
- Email address
- Mailing Address
- Expected Graduation Date
- Area of Study code (See [Area of Study code list](#))
- Member Add-on Options
 - LAPSEN Endorsement for Law & Public Safety students (\$10 - [Read more here.](#))
 - Career Readiness Portal with resources for career exploration & development (\$5 - [Read more here.](#))

CHOOSE YOUR REGISTRATION METHOD

REGISTER STUDENTS (ONE AT A TIME)	OR	REGISTER STUDENTS (UPLOAD MULTIPLE STUDENTS AT ONCE)
<ol style="list-style-type: none">1. Click "Add Students"2. Choose "Advisor Registers Students"3. Choose "One at a Time"4. Complete required fields (noted with a red *)5. Click "Save & Add Another"6. Repeat steps 4-5 for additional students7. Click "Save & Done" when you have entered your last student.		<ol style="list-style-type: none">1. Click "Add Students"2. Choose "Advisor Registers Students"3. Choose "Upload Multiple Students at Once"4. Click "Download CSV Template File"5. Read the directions, check the box, and then click "Download CSV Template File"6. Open the CSV file and add student information. Save CSV file.7. Click "Upload" and choose your saved CSV file.
CONTINUE TO STEP 8 FOR BOTH METHODS		

Note: Edit any student record by clicking on **Edit** (✎) or delete by clicking on **Trash** (🗑) on their row. Add/remove the LAPSEN Endorsement or CRP access by checking/unchecking the box on the student row.



IMPORTANT: Student members are not official (with log-in access) until the submission and checkout processes are completed.



8. Click "**SUBMIT REGISTRATIONS**" to process your order and check out
 - Your membership order is placed in your cart
 - Click "**Continue Shopping**" to add items before checking out or "**Proceed to Checkout**"
 - Pay by credit card, check, or PO (Purchase Order)

WHAT HAPPENS NEXT

Once you have submitted and completed the checkout process, you will receive an email confirmation. Your students will receive a welcome email from NTHS. [Click here](#) to see a sample of the email that will be sent.

Instructions for: **Advisor Invites Students to Register**



IMPORTANT: Student members are not official (with log-in access) until the submission and checkout processes are completed.

You will need the following information for each student, regardless of which method you choose:

- Application Deadline Date
- First and Last Name
- Email address
- Member Add-on Options
 - LAPS EN Endorsement for Law & Public Safety students (\$10 - [Read more here.](#))
 - Career Readiness Portal with resources for career exploration & development (\$5 - [Read more here.](#))

CHOOSE YOUR REGISTRATION METHOD:

INVITE STUDENTS (ONE AT A TIME)	OR	INVITE STUDENTS (UPLOAD MULTIPLE STUDENTS AT ONCE)
<ol style="list-style-type: none">1. Click "Add Students"2. Choose "Advisor Invites Students to Register"3. Choose "One at a Time"4. Complete required fields (noted with a red *)5. Click "Save & Add Another"6. Repeat steps 4-5 for additional students7. Click "Save & Done" when you have entered your last student.		<ol style="list-style-type: none">1. Click "Add Students"2. Choose "Advisor Invites Students to Register"3. Choose "Upload Multiple Students at Once"4. Click "Download CSV Template File"5. Read the directions, check the box, and then click "Download CSV Template File"6. Open the CSV file and add student information. Save CSV file.7. Click "Upload" and choose your saved CSV file.

CONTINUE TO STEPS 8 & 9 FOR BOTH METHODS

8. Students will receive a [nomination email](#) to complete their application
 - Once finished, their **status** will then change to "complete"
 - Use the "Send Reminder" button to email students with incomplete forms
 - Change the application deadline at anytime using the "Change All Deadlines" button

Note: Edit any student record by clicking on **Edit** (✎) or delete by clicking on **Trash** (🗑) on their row. Add/remove the LAPS EN Endorsement or CRP access by checking/unchecking the box on the student row.



IMPORTANT: Student members are not official (with log-in access) until the submission and checkout processes are completed.



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