A Letter from Your Executive Director

We believe in advocating for all skilled career paths and empowering students in seeking skill to build their career and the global workforce. We achieve this through the implementation of career, leadership, service, and recognition opportunities.

NTHS Advisors,

As an organization that recognizes excellence in Career & Technical Education, please allow us to take a moment to thank you for the essential work you’ve done during this coronavirus pandemic for your students and for our global workforce.

Teaching during a typical year is heroic, but the obstacles that you’ve faced over and over again during the last two years are nothing short of impossible. Your persistence and dedication to education and your students are seen and felt. We, at NTHS, value you more than words are able to express.

We want to make your role as a National Technical Honor Society advisor as seamless and straight-forward as possible and provide every opportunity and resource to enhance your purpose in education.

We hope that NTHS provides an outlet to focus positive energy into your career and your students’ education as we recognize and celebrate the excellent work done in your school through Career & Technical Education.

This Quick-Start Guide is just the beginning of resources that we are developing to help you manage your NTHS chapter. Thank you for believing in the importance of recognizing and empowering students in Career and Technical Education. We are honored to be on this journey with you!

Sincerely,

Peyton Holland
Executive Director
# NTHS Quick-Start Guide 2021-2022

Excellence in tomorrow’s workforce begins with

**Excellence in Workforce Education**

- Allen Powell, NTHS Co-founder

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## How to Use this Guide

- This guide is divided into four sections to help you progress through the school year, whether you are just starting or have been inducting for decades.
- Don’t try to do everything in one day, one week, or even one year – start by inviting students to join and registering them online and then, grow from there.
- Make goals to add new components and opportunities as you grow and are able.
- This guide will continue to grow and evolve as we develop new content and resources that will make your experience in managing an NTHS chapter as seamless as possible - check the resources page online for the most updated version of this guide.

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*The most important thing is to simply start – establish your chapter, hold your induction, and then work with your members to build out new engagement opportunities over time.*

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• Complete charter application online  
• Establish membership criteria & bylaws  
• Set membership dues | • Promote NTHS  
• Identify students who meet the membership criteria  
• Invite qualifying students to join  
• Register students online | • Plan the ceremony  
• Promote the ceremony  
• Hold the ceremony  
• Publicize your inductees | • Explore the Mission & Purpose of NTHS  
• Utilize The Core Four Objectives  
• Establish & develop committees  
• Create calendar of events & activities |
Establish

**Get school administrator support**
School administrators are critical in supporting local NTHS chapters. Before you get started, it’s important to share your NTHS plans with your administrators and let them know how your chapter will benefit students and highlight your CTE programs.

- Share the [NTHS Member Benefits Flyer](#)
- Share Promo Video

**Complete the charter application online at nths.org**
The charter application will require the following information:

- School details
- Advisor Contact info
- Principal Contact info
- Financial Contact info
- CTE Information
  - Number of CTE Programs/Pathways
  - Estimated Number of CTE Students

After submitting your charter application online, an NTHS team member will follow up with you to process your Chapter Charter.

Then, be on the lookout for your NTHS New Chapter Kit, which includes:

- Your chapter charter certificate
- Resource documents
- Advisor lapel pin
- Promotional materials
  - Member Benefit Brochure
  - Information about Partner Discounts
  - Sample membership
Establish your chapter membership criteria

There are two national standards that students must meet in order to become a member of the National Technical Honor Society:

• Be a secondary or postsecondary student participating in a CTE pathway, program, major or coursework.
• Have an unweighted minimum 3.0 overall GPA and/or a 3.0 CTE GPA (please see the Criteria Guide for details)

Each chapter may establish additional criteria as outlined in the National Membership Criteria Guide in Appendix A

Establish your chapter bylaws

• Once you set your membership criteria, log into the NTHS portal and use the Chapter Bylaws Template to create your local NTHS bylaws

Set Your Membership Dues Structure

• Choose if the school will pay membership dues or if you will collect dues directly from students.
• NTHS membership dues are a one-time $30 per student fee
• Some chapters choose to add local chapter dues to spend at their own discretion (some examples include: to help fund specific chapter activities or events, to cover the cost of member add-on’s like the Career Readiness Portal, or for purchasing regalia for each member.

Now you are ready to promote, register and induct!
Nominate (& Register Members)

Promote

• Promote NTHS Membership at your school
  o Request additional NTHS promotional materials or print your own from the Resources page

Identify Students

• Identify students who meet your Chapter’s NTHS member criteria
  o Contact your school’s guidance office or CTE teachers to compile a list of students that meet your NTHS membership criteria
  o Be sure to get student’s full name and email address to register online

Invite Students

• Invite your students to join
  o There are several ways to invite students
    ▪ Printed invitations
    ▪ Digital invitations
    ▪ Invitation email can be sent automatically through the online registration process (see Registration Guide in Appendix B)
  o Hold an informational meeting
    ▪ Present the Promotional PowerPoint
    ▪ Showcase membership benefits (Member Benefits Flyer)
    ▪ Discuss member involvement and chapter activities
    ▪ Provide information about membership dues
    ▪ Give details on induction
Register Students

• Enter members online
  o See Registration Guide in Appendix B

• Collect membership dues
  o If you are collecting dues from students, set a deadline for the students to pay the school directly, and the school can remit one payment to NTHS (credit card or school check).
  o Schools can also collect and send individual student money orders payable to NTHS. **We cannot accept student checks at this time.**
  o If your school is paying for membership dues, submit a payment request form to your school if necessary and proceed to the next step.

• Process paid members online
  o See Registration Guide in Appendix B

• Submit dues payment to the National Office
  o Remit payment to NTHS within 30 days of the invoice date
  o You can request an invoice at anytime
Induct

Hosting your first NTHS Induction is the perfect way to kickstart your chapter! If this will be your first NTHS induction, we suggest working with co-advisors or administrators to help put on this event. If you already have an NTHS chapter established, this is a great opportunity to utilize your student members and have them assist.

Induction Ceremony Logistics

- Pick a Date & Time
- Select a Venue
  - Depending on the size of your induction, you can consider using your school’s auditorium, gymnasium, or other larger spaces on campus.
  - Your Induction can also be virtual! Use our Induction Tool kit to help you organize an engaging Virtual Induction!
- Send out Invitations
  - Visit our Induction Tool kit to download templates for your induction invitations.
  - You can do virtual, printed, or both!
- Coordinate Speakers
  - Consider reaching out to alumni of your school’s CTE programs, school administrators, your chapter officers or local community and business leaders.
- Set Up Your Ceremony Agenda
  - Use our Order of Ceremony and Script templates to get started!
  - Order Your Supplies at the NTHS Online Store (NTHS has a variety of ceremonial items to assist with your induction)
- Hold induction ceremony

After the Induction Ceremony

- Send a press release out to local media outlets following your induction
- Share photos and details with the NTHS National Office through the NTHS Chapter Highlights form so we can post on our social media channels!
Engage

Now that you have inducted your new NTHS members, it’s time to dive into the chapter experience! While honor and recognition go a long way, your NTHS chapter has the opportunity to play a larger role for its members as they prepare for their careers and develop into leaders.

Purpose of a Chapter

- Local NTHS Chapters serve as the most powerful and engaging part of our organization. The purpose of each local chapter is to provide structure and opportunity for all NTHS members. The NTHS Core Four Objectives are guideposts for managing your chapter and will help both your chapter and membership grow.

The Core Four Objectives

**Career Development**

- Exploring career paths and gaining rich experiences to prepare students to enter the workforce are critical components for success. Engagement in an NTHS chapter should help students develop the knowledge and resources they need to take the next steps in their career path, whatever those steps may be.

**Leadership**

- NTHS members have already proven themselves to exemplify excellence in CTE. Through leadership development activities within a chapter, students will gain authentic leadership experience to help them grow both personally and professionally.

**Service**

- Service is an integral aspect of an NTHS chapter. NTHS chapters are by-products of the communities in which they are located. The skills and abilities that students are learning in their CTE programs provide opportunities for your chapter and its members to serve and build within the community.

**Recognition**

- NTHS strives to recognize the accomplishments of all our members. Through the NTHS induction process and ceremony, scholarships, graduation events and other activities that your chapter may create, you can help elevate skilled career paths in your community and school, along with the students that have chosen those paths.

As you start a new year with your NTHS Chapter, the Core Four Objectives can be used to provide a strong foundation.
Student Officers & Committee Structure
When organizing and planning activities for your NTHS chapter as you grow, we suggest you establish the following committees with your students:

- Executive Committee
- Career Development Committee
- Leadership Committee
- Service Committee
- Recognition Committee

This structure will allow your members to have a more empowering experience as NTHS Members. Below we have outlined the basic responsibilities and functions of these committees.

**Executive Committee (Officer Team)**
An important aspect of leadership within your chapter structure will be your Executive Committee. These students will serve as the main representatives and leaders of your NTHS Chapter. There are a variety of ways of selecting your Executive Committee members, from popular vote to appointing them. You may want to appoint your first officer team as you decide the best process moving forward.

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We encourage holding all subsequent elections at the end of each school year, so that you have a slate of officers ready to go at the start of the next school year and the current officers can train the officer-elects.

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NTHS chapters vary on executive committee structure. We suggest having the following positions, to get started:

- President
- Vice-President
- Secretary
- Treasurer

Some additional positions you may add are:

- Reporter
- Historian
- Parliamentarian
- CTE Program Area Representatives
- CTSO Representatives
- Class Representatives
The remaining four committees are based on the NTHS Core Four Objectives.

**Career Development Committee**
The Career Development Committee will work to organize events and projects that will allow their fellow NTHS members to learn more about and prepare for their future careers. Example activities include:

- Resume development workshops
- Mock interview event
- LinkedIn profile creation workshop
- Career fair/meet the employer
- Industry speakers
- Industry tours
- Credential opportunities/skill focused learning
- Industry professional mentorship
- Career Readiness Portal Activities

**Leadership Committee**
The Leadership Committee will focus on events and projects that give their chapter members valuable leadership experiences. Example activities include:

- Team-building activities at kickoff meetings
- Regular chapter leadership development activities
- Guest speakers
- Chapter leader training
- Leadership development workshops and events

**Service Committee**
The Service Committee functions to coordinate projects that give back to the local community. Students in this committee will collaborate and plan service events throughout the year. Some examples include:

- Skill-based service projects (ex. automotive students performing free community diagnostic checks, health occupations students providing free blood pressure readings, construction trades students building accessibility ramps, digital media students producing a promotional video for a local non-profit, etc.)
- Community needs-based projects
- Annual holiday service projects
Recognition Committee
The Recognition Committee will serve to help organize their chapter’s NTHS Induction. Students in this committee will likely be selected at the end of the previous school year. Examples of responsibilities for these students include:

- Design and distribute nominations letters
- Design and distribute induction invitations
- Assist in planning, organizing, and running a fall and a spring NTHS induction
- Use the Member Graphics Package to recognize inductees on your Chapter’s social media
- Use the NTHS Chapter Highlights form to send photos/videos/information about chapter activities to the National Office for recognition

Every NTHS chapter is unique and has different resources and skillsets. Your NTHS Chapter should work to plan and execute activities and events that match the goals of your CTE programs. While any activities on this guide can work to create valuable experiences for your NTHS members, don’t limit yourself to what is listed here. Encourage students to brainstorm ideas and work with them to make those ideas a reality!
# Suggested Calendar of Events and Activities

While school schedules can vary, we have put together a sample calendar that can give you an idea of how these activities can be spread throughout a school year.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td><strong>August</strong></td>
<td><strong>February</strong></td>
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<tr>
<td>• Chapter Officer team meeting.</td>
<td>• Chapter Meeting</td>
</tr>
<tr>
<td>• NTHS Kickoff Meeting!</td>
<td>• Career Readiness Portal-Micro credential</td>
</tr>
<tr>
<td>• Leadership Development and team-building activities</td>
<td>• CTE Month Celebration</td>
</tr>
<tr>
<td>• Form Committees</td>
<td>• NTHS Share the Honor Event</td>
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<tr>
<td></td>
<td>• Collaborate with local CTSO's to put on celebration!</td>
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<tr>
<td></td>
<td>• Induction Committee Team Meeting for Spring Induction</td>
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<tr>
<td><strong>September</strong></td>
<td><strong>March</strong></td>
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<tr>
<td>• Chapter Officer team meeting.</td>
<td>• Spring Induction</td>
</tr>
<tr>
<td>• CRP Learning Styles and Career Assessment</td>
<td>• Chapter Meeting with new members</td>
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<tr>
<td>• Induction Committee planning meeting</td>
<td>• Add new members to committees</td>
</tr>
<tr>
<td>• Chapter meeting with new members</td>
<td>• Apply for NTHS Scholarships</td>
</tr>
<tr>
<td>• Chapter Meeting</td>
<td>• Search CRP for additional Scholarships</td>
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<tr>
<td>• Introduce <a href="#">Career Readiness Portal</a></td>
<td>• Spring Induction</td>
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<tr>
<td>• Fundraiser</td>
<td>• Chapter Meeting with new members</td>
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<tr>
<td>• Postsecondary Exploration-CRP</td>
<td>• Add new members to committees</td>
</tr>
<tr>
<td>• Scholarship Applications</td>
<td>• Apply for NTHS Scholarships</td>
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<tr>
<td></td>
<td>• Search CRP for additional Scholarships</td>
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<tr>
<td><strong>October</strong></td>
<td><strong>April</strong></td>
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<tr>
<td>• Chapter Meeting</td>
<td>• Chapter Meeting</td>
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<tr>
<td>• Career Development Activity-Resume Development Workshop</td>
<td>• Career Development- Industry Speaker</td>
</tr>
<tr>
<td>• Fall Induction</td>
<td>• Spring Service Activity</td>
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<tr>
<td>• Thanksgiving Service Activity</td>
<td>• Spring Cleaning event in community</td>
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<tr>
<td>• Canned Food Drive</td>
<td>• Promote JHP Scholarship Application</td>
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<tr>
<td><strong>November</strong></td>
<td><strong>May</strong></td>
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<tr>
<td>• Chapter Meeting</td>
<td>• Graduation Recognition</td>
</tr>
<tr>
<td>• Career Development Activity-Resume Development Workshop</td>
<td>• Chapter Meeting</td>
</tr>
<tr>
<td>• Fall Induction</td>
<td>• Elect new Chapter Officer Team for next year</td>
</tr>
<tr>
<td>• Thanksgiving Service Activity</td>
<td>• Recognize and celebrate graduating Seniors</td>
</tr>
<tr>
<td>• Canned Food Drive</td>
<td>• Form Committees for following year</td>
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<td><strong>December</strong></td>
<td><strong>June</strong></td>
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<tr>
<td>• Chapter Meeting</td>
<td>• Summer Service Project</td>
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<tr>
<td>• Leadership Development Activity-Guest Speaker</td>
<td>• Summer Leadership Development Training</td>
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<td>• Holiday Service Project</td>
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<tr>
<td>• Clothes and blanket donation project</td>
<td>• Chapter Officer Meeting to prepare for fall kickoff!</td>
</tr>
<tr>
<td><strong>January</strong></td>
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<tr>
<td>• Chapter Meeting</td>
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<tr>
<td>• Team-building and Leadership development activity</td>
<td></td>
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<tr>
<td>• Career Development Activity</td>
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<tr>
<td>• Mock Interview Event</td>
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<tr>
<td>• Add new committee members</td>
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</tbody>
</table>

We want to see your chapter’s activities! Tag us in your photos and videos on our social media pages or send us information through the [NTHS Chapter Highlights](#) form!
Appendix A: NTHS Membership Criteria

To be eligible for membership in the National Technical Honor Society, students must meet the national membership criteria, in addition to any additional membership criteria established by the local chapter.

NATIONAL MEMBERSHIP CRITERIA

• Candidate must be a secondary or postsecondary student participating in a CTE pathway, program, major or coursework.
• A chapter can choose one of the following GPA criteria. Whichever criteria is chosen, it must be applied consistently across all students in that induction cycle.
  o A minimum overall 3.0 unweighted GPA
  o A minimum 3.0 CTE specific unweighted GPA
  o A minimum 3.0 unweighted GPA both overall and CTE specific

CHAPTER MEMBERSHIP CRITERIA (OPTIONAL)

Chapters may establish additional criteria for their membership selection process beyond the national criteria. If additional criteria are established, ensure that it is in the spirit of recognizing student achievement in CTE and empowering students in building their career.

Some criteria that you may consider, but are not limited to, are:

• Attendance
• Certification or credential attainment
• One or more faculty and/or staff recommendations
• Active involvement in CTSOs
• Community Service/Volunteerism
• Participation in a work-based learning, job shadowing or internship opportunity
• Disciplinary records
• Additional GPA requirements

MAKING MEMBERSHIP CRITERIA EXCEPTIONS

Chapters can adjust their chapter specific criteria or make exceptions as circumstances dictate. For example, if school-wide closures or extenuating circumstances prevent students from getting the typical chapter required community services hours or participating in required activities, chapters may make exceptions to be fair to their students and stay in the spirit of recognizing outstanding student achievement in CTE.

In the event that drastic circumstances cause a school system to adjust their grading scale from the traditional model to a pass-fail system, the chapter can temporarily replace the national GPA requirement with another measure of student success to ensure that their students are able to participate.

If you find that any of your chapter specific criteria no longer meet the needs of your chapter, you can adjust them any time between induction cycles.
Appendix B: Online Registration Guide

When registering your students, you will have two choices

1. Advisor completes all student information
2. Students complete their information

Below are the directions for registering students for each of those options

**CHOICE 1: Advisor Completes Student Information**

Advisor will complete all required information for this student

Required information includes:

- First and Last Name
- Email address
- Address (Street, City, State, Zip, Country)
- GPA
- Expected Graduation Date
- Occupational Code (what CTE area they are studying)

**Step 1:** Log in to the Advisor Portal
**Step 2:** Click “Register Members”
**Step 3:** Click “Add Member”
**Step 4:** Complete the form with:

- Student Name
- Student Email
- Check the LAPSEN Endorsement box if they are being awarded the endorsement
- Check “Bypass student notification email” as you will be completing the student information
- Click “Submit”
- Repeat Step 4 for all of your members

If you have a large number of members to enter, you can use the “Bulk Upload Tool” to complete Step 4 for all of your members at one time. See the “Bulk Upload” section below for details.

**Step 5:** Click “View Registered members”

(Continued on next page)
Step 6: For each member you just entered, click the pencil icon in the “Action” column to open each member’s information.

Step 7: Complete the required information (marked with a red *)

Step 8: Click “Save”

Step 9: If all information has been entered correctly, you will see “Member updated successfully”. Click “View Members” to return to your member list.

Step 10: Repeat steps 6-9 for each member.

Step 11: Once you have entered all of your members, click “PROCESS” to officially submit your members (You can add additional products to your order during this step)

Step 12: Click “Checkout” to pay by credit card, check, money order or enter a PO # (if you do not have a PO #, simply enter NA to receive an invoice).

**CHOICE 2: Students Complete Student Information**

Student receives nomination email and instructions to complete remaining information

Student information needed for Advisor includes:

- First and Last Name
- Email address

Step 1: Log in to the Advisor Portal

Step 2: Click “Register Members”

Step 3: Click “Add Member”

Step 4: Complete the form with:

- Select an Application Deadline Date (click save to apply this for every member you enter)
- Student Name
- Student Email
- Check the LAPSEN Endorsement box if they are being awarded the endorsement
- DO NOT Check “Bypass student notification email”
- Click “Submit”
- Repeat Step 4 for all of your members

If you have a large number of members to enter, you can use the “Bulk Upload Tool” to complete Step 4 for all of your members at one time. See the “Bulk Upload” section below for details.

(Continued on next page)
Step 5: Once you have clicked submit, each student will get an email prompting them to complete their application. When a student has completed their application, they will be marked “Yes” under the Complete Column on the Register Members Page. Wait for your students to complete their forms. They will receive reminder emails 10 days, 5 days and 1 day prior to their deadline.

Step 6: Once the deadline has passed, delete any students who have not completed their application (you may also extend the deadline if they need more time).

Step 7: Click “PROCESS” to officially submit your members (You can add additional products to your order during this step)

Step 8: Click “Checkout” to pay by credit card, check, money order or enter a PO # (if you do not have a PO #, simply enter NA to receive an invoice).

Bulk Member Upload Tool

The Bulk Member Upload Tool can save you tremendous time in your member registration process by completing Step 4 in one click. To use this tool:

- Download the template file
- Download the Upload instructions (it is CRITICAL that you follow these step by step)
- Fill out the CSV form
- Upload your members

See Appendix C: Using the Bulk Upload Tool for detailed information.
Appendix C: Using the Bulk Upload Tool

Follow the steps below to enroll your new members quickly and efficiently. If you need help, email info@nths.org, call 1.800.801.7090 or chat online with us through our website!

1. **Download the .csv template file.** Click “Download Template File” to begin.
2. **Complete the template file.** Enter the student information below into the template file. Do not edit or add to the headers in the spreadsheet.
   - **application_deadline_date:** This is the date members need to complete their registration form by. Enter any date you prefer in the DD/MM/YY format. This needs to be on each member row. (This can be left blank if you choose to bypass student notification. See below for details.)
   - **suffix: (optional)** Enter student’s suffix, if applicable. (ie. Jr, Sr, I, II, III, IV, etc.)
   - **first_name, middle_name, last_name:** Enter student’s first name, middle name (optional), & last name
   - **email:** Enter student’s email address (personal emails preferred if school firewall restricts emails).
   - **bypass_notification:** The field must be entered as a 1 or 0.
     - Entering 0 will send an email notification to the student with a link to complete their form.
     - Entering 1 will bypass the notification email. Advisors will select a 1 if they are going to complete the form for each student themselves.
   - **lapsen_member:** Current & newly nominated NTHS members who have excelled in the Law, Public Safety, Corrections and Security (LPSCS) Career Cluster qualify to add the LAPSEN Endorsement to their NTHS membership for $10. Enter 1 to add the LAPSEN endorsement to a member.
3. **Save your file as a .csv** (You may see the warning below that says “Possible Data Loss” if you save as a .csv file. Ignore this warning and save as a .csv file.)

   **Possible Data Loss**  Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.

4. **Click “Choose File” button on the registration page:** Select your .csv member file.
5. **Click “Upload Bulk Members” button on the registration page:** Member names will be listed directly on your register members’ page.

**NOTE:** The upload will not work if you change or add to the headers or save the document as anything other than a .csv file. The document must be saved as a CSV with the original headers.

**Completing Your Membership Submission**

- If you selected 0 for the Bypass_Notification, an email notification will be sent to the student with a link to complete their form. Once they complete the form, the complete field will get changed to “Yes”.
- If you selected 1 for the Bypass_Notification, you will need to click edit and complete the form for each member.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>Application Deadline Date</th>
<th>LAPSEN Endorsement</th>
<th>Complete</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>TestLast</td>
<td>TestFirst</td>
<td><a href="mailto:test@mailinator.com">test@mailinator.com</a></td>
<td>10/14/2021</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Once all members are marked completed, you can then click the “Process” button to complete your order.