

## Managing PRSSA Dues as a Chapter

PRSA Faculty Advisers and Chapter presidents can manage their Chapter's dues through the new Chapter Administration portal. This functionality is only available to Chapters that have opted to use Chapter-managed dues, as opposed to student-managed dues.

**Chapter Administration Portal:** <https://imis-prssa.prsa.org/ChapterAdmin>

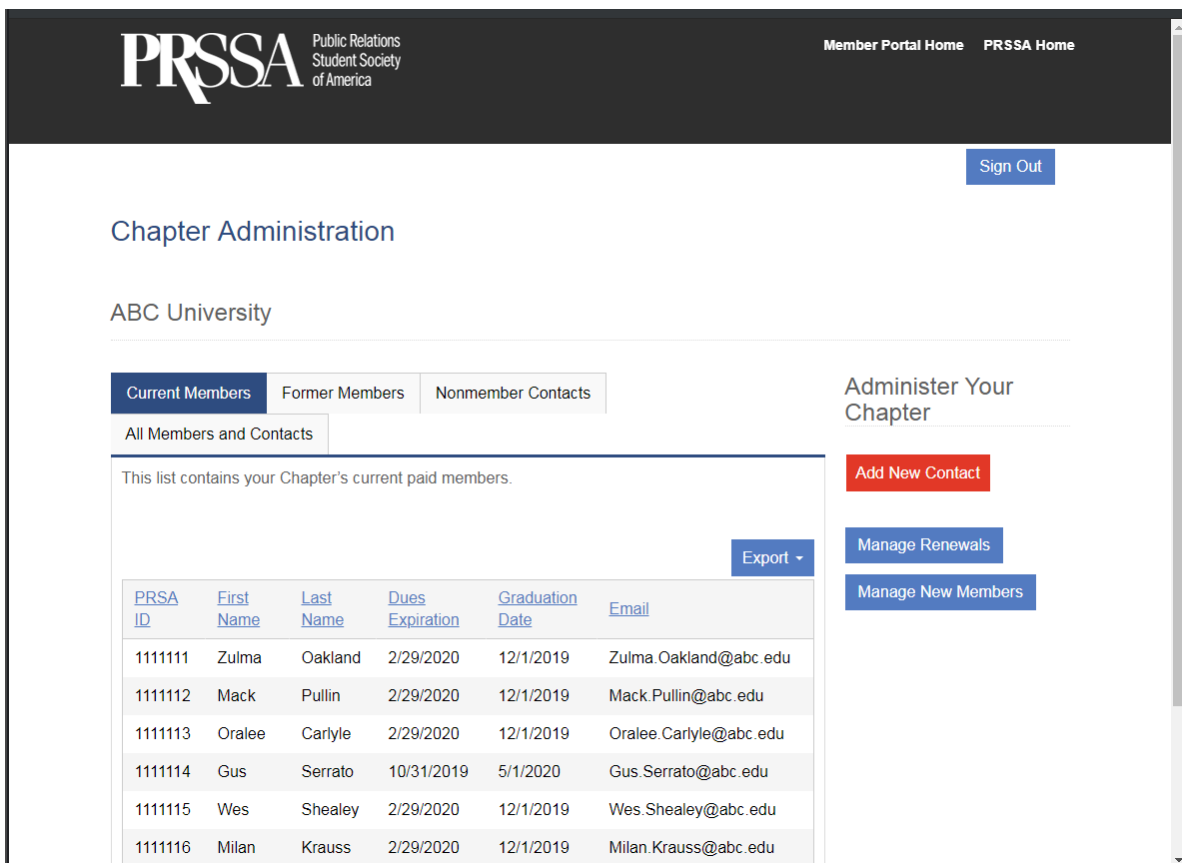
### Step 1: Review Your Roster

Use the available roster tools to review your existing contacts. You will need to add a new contact for any who does not already exist in the list.

**Please review all contacts before adding new ones, to prevent creating duplicate accounts.**

Available roster tools:

- **Current Members:** Includes current paid members.
- **Former Members:** Includes recent former members from within the past year. They are removed from this list if they have joined PRSA National.
- **Nonmember Contacts:** Includes any new contacts added through the Chapter Administration portal.
- **All Members and Contacts:** Includes members, recent former members and nonmember contacts created through the Chapter Administration portal.



The screenshot displays the PRSSA Chapter Administration portal for ABC University. The page features a navigation bar with the PRSSA logo and the text 'Public Relations Student Society of America'. The main content area is titled 'Chapter Administration' and includes a 'Sign Out' button. Below the title, the university name 'ABC University' is displayed. The interface has three tabs: 'Current Members' (selected), 'Former Members', and 'Nonmember Contacts'. Under the 'Current Members' tab, there is a sub-tab 'All Members and Contacts'. A message states: 'This list contains your Chapter's current paid members.' To the right of the message is an 'Export' button. Below the message is a table with the following data:

PRSA ID	First Name	Last Name	Dues Expiration	Graduation Date	Email
1111111	Zulma	Oakland	2/29/2020	12/1/2019	Zulma.Oakland@abc.edu
1111112	Mack	Pullin	2/29/2020	12/1/2019	Mack.Pullin@abc.edu
1111113	Oralee	Carlyle	2/29/2020	12/1/2019	Oralee.Carlyle@abc.edu
1111114	Gus	Serrato	10/31/2019	5/1/2020	Gus.Serrato@abc.edu
1111115	Wes	Shealey	2/29/2020	12/1/2019	Wes.Shealey@abc.edu
1111116	Milan	Krauss	2/29/2020	12/1/2019	Milan.Krauss@abc.edu

On the right side of the interface, there is a section titled 'Administer Your Chapter' with three buttons: 'Add New Contact', 'Manage Renewals', and 'Manage New Members'.

### Step 2: Add New Contacts

For each new member that does not exist in the full roster, click on the "Add New Contact" button and enter the name and email address, to add any new contacts.

**Alternative approach:** You can direct students to create their own accounts and select your Chapter, prior to paying dues for all Chapter members.

The screenshot displays the PRSSA Member Portal interface. At the top left is the PRSSA logo (Public Relations Student Society of America). The top right contains links for 'Member Portal Home' and 'PRSSA Home', along with a 'Sign Out' button. A modal window titled 'Add New Contact' is open, featuring a warning message: 'To avoid creating duplicate accounts, please check your current contact lists for the email address first.' The form includes fields for 'First name', 'Middle name', 'Last name', 'Organization' (pre-filled with 'Otterbein U...'), and 'Email'. 'Save' and 'Cancel' buttons are at the bottom of the form. In the background, a table lists existing contacts with columns for ID, Name, and Email.

ID	First Name	Middle Name	Last Name	Organization	Join Date	Renewal Date	Email
1111116	Milan	Krauss			2/29/2020	12/1/2019	Milan.Krauss@abc.edu
1111117	Suzy	Nanez			10/31/2019	5/1/2020	Suzy.Nanez@abc.edu
1111118	Marisha	Mensch			10/31/2019	5/1/2020	Marisha.Mensch@abc.edu

## Step 3: Manage Renewals

Click the “Manage Renewals” button to add returning members to the shopping cart.

**Note:** If your Chapter is small, you may skip this step and select your renewing members while managing new members.

Check off each returning member and then click the “Add to Cart” button. If you make any changes, you can click on the “Update Cart” button that will appear.

Store

https://rise-prssa.prssa.org/Store/DuesListBill.aspx

Incognito (2)

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**PRSSA** Public Relations Student Society of America

Member Portal Home PRSSA Home

Chapter Administration

View Cart Pay Now

**DUES**

Check the box next to the records to renew, then click add to cart.

Add To Cart

Search:

<input type="checkbox"/>	Name	Current Paid Thru	New Paid Thru	Balance
<input checked="" type="checkbox"/>	Gus Serrato	10/31/2019	10/31/2020	\$75.00
<input checked="" type="checkbox"/>	Suzy Nanez	10/31/2019	10/31/2020	\$75.00
<input checked="" type="checkbox"/>	Marisha Mensch	10/31/2019	10/31/2020	\$75.00

Showing 1 to 3 of 3 entries

Add To Cart

**MANAGE PRSSA CHAPTER DUES**

Chapter Administration

Manage Renewals

Manage New Members

**CART SUMMARY**

0 item(s) (\$0.00) + Show

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PRSSA Website

Click the “Continue Shopping” button if you need to add new members to the shopping cart, in addition to returning members.

**Item added to cart!** ✕

Item	Qty	Price
Dues: PRSSA Chapter: ABC University, PRSSA Member Dues - Gus Serrato	1	\$75.00
Dues: PRSSA Chapter: ABC University, PRSSA Member Dues - Suzy Nanez	1	\$75.00
Dues: PRSSA Chapter: ABC University, PRSSA Member Dues - Marisha Mensch	1	\$75.00
<b>Subtotal</b>		<b>\$225.00</b>

[Continue Shopping](#) [View Cart](#) [Pay Now](#)

#### Step 4: Manage New Members

Click the “Manage New Members” button to add nonmember contacts to the shopping cart.

For each nonmember contact who will be joining, click on the “Join” button.

### DUES

Select one of the following options.

Show  entries Search:

	Name	Paid Thru
<a href="#">Join</a>	Roderick Goltz	
<a href="#">Join</a>	Marcellus Dieterich	
<a href="#">Join</a>	Tamera Schoemaker	
<a href="#">Join</a>	Temeka Ruffner	

### MANAGE PRSSA CHAPTER DUES

- [Chapter Administration](#)
- [Manage Renewals](#)
- [Manage New Members](#)

### CART SUMMARY

**3 item(s) (\$225.00)** [+ Show](#)

Click "Next" to accept any Chapter dues, and then click the "Add to Cart" button. Click on the "Join/Renew Someone Else" button if you have more nonmember contacts to add to the shopping cart.

**DUES**

Roderick Goltz  
Current Member Type: MyPRSA Customer

You are eligible to join PRSSA.

**i** Chapter Dues:

PRSSA Chapter: Otterbein University \$20.00

**Next**

**DUES**

Roderick Goltz  
Current Member Type: MyPRSA Customer

You are eligible to join PRSSA.

Description	Amount
PRSSA Chapter: ABC University	\$20.00
PRSSA Member Dues through 10/31/2020	\$55.00
<b>Total:</b>	<b>\$75.00</b>

**Back** **Add To Cart** **Join/Renew Someone Else**

**MANAGE PRSSA CHAPTER DUES**

**Chapter Administration**

**Manage Renewals**

**Manage New Members**

**CART SUMMARY**

**4 item(s) (\$300.00)** [+ Show](#)

### Step 5: View Shopping Cart and Pay

Click on the "View Cart" button to review your selections. Then click "Pay Now" to complete payment. Enter payment details and click on Complete Purchase to charge your card.

[← Member Portal Home](#)

[View Previous Orders](#)

Qty	Item Description	Total Price
1	Dues: PRSSA Chapter: ABC University, PRSSA Member Dues - Gus Serrato	\$75.00
1	Dues: PRSSA Chapter: ABC University, PRSSA Member Dues - Suzy Nanez	\$75.00
1	Dues: PRSSA Chapter: ABC University, PRSSA Member Dues - Marisha Mensch	\$75.00
1	Dues: PRSSA Member Dues, PRSSA Chapter: ABC University - Roderick Goltz	\$75.00
<b>Subtotal:</b>		<b>\$300.00</b>
<b>Freight:</b>		\$0.00
<b>Handling:</b>		\$0.00
<b>Tax:</b>		\$0.00
<b>Total:</b>		<b>\$300.00</b>

Send an additional copy via e-mail to:

**i** Please select your payment type:

Credit Card

PayPal Express


Payment Details

NAME ON CARD:

CARD NUMBER:

EXP. DATE:

/   
MONTH YEAR

SECURITY CODE: 

STREET ADDRESS:

ZIP/POSTAL CODE:

**Total: \$300.00**

[Continue Shopping](#)

[View Cart](#)

[Complete Purchase](#)

## Step 6: View Chapter Dues Receipt

The shopping cart/store generates a receipt per member purchased. ***A combined receipt will be available soon.***