

SAM'S DATABASE & WEBSITE-READY FOR ANOTHER YEAR!



HERE'S THE SCOOP ON HOW TO CREATE YOUR PROFILE FOR MEMBERSHIP RENEWAL PLUS MORE

Your SAM office team, under the direction of the SAM Board and our strategic plan, have been working on new tools intended to bring stronger value to you as a member of SAM. The new data base, web page, digital membership application process, conference registration, and communication tools (blogs and communities will be able to be established for each affiliate and common area of expertise) will further make SAM your “go to” organization for the resources you seek.

The SAM MemberClicks Database and Website.

SAM has upgraded to a new database and website to enhance your membership experience! School Districts and SAM Members now have digital access to their SAM Account Profiles for contact information and annual memberships. With this new access and automation, the SAM membership drive will be different each April for the ensuing year’s affiliate membership renewal. You will no longer receive invoices by way of the post office. The process will all be electronic.

Creating SAM Account Profiles

Here is the process for accessing your SAM account, updating personnel, processing new memberships, adjusting membership renewals, adjusting contact information and using forms:

- Your email address will be your Username
- Create your password by clicking [HERE](#) and follow the instructions to create your password

Once established, you will use your username and password to access the resources in the SAM Database and the SAM Website.

The Membership Renewal Process

For most school districts, the district clerk will be the “key contact” for receiving a membership renewal email. This email for membership renewal replaces the annual, hard copy invoice mailing that the district had received in previous years. Some members will be the “key contact” for their personal renewal or organization’s renewal (retiree members, MCASE members, private organizations, etc). Please note that even though you will be receiving membership renewal invoices electronically, membership dues will still need to be paid by check and not credit cards. Going forward, only SAM and affiliate conference registrations will be able to be paid by credit card or check using SAM MemberClicks.

Now that you have access to your profile, you will be able to do the following steps for membership renewal:

- You will be receiving a follow-up email on April 3rd that will be notifying you that SAM membership renewal process is now open. There will be a link in that email that will take you to

your district's renewal form. An invoice will also accompany this email that has the previous memberships and dollar amounts that match what the district had this past year.

- The following process is for checking, adjusting, changing and confirming memberships for the upcoming membership year, plus providing an option for members to join the SAM Leaders Professional Learning Program 2017-18. Here are some important steps that will help you through this process:
 - Once logged into your profile, you will see the first of two **Membership** pages where you will see your organization, phone, address, and email of the key contact.
 - Then, you will see a **Next** button below; click on it and it will take you to the second **Membership** page.
 - On this second **Membership** page, you will see a list of all current SAM members in your district. You can click on the name of any member and see exactly what memberships each person belongs to. You will see the member's contact information first, then the membership type below.
 - Please check each of your members and see that their membership accurately reflects the continuing of that membership or if there is an adjustment or change. If there is any change, just check that affiliate and the relative radio button of what type of membership for that affiliate.
 - If a member is leaving your district, you can unlink that member – simply click on the **Unlink** to the right of that member's name. **Once you click "Unlink", also click "None" for that member's affiliate membership type.**
 - To add a new district administrator that will be seeking a SAM membership, just click on the **Create Linked Profile** button below and fill out the form that appears; check the type of affiliate for this new member; click on the radio button next to the type of membership for that affiliate.
 - On the **Summary** page, please confirm your membership renewals and changes that you may have made on this page plus any SAM LPLP registrants. If you need to make any further edits, click on the **Previous** button to go back. Once confirmed that all is correct, then click on the **Next** button which will take you to the **Payment** page.
 - On the **Payment** page, just click the **Pay Now** button at the bottom which submits the form.
 - **Once submitted, you will receive an email with a new invoice that will reflect any changes. The old invoice will automatically be voided. Once again, please check your invoice for accuracy in relation to membership dues and SAM LPLP registrations.**
 - **Please print the new invoice and send back with a check written for the total amount for all memberships to be renewed and any SAM LPLP registrations.**
- Again, you will be getting a follow-up email on April 3rd to let you know that the SAM Membership Renewal Process is now open and will provide you the link to the renewal format described above. An invoice of this past year's membership dues will accompany this email. Hopefully, this document has prepared you for that event and you will have a seamless, user friendly experience in processing SAM memberships if there are any changes to be made.