Renew your membership with The Enrollment Management Association
A step-by-step process
Log into your MAP

Go to enrollment.org and click on LOGIN in the top right corner of the webpage. This will direct you to the Member Access Portal page, where you can log in. Or click [here](#). Enter your user name and password.
Step 1: Select Renew Now button
Step 2: About Your School

Let us know how the SSAT is used at your school, what database system supports your office, and if you’d like to opt-in to receive the Character Skills Snapshot.

About Your School

How do you use the SSAT at your school?

Do you use the SSAT as counseling for school placement?
- Yes
- No

Do you use the SSAT as counseling for course placement?
- Yes
- No

Do you use the SSAT as a factor for potential scholarships?
- Yes
- No

Do you use the SSAT as a factor in the admission process?
- Yes
- No

How do you accept scores?
- SSAT Scores are required
- SSAT Scores are optional

Software Used

What Student Information System does your admissions office use?
- [ ] SIS
- [ ] Other

Would you like to participate in the Character Skills Snapshot (CSS) Program?
- Yes
- No

How do you use the Character Skills Snapshot?
- The snapshot is required
- The snapshot is optional

Launched in 2017, the Snapshot is an evaluation of character skills, taken online by applicants, that provides a more comprehensive view of the whole child when combined with the cognitive standardized testing.
Step 3: Enrollment Data

This step is for member schools only. Complete the grid and tell us how many students were enrolled in each grade last academic year. Make sure there is a number greater than 0 entered for all grades in your school. The total will automatically calculate at the bottom.

<table>
<thead>
<tr>
<th>Grade</th>
<th>This Year</th>
<th>Previous Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>K</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>

Enter enrollment figures per grade offered.

Enrollment figures you enter automatically calculate at the bottom for total enrollment.
Step 4: Assign Your Contacts

Let us know who should receive targeted communications in your office.

**Membership Renewal**

**Your Contacts**

In order to improve our communications and outreach to your school/organization, please make sure the details for the contacts shown below are accurate and up-to-date. Unless specified, all fields are mandatory.

**Primary Contacts**

Who is the person to contact overall?

- Select a Contact

Who in your office should we communicate with about SSAT scores?

- Select a Contact

**Add Another User**

1. Claire SSAT devmail@ssat.org
   - Prefix: Ms.
   - First Name: Claire
   - Middle Initial: Optional
   - Last Name: Optional
   - Suffix: Optional
   - Job Title: Admission Assistant
   - Job Function: Admission - Office Manager
   - Email Address: devmail@ssat.org
   - MAP Roles: MAP Administrator

2. Bonnie SSAT devmail@ssat.org
   - Prefix: Ms.
   - First Name: Bonnie
   - Middle Initial: Optional
   - Last Name: Optional
   - Suffix: Optional
   - Job Title: Associate Director of Admission
   - Job Function: Admission - Assistant/Associate Director
   - Email Address: devmail@ssat.org
   - MAP Roles: MAP User

You choose the audience for communication.

Review each contact’s information for accuracy. Be sure to include a title and job function for ALL contacts.
Step 5: Add or Disable Contacts

Keeping contacts up to date is a CRITICAL step in protecting the data in your Member Access Portal.

Add new users

Remove contacts that no longer work at your school by checking the box labeled Disable this account.
Step 6: A Quick Survey
Answer 3 quick questions for us and be sure to mark Done before moving onto the next step.
Step 7: Terms and Conditions
Click in the box to checkmark and show your agreement to our Membership Terms & Conditions. Once you have read the Terms and Conditions, click Proceed to Payment.

You are a Premium Member, and will see this new addendum.
Step 8: Pay Member Dues

Indicate payment by check or credit card. If sending a check, please ensure it is received by The Enrollment Management Association within 2 weeks.
Step 9: Your Confirmation

ORDER CONFIRMATION

Your order has been processed successfully.
Transaction ID: Not Applicable

<table>
<thead>
<tr>
<th>Order Details</th>
<th>Quantity</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Renewal</td>
<td>1</td>
<td>500.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>500.00</td>
</tr>
</tbody>
</table>

Paying by check? Please print this invoice and process for payment to The Enrollment Management Association by July 31. Thank you.

Don’t forget your invoice/receipt:
- If paying by check, download your invoice to submit to your business office.
- If you paid with credit card, download your receipt for your records.
Thank you for your continued support and involvement with The Enrollment Management Association