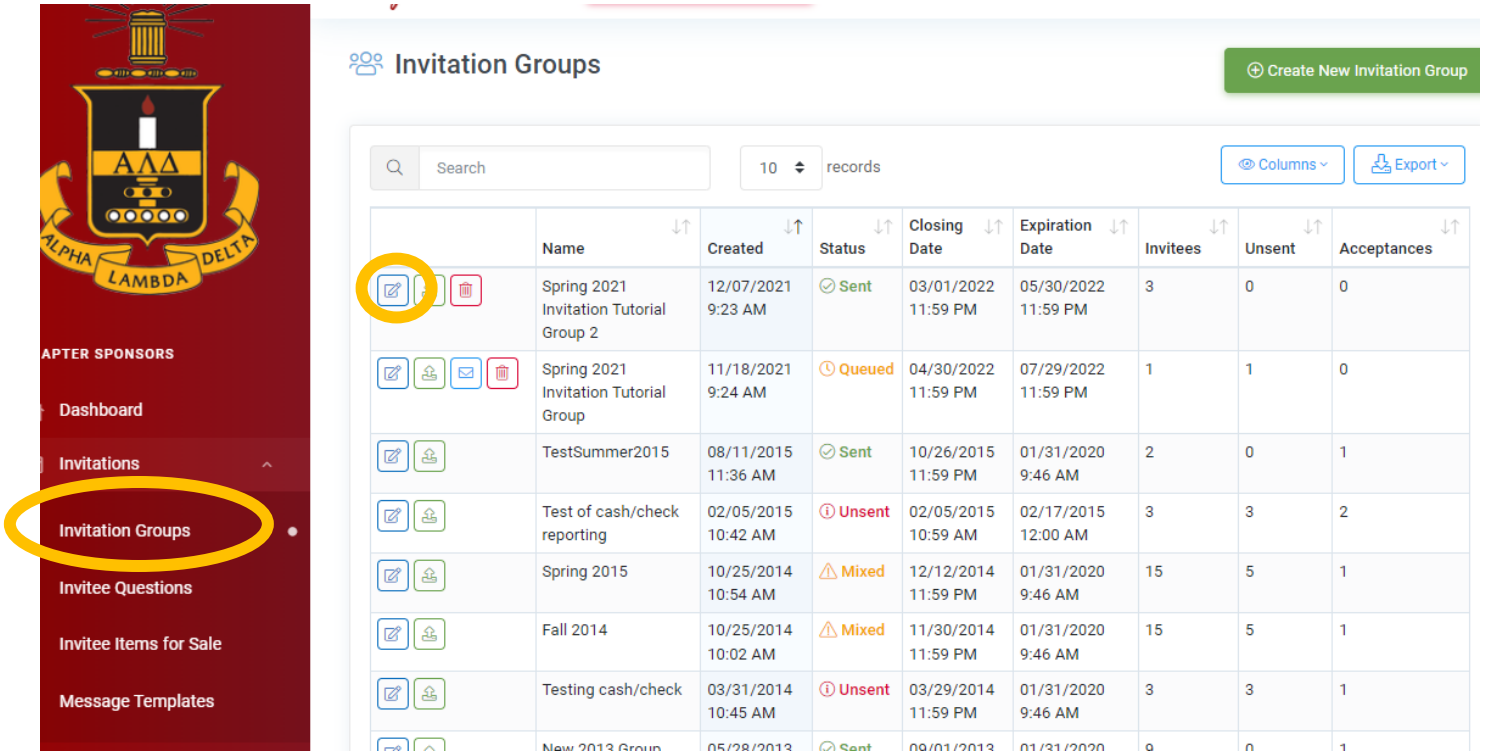


Waiving Membership Dues (MHS)

An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS AND CLICK ON “INVITATIONS” and then “INVITATION GROUPS” (LEFT NAVIGATION BAR). SELECT THE INVITATION GROUP BY CLICKING THE PENCIL.



The screenshot shows the MHS interface. On the left is a dark red navigation bar with the Alpha Lambda Delta logo at the top. Below the logo are menu items: "Dashboard", "Invitations", "Invitation Groups" (circled in yellow), "Invitee Questions", "Invitee Items for Sale", and "Message Templates". The main content area is titled "Invitation Groups" and features a search bar, a "10 records" dropdown, and "Columns" and "Export" buttons. A table lists invitation groups with columns for Name, Created, Status, Closing Date, Expiration Date, Invitees, Unsent, and Acceptances. The first row, "Spring 2021 Invitation Tutorial Group 2", has a pencil icon circled in yellow.

Name	Created	Status	Closing Date	Expiration Date	Invitees	Unsent	Acceptances
Spring 2021 Invitation Tutorial Group 2	12/07/2021 9:23 AM	Sent	03/01/2022 11:59 PM	05/30/2022 11:59 PM	3	0	0
Spring 2021 Invitation Tutorial Group	11/18/2021 9:24 AM	Queued	04/30/2022 11:59 PM	07/29/2022 11:59 PM	1	1	0
TestSummer2015	08/11/2015 11:36 AM	Sent	10/26/2015 11:59 PM	01/31/2020 9:46 AM	2	0	1
Test of cash/check reporting	02/05/2015 10:42 AM	Unsent	02/05/2015 10:59 AM	02/17/2015 12:00 AM	3	3	2
Spring 2015	10/25/2014 10:54 AM	Mixed	12/12/2014 11:59 PM	01/31/2020 9:46 AM	15	5	1
Fall 2014	10/25/2014 10:02 AM	Mixed	11/30/2014 11:59 PM	01/31/2020 9:46 AM	15	5	1
Testing cash/check	03/31/2014 10:45 AM	Unsent	03/29/2014 11:59 PM	01/31/2020 9:46 AM	3	3	1
New 2013 Group	05/28/2013	Sent	09/01/2013	01/31/2020	0	0	1

STEP 2: SELECT “INVITEES” TAB, FIND THE STUDENT, AND CLICK THE GREEN ‘MONEY’ ICON.

Edit Invitation Group: Spring 2021 Invitation Tutorial Group 2

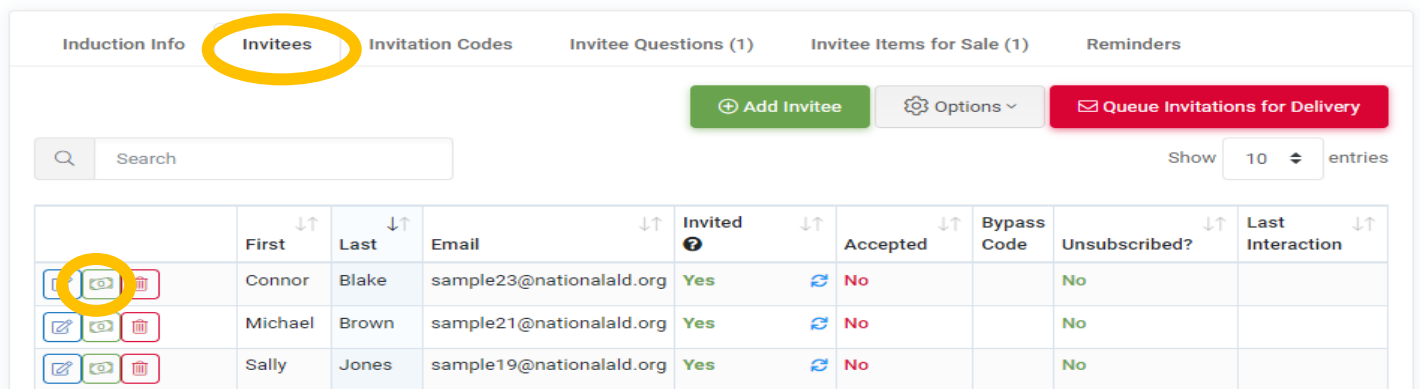
If you're mailing paper invitation letters or otherwise sending invitations outside of MHS, you must include the information below so that your invitees will know how to accept the invitation and pay dues online.

Invitation Acceptance Instructions

To accept your invitation, go to: <https://ald.myhonorsociety.com/accept>

Register by using the e-mail address on file with your university and entering the following Invitation Code: wEfpvDD6

According to your Chapter Profile Settings, local dues of \$5.00 will be collected for each invitee accepting membership, and the National Office will make local dues refund checks payable to Sri Lanka Omicron.



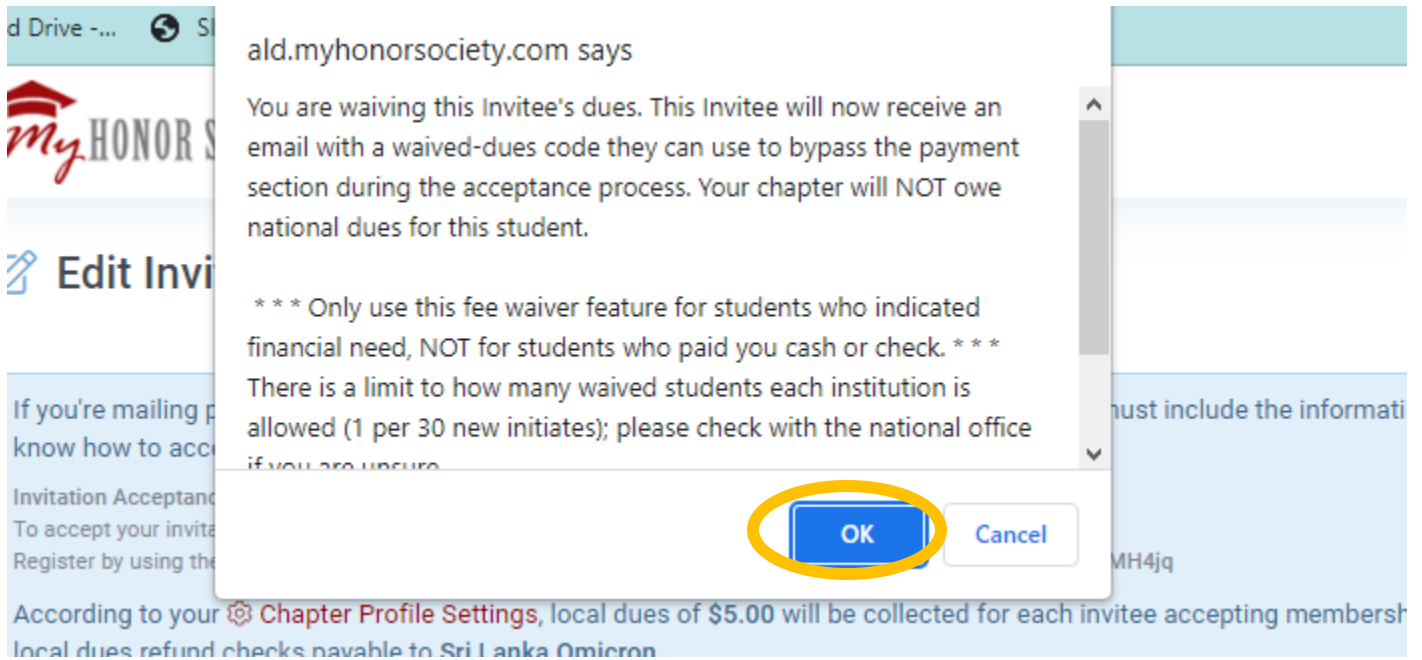
The screenshot shows the "Invitees" tab selected in the navigation bar. At the top, there are buttons for "Add Invitee", "Options", and "Queue Invitations for Delivery". Below is a search bar and a "10 entries" dropdown. A table lists invitees with columns for First, Last, Email, Invited, Accepted, Bypass Code, Unsubscribed?, and Last Interaction. The first row, "Connor Blake", has a green money icon circled in yellow.

First	Last	Email	Invited	Accepted	Bypass Code	Unsubscribed?	Last Interaction
Connor	Blake	sample23@nationalald.org	Yes	No		No	
Michael	Brown	sample21@nationalald.org	Yes	No		No	
Sally	Jones	sample19@nationalald.org	Yes	No		No	

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You will be prompted with a reminder stating your chapter is responsible for the National Dues (\$30) for this student. Click "OK" if you agree (to process the waiver).



The screenshot shows a dialog box from ald.myhonorsociety.com. The text inside reads: "ald.myhonorsociety.com says You are waiving this Invitee's dues. This Invitee will now receive an email with a waived-dues code they can use to bypass the payment section during the acceptance process. Your chapter will NOT owe national dues for this student. * * * Only use this fee waiver feature for students who indicated financial need, NOT for students who paid you cash or check. * * * There is a limit to how many waived students each institution is allowed (1 per 30 new initiates); please check with the national office if you are unsure." At the bottom of the dialog box, there are two buttons: "OK" (highlighted with a yellow circle) and "Cancel".

STEP 3: RECORD THE BYPASS CODE.

You will then be given a Bypass Code for the student. Record this code and forward to the student so they can accept the invitation.

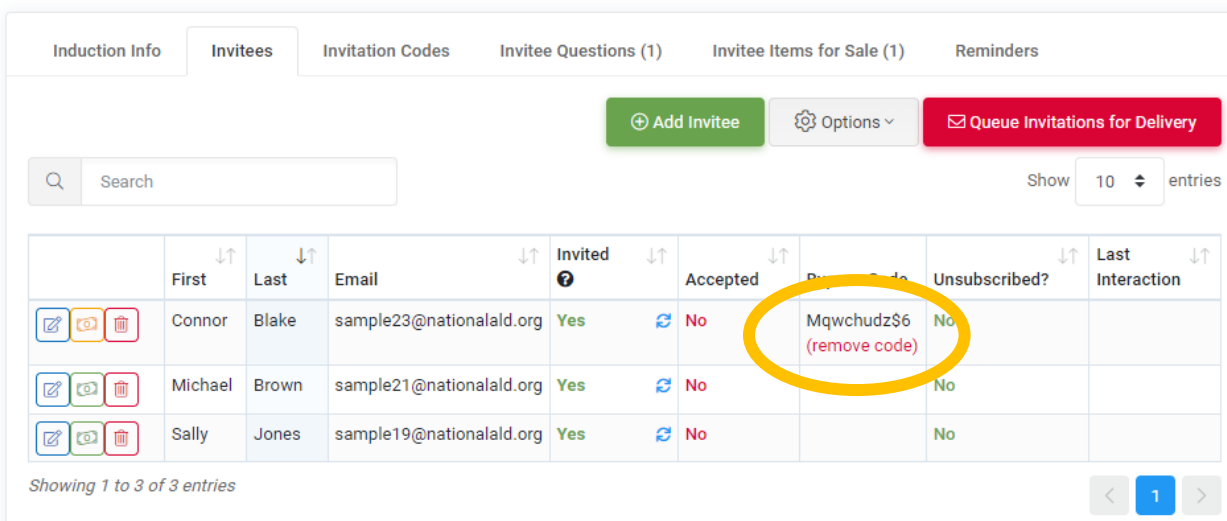
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Register by using the e-mail address on file with your university and entering the following Invitation Code: wEfpvDD6

According to your [Chapter Profile Settings](#), local dues of \$5.00 will be collected for each invitee accepting membership, and the National Office will make local dues refund checks payable to Sri Lanka Omicron.



The screenshot shows the "Invites" tab in the MHS interface. At the top, there are tabs for "Induction Info", "Invites", "Invitation Codes", "Invitee Questions (1)", "Invitee Items for Sale (1)", and "Reminders". Below the tabs are buttons for "Add Invitee", "Options", and "Queue Invitations for Delivery". A search bar is present with the text "Search". Below the search bar is a table with the following columns: "First", "Last", "Email", "Invited", "Accepted", "Bypass Code", "Unsubscribed?", and "Last Interaction". The table contains three rows of data:

First	Last	Email	Invited	Accepted	Bypass Code	Unsubscribed?	Last Interaction
Connor	Blake	sample23@nationalald.org	Yes	No	Mqwchudz\$6 (remove code)	No	
Michael	Brown	sample21@nationalald.org	Yes	No		No	
Sally	Jones	sample19@nationalald.org	Yes	No		No	

At the bottom of the table, it says "Showing 1 to 3 of 3 entries".