

# Waiving Membership Dues (MHS)

An Alpha Lambda Delta Tutorial

**STEP 1: SIGN INTO MHS AND CLICK ON "INVITATION GROUPS" (LEFT NAVIGATION BAR). SELECT THE INVITATION GROUP BY CLICKING THE PENCIL.**



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ALPHA LAMBDA DELTA

**Chapter Sponsors**

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## ALPHA LAMBDA DELTA

### Invitation Groups

Display 10 records per page

Quick Filter:

	Name	Created	Unsent	Invitations Expire	Invitees	Acceptances
	Summer 16 Test Group	7/12/2016 9:00 AM	0	9/1/2016 11:59 PM	2	0
	test with susan	1/26/2016 1:20 PM	1	4/24/2016 11:59 PM	30	0
	Spring 2016 Tutorial Group	12/21/2015 11:38 AM	0	5/1/2015 11:59 PM	4	0
	Invitation Test Group	11/3/2015 11:12 AM	0	11/30/2015 11:59 PM	0	0
	Nancy Schneller	8/28/2015 1:30 PM	0	8/28/2015 11:59 PM	1	0
	TestSummer2015	8/11/2015 11:36 AM	0	10/26/2015 11:59 PM	1	1
	TestSummer2015	8/11/2015 11:36 AM	0	10/26/2015 11:59 PM	0	0
	spring test	2/24/2015 1:21 PM	0	2/4/2015 11:59 PM	2	0
	Test of cash/check reporting	2/5/2015 10:42 AM	2	2/5/2015 10:59 AM	2	2
	Spring 2015	10/25/2014 10:54 AM	5	12/12/2014 11:59 PM	15	1

Showing 1 to 10 of 18 records

[Create New Invitation Group...](#)

**STEP 2: SELECT "INVITEES" TAB, FIND THE STUDENT, AND CLICK THE GREEN 'WAIVE' ICON.**



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### Edit Invitation Group: Summer 16 Test Group

If you're mailing paper invitation letters, you must insert the information below into your letter so that your invitees will know how to accept the invitation and pay dues online.

No matter how your invitations are sent, via paper or e-mail, follow-up e-mail messages to those who haven't yet accepted must include the Acceptance Information below. If an invitee has to have access to his or her original invitation to accept, you might end up with a lot of unnecessary requests for instructions on how to register (especially if they can't easily locate their original invitation).

*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: Gjkwvy63

According to your **Chapter Profile**, local dues of \$15.00 will be collected for each invitee accepting membership, and the National Office will make local dues refund checks payable to Sri Lanka Omicron. If this is not correct, change it on your **Chapter Profile page**.

Induction | **Invitees** | Invitation Codes

Display 10 records per page

Quick Filter:

	First	Last	Email	Invited	Accepted	Bypass Code	Send Email?
	Test	Kid A	kida@ald.org	Y <input checked="" type="checkbox"/>	N		Y
	test	kid B	kidb@ald.org	Y <input checked="" type="checkbox"/>	N		Y

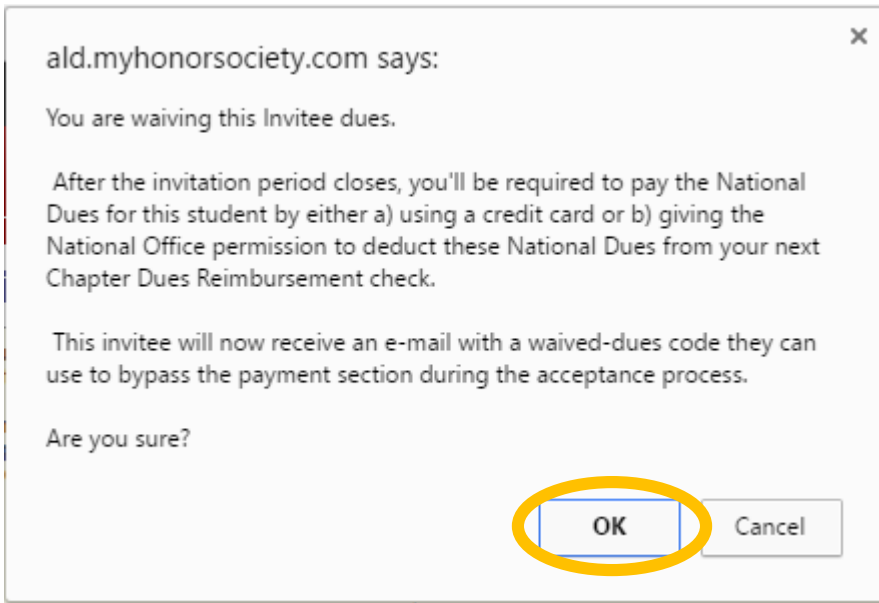
Showing 1 to 2 of 2 records

[Import Invitees from File](#) | [Send Email Invitations](#) | [Send Message to Invitees](#)

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You will be prompted with a reminder stating your chapter is responsible for the National Dues (\$25) for this student. Click "OK" if you agree (to process the waiver).



### 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 he/she can accept the invitation.



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Induction Info | Invitees | Invitation Codes

Display 10 records per page

	First	Last	Email	Invited	Accepted	Bypass Code	Send Email?
	Test	Kid A	kida@ald.org	Y <input checked="" type="checkbox"/>	N	Thdxngpt!0 (remove code)	
	test	kid B	kidb@ald.org	Y <input checked="" type="checkbox"/>	N		Y

Showing 1 to 2 of 2 records

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