

# How to Affiliate



Follow these instructions to affiliate your chapter for the 2024-2025 school year.

## Step 1: Log into your chapter

Login for Chapter Advisors and State Advisors

Chapter Membership

Chapter ID / User Name:

User Name

Password:

Password

Login

Forgot Password

## Step 2: Complete the form and click 'confirm'

CHAPTER ADVISOR, PLEASE CONFIRM YOUR AFFILIATION INFORMATION

Number Member Password

PLEASE UPDATE YOUR PRINCIPAL'S INFORMATION

Principal's First Name: Principal's Last Name: Principal's Email:

Principal's Telephone: Principal's Cell Phone: Principal's Fax:

Membership Type:

- Red Chapter Affiliation Program (Red CAP): This program allows a chapter to pay for a minimum of five members for a full fee (additional members may be added during the year for a fee). The membership fee for Red CAP is \$120 at the national level plus state dues.
- White Chapter Affiliation Program (White CAP): This program allows a chapter to affiliate several more members by paying the Red CAP fee plus additional White CAP (\$15 per member) dues for new fee members.
- Blue Chapter Affiliation Program (Blue CAP): This program allows a chapter to affiliate an unlimited number of members in a school for a flat fee. Blue CAP members pay a national membership fee of \$100 plus state fee CAP dues. An online school which affiliates a Red, White or Blue CAP chapter is limited to having 1000 members.

Number of Members (10-Minimum)

Number of Members

Confirm

## Step 3: Verify your advisor information and click 'save'

VERIFY ADVISOR INFORMATION

PRIMARY ADVISOR

Name: Alternate Email: Cell Phone:

OPTIONAL INFORMATION (see all that apply)

Computer Science Teacher  
 Engineering Teacher  
 Marketing Teacher  
Other (please list):

Use the following conditions (check all that apply):

80% government funding  
 50% or more  
Other (please list):

I am a professional member of (check all that apply):

ACS  
 IEEE  
 ISTE  
 ISTE/AA  
 ISTE/AA  
Other (please list):

Save

## Step 4: Complete the graduation process

Home Logout

Members Chapter Information Chapter Advisors Total TSA Invoice History Quick Links & Help Notifications

Graduation Email All

Membership Download Student Portal Status Report Inactive Students Print Membership Cards Print Membership Certificates

## Step 5: Enter member information and click 'submit membership'

Home Logout

Members Chapter Information Chapter Advisors Total TSA Invoice History Quick Links & Help Notifications Surveys

Add Members Email All Submit Membership

Membership Download Members With Access To Portal Print Membership Cards Print Membership Certificates Previous Year Count

## Step 6: Complete your payment

CONFIRMATION

By clicking the confirm button, you are agreeing to pay the total charges noted below for the selected members. Once a chapter member name has been submitted for membership, the member cannot be deleted or substituted for another member.

**Expedited Affiliation**

Credit card payment is preferred and will ensure immediate chapter affiliation. Paying by check through a purchase order may take up to several weeks to process. To expedite chapter affiliation if paying by check, send a scanned copy of the check to [register@tsaweb.org](mailto:register@tsaweb.org) prior to it being sent to national TSA.

An online school which affiliates a Red, White or Blue CAP chapter is limited to having 1000 members.

Click Confirm if you want to submit the selected members. Once you have generated an invoice, you are REQUIRED to pay your TSA invoice. No exceptions.

Item	Misc Product Notes	Unit Price	Quantity	Amount
National Red CAP TSA Membership (Student Members)	Member Minimum	\$12.00	10	\$120.00
National Chapter Advisor Fee		\$10.00	1	\$10.00
Arkansas State Red CAP TSA Membership (Student Members)	Member Minimum	\$5.00	10	\$50.00
Arkansas State Chapter-Advisor Fee		\$0.00	1	\$0.00
Online: High School Total TSA - Curriculum Materials		0.00	1	0.00

Total Charges: \$180.00

Special Code (if Applicable)

Apply

Export Close Confirm

For questions or additional support, please email [register@tsaweb.org](mailto:register@tsaweb.org).