

# Joining CSHA

To get started, please visit our website, <http://www.ctspeechhearing.org/>

1. When the website appears, click **Join CSHA** in the upper right-hand corner of the site:



2. In the screen that appears, enter your First and Last name and check off the reCAPTCHA "I'm not a robot" box. When done, click **Go**.
3. If the system finds no matches, then you will be presented with the sign-up form. Please skip the rest of this step and proceed to the section titled "[Membership Application](#)"

If the system finds that you have an account from the past that may have lapsed, or you happen to have a name that matches another member, it will present you with a page that gives you some options:

- a. If you are confident that you have never had an account on our system, either as a member OR a non-member, click on the "Create An Account" button to proceed with the process. Please skip the rest of this step and proceed to the section titled "[Membership Application](#)"
- b. If you do recognize some information in the provided table, then you already have an account on our system. Even an old account is still perfectly valid and can be brought up to current membership status even if it quite old or was only a non-member account.

Depending on your knowledge of the existing account, there are several possibilities:

- i. You recognize a single account listed but have no idea what the password is. Follow the instructions on the web site to recover your password:

- Once you have recovered your password, please go to "Log In" at the top-right of the home page of the web site
  - When you have successfully logged-in, please click on "Membership Management" at the top-right of the web site.
  - On the "Members" page, click the "My Account" button in the purple bar.
  - You will now be on the page where your complete profile is shown. From here, you can renew your membership by selecting the membership level you wish to purchase along with the payment method you wish to use.
  - If you are uncertain of what choices to make, review the [Account Selections](#) section below for details about that area on the site..
  - Follow the screen prompts to complete your renewal. You do not need to follow the rest of these instructions as they are written specifically the newly joining individual in mind
- ii. You recognize a single account listed but have no idea what the password is AND you no longer have access to the email listed: In this case, you will need to contact us so that we can help you regain access to your account. Click the link provided on the web site to auto-create an email requesting an email address reset.
  - iii. You recognize more than one account listed. Duplicates can cause confusion and result in us sending your more email and mail than you would like. Click the link provided on the web site to auto-create an email requesting assistance in cleaning up the duplicate record.

## Membership Application

This section assumes that the system either found no matches or no pertinent matches for your name during the initial sign-up screen. It is VERY important not to create a duplicate account.

If you know you have a login or are creating a new account even after finding a match, ***please do not proceed***. You will likely find that this process fails anyway if your email is already in the system. Emails addresses are used for logging-in and must be unique.

Registration is a fairly straightforward process, but there are some important choices that you will need to make.

## Account Selections

**Account Selections**

Membership Period: 1 Year (Pending any applicable payment receipt)

**Membership Type:**  Voting (\$60.00)  
 Professional Affiliate (\$60.00)  
 Full-time Student (Free)  
 Nonmember (Free)

**Payment Method:**  Check  
 PayPal

Use PayPal for credit card payments.  
You do not need to have a PayPal account!

Discount Code:

Your PO Number:  (Optional)  
For your records only. We do NOT accept POs.

1. In the **Account Selections** section, you must select the type of account you wish to have with CSHA:
  - a. **Voting Membership:** Master's Degree or equivalent in Speech-Language Pathology, Audiology, or related areas. For SLP's and Audiologists in their first year employment, dues are waived. You must obtain a signature from your employer or supervisor.
  - b. **Professional Affiliate Membership:** Professionals interested in the field of Speech-Language Pathology or Audiology, but not actively engaged in clinical services, teaching, or research or individuals who are presently waiting to meet voting requirements.
  - c. **Full-Time Student Membership:** Full-time student in Speech-Language Pathology/Audiology/Speech Science or related field. Student members must provide information about their school, major and graduation date as well as the name and email of their faculty contact.
  - d. **Nonmember:** A free account on our on-line system that allows you to view and sign up for events at full price. Guests are not permitted.
2. If you selected a *Voting* or *Professional Affiliate* membership, you must also select a payment type. *Full-Time Students* and *Non-Members* are free and selecting one of those will make the "Payment Method" choice unavailable.
  - a. **Paying by Check:** This will create an account but will not give you access to members-only pricing or features until the check has been received and cleared in the system by CSHA administrative staff.
  - b. **Pay by PayPal:** This method allows you to pay with your PayPal account OR directly with a credit card if you do not have or want a PayPal account. As soon as automatic payment confirmation is successfully received from PayPal, your membership will become immediately active. This typically happens by the time you are returned to the CSHA site from PayPal after payment.

## Personal Information

The **Personal Information** section is mostly self-explanatory. The information that you are required to enter is titled in **blue** and includes:

1. Password & Password Confirmation
2. First Name
3. Last Name
4. Street Address
5. City
6. State
7. Zip Code
8. Email Address
9. Phone Number

There are other fields that you are welcome to fill in if you wish to provide alternate address information or contact details. You may also choose to opt-out of getting event emails.

To complete the registration form, check off the reCAPTCHA "I'm not a robot" box and then click the **Submit My Registration** button.

## Registration Completion & Payment

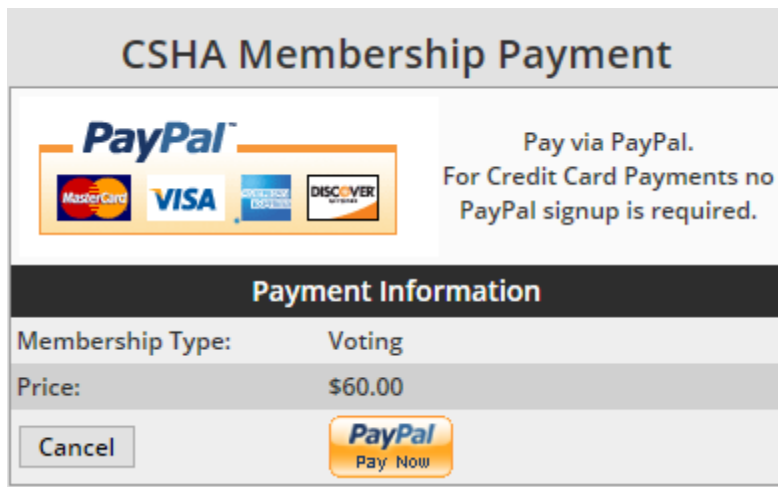
After you click the **Submit My Registration**, a dialog will appear asking you to verify that the email you entered is correct. This extra verification is done to assure that there is no typographical error in the address since it is used for correspondence and logging-in.

Depending on the Membership Type and Payment Method that you selected in the [Account Selections](#) section, you will now follow one of several paths:

1. *Voting or Professional Affiliate* Membership paid by **CHECK**:
  - a. The registration completion screen will appear. This screen details what you need to do to complete your payment by check along with a confirmation of the information you provided during registration.
  - b. At the bottom of the completion screen, please click on the **Questionnaire** button. CSHA collects additional information as part of your member record for use in our public referral listing on the website. Completing the questionnaire is required.

Please proceed to the [Questionnaire](#) section below.

2. *Voting or Professional Affiliate* Membership paid by **PAYPAL**:
  - a. The **CSHA Membership Payment** page will display. It will show PayPal Logo along with your choice of membership type and the fee to be paid:



The screenshot displays the 'CSHA Membership Payment' interface. At the top, it features the PayPal logo and a box containing logos for MasterCard, VISA, American Express, and DISCOVER. To the right of this box, it says 'Pay via PayPal. For Credit Card Payments no PayPal signup is required.' Below this is a section titled 'Payment Information' with a table showing 'Membership Type: Voting' and 'Price: \$60.00'. At the bottom, there are two buttons: a 'Cancel' button and a 'PayPal Pay Now' button.

Payment Information	
Membership Type:	Voting
Price:	\$60.00

- b. To proceed and pay, click on the **PayPal Pay Now** button.

- c. You will now be redirected to the PayPal website:

CT Speech-Language-Hearing Association INC

PayPal \$60.00 USD

Pay with PayPal English

Stay logged in for faster checkout

Log In

Having trouble logging in?

or

Pay with Debit or Credit Card

New. Faster. Easier.

Welcome to the new PayPal checkout!  
The security you rely on – now even faster.  
It's everything checkout should be.

Cancel and return to CT Speech-Language-Hearing Association INC © 1999 - 2017

- i. **If you have a PayPal account:** Please login to PayPal with your appropriate email address and password and complete the payment process as you would with any other PayPal purchase.
- ii. **If you do NOT have/want a PayPal account:** Please click on **Pay with Debit or Credit Card** and then provide all of the necessary card and billing details. When complete, click the blue **Pay Now** button to complete the payment process.
- d. When you have completed the PayPal payment process, you will be returned to the CSHA site where the registration completion screen will appear. This screen details your payment by PayPal along with a confirmation of the information you provided during registration.
- e. At the bottom of the completion screen, please click on the **Questionnaire** button. CSHA collects additional information as part of your member record for use in our public referral listing on the website. Completing the questionnaire is required. Please proceed to the [Questionnaire](#) section below.

3. *Full-Time Student:*

- a. The registration completion screen will appear with a confirmation of the information you provided during registration. Since these are free accounts, there is no payment process involved.
- b. At the bottom of the completion screen, please click on the **Questionnaire** button. CSHA collects additional information as part of your member record for use in our public referral listing on the website. Completing the questionnaire is required. Please proceed to the [Questionnaire](#) section below.

#### 4. *Non-Member:*

- a. The registration completion screen will appear with a confirmation of the information you provided during registration. Since these are free accounts, there is no payment process involved. Completion of the questionnaire is NOT required and your registration process is complete.

### **Questionnaire**

The screenshot shows a web form titled "Registrant Questionnaire". It is divided into two main sections: "Full-Time Students" and "Supplemental Member Information".

**Full-Time Students**  
To be eligible as a full-time student member, you must answer "Yes" to the "Are you a full-time student?" question below and provide all of the student-related information requested. All other members, please select "No" to the "Are you a full-time student?" question. You will not be required to fill in any other student information, but please complete the Supplemental Member Information at the bottom.

**Student Status**  
Are you a full-time student?: No (dropdown menu)

**School Attending**  
Please enter the name of your school: (Required if enabled)

**Year in Program**  
Please enter your year of graduation: (Required if enabled)

**Major**  
Please enter your major: (Required if enabled)

**Faculty Contact**  
Please enter the name of your faculty contact: (Required if enabled)

**Faculty Email**  
Please enter the email address of your faculty contact: (Required if enabled)

**Supplemental Member Information**  
Please provide us with the following supplemental information  
For your educational background, please indicate your degree, your institution, and the year you obtained that degree. Degrees may include, but are not limited to, BA/BS, MA/MS, 6th year & Ph.D.

The questionnaire is a required section that provides CSHA with additional information about your educational background, specialty skills and areas of focus. This information helps us to better serve our membership and the community.

Please answer the questions provided in each section following the directions provided. The questions and instructions provided on the page are kept up-to-date with any changes and so we have not repeated them here.

When you have filled-in the questionnaire, please click on the **Submit** button at the bottom of the page to complete the process.

### **Problems/Questions**

If you have questions about membership or experience a problem with the registration process, please contact CSHA. We will do our very best to help you correct the issue quickly.

Online and phone contact information can be found on our website at: <http://www.ctspeechhearing.org/contact/>

**If you have arrived successfully to this point, you are done.**

**Thank you for joining us and welcome to CSHA!**