

Returning NPAL Chapter Registration

Getting Started

- All **Returning** chapters, please login with the user name and password you created during the 2018 Registration period. If you have forgotten your password, please use the “Forgot Password” link and enter the email associated with your account, to receive an email to reset your password.
- **Returning Chapter: Same Executive or Program Directors:** For any returning chapters with the **same** Executive and Program Directors, the experience will be the same as last year except that the previous year’s registration information (programs numbers, uploaded documentation, etc.) will be displayed here during 2019 Registration to be either kept or updated/replaced with new information.
- **Returning Chapter: New Executive or Program Directors:** For any returning chapters with **new** Executive or Program Directors, it is required that one of the previous 2018 Directors logs in to update the system with the new Executive and/or Program Director’s contact information. The new directors will then be able to use the “Forgot Password” link and email address associated with their profile to receive a link to set-up their user name and password to access the portal and complete the 2019 Registration process.
- **New Chapter:** All **new** Chapters (newly forming or chapters that did not register online last year) will need to submit a support request to our Customer Success Team including email address, first and last name, role (Program Director or Executive Director), NPAL Region, and Chapter Name to have the chapter’s profile created. Once created, a member of our customer support team will send a link and instructions for creating a password and logging in to complete for the 2019 Registration process for your NPAL chapter.

Completing the Chapter Registration Process

1. To complete the process, we recommend having the following documents available when completing your Chapter’s Application:
 - 501(c)(3) documentation (if your paperwork is complete) in a PDF format
 - Organization’s EIN Number
 - Copy of your Chapter’s By-Laws in a PDF format
 - Letter of Engagement from a Chief/Sheriff in a PDF format

NOTE: The maximum file size for all PDFs combined is 5 MB.

2. Click [Here](#) to begin the Chapter Registration Process.
3. As a returning chapter, log in with the user name and password you created in 2018 to access and update your chapter's account information for the new year.
4. Complete Step 2 by confirming your Chapter Contact information is correct.
5. Choose **Next** to advance to Step 3.
6. Complete Step 3 by confirming and updating your organization's information including chapter demographics and programs offered.
7. Choose Next to advance to Step 4.
8. Review and agree to the Chapter Membership Terms by **clicking the checkbox** at the bottom of the page.
9. Choose **Next** to advance to Step 5.
10. Please upload your 501(c)(3) documentation, your chapter by-laws, and your letter of engagement from your Chief/Sheriff, if not already uploaded. Click **Choose File** to search your computer and upload files.

NOTE: Files for upload must be saved as PDF files. The maximum file size for all PDFs combined is 5 MB.

11. Choose **Next** to advance to Step 6, and review a Summary of Information entered.
12. If you have edits to the Summary, choose **Back** to update previous sections.
13. Once the Summary is reviewed and approved, choose **Next** to enter your payment.
14. Please choose your **Payment Method** from the pulldown menu and choose **Continue**.

NOTE: NPAL accepts payment via Check, PO, or Credit Card (Visa, Mastercard and Discover).

15. Once you have selected your payment type, your page will expand to include payment details.
16. Please enter your payment information.

If paying by Credit Card, a 2.5% processing fee/convenience fee will be added to your transaction.

If paying by check, please make checks payable to National PAL and mail your check to:

National PAL
Attn: Jeff Hood
12161 Ken Adams Way
Suite 110-RR
Wellington, FL 33414

If paying by PO, please choose Check and enter your PO number as the check number. Please include your receipt/order confirmation with your payment. Please make payment payable to National PAL and mail your payment to:

National PAL
Attn: Jeff Hood
12161 Ken Adams Way
Suite 110-RR
Wellington, FL 33414

17. Choose Continue to complete the transaction.
18. View and print your receipt for your records.

Adding a New Executive Director or Program Director to your chapter's profile

1. For any returning chapters with **new** Executive or Program Directors, it is required that one of the previous 2018 Directors logs in to update the system with the new Executive and/or Program Director's contact information.
2. To add a New Executive or Program Director, log into the system using your user name and password.
3. Your Chapter Contact information will display.
4. Click the + plus icon below the corresponding role.
5. An Add User form will display to create a new user and/or look-up users in the system.
 - We recommend searching for the name of the new contact you wish to add prior to adding. If the user exists in the system, choose Select beside their name after searching to add this user to the form, and then choose Add.
 - If the user does not exist in the system, complete the Add User Form and choose Add.
6. This user will be added to your chapter's profile.
7. Once added, you may close your browser and the updated contact information will be saved.

Removing an Executive Director or Program Director from your chapter's profile

1. To add a New Executive or Program Director, log into the system using your user name and password.
2. Your Chapter Contact information will display.
3. Click the trash can icon next to the user's name to remove the previous Executive or Program Director from your chapter's profile.
4. Once deleted, you may close your browser and the updated contact information will be saved.

NOTE: You must have at least one person listed for the Executive Director and Program Director roles.

NOTE: You are not able to delete your own account. If you are the departing contact, please have your secondary contact make the necessary changes to the contact information in your chapter's profile.

Logging in as a Newly Added Executive Director or Program Director for a Returning Chapter

1. If you are a newly added Executive Director or Program Director, the previous chapter contacts, must add you to the chapter's profile.
2. Once you have been added to the system by your chapter, you will be able to create a password and then log in to the complete the chapter registration process.
3. Click [Here](#) to access the Chapter Registration Process.
4. Please use the "Forgot Password" link and enter the email address associated with your account, to receive an email to reset your password.
5. If you need additional help choose the Help link from the forgot password form to be taken the NPAL help center.
6. Once your password is created you, will be able access the portal and complete the 2019 Registration process.

New NPAL Chapter Registration

Getting Started

1. To register a **new** NPAL chapter (newly forming chapters or chapters that did not register online last year), your chapter will first need to be created in the Affinity Sports system.
2. Click [Here](#) to access to the NPAL help center and submit a help ticket to create a new chapter profile.
3. Choose Submit Request from the top navigation bar.
4. Complete the online form including your email address, first and last name, your role (Program Director or Executive Director), NPAL Region, and Chapter Name to have your chapter's profile created.
5. Once created, a member of our customer support team will contact you with a link and instructions for creating a password and logging in to complete for the 2019 Registration process for your NPAL chapter.

Completing the Chapter Registration Process as a New Chapter

1. To complete the process, please have the following documents available when completing your Chapter's Application:
 - 501(c)(3) documentation (if your paperwork is complete) in a PDF format
 - Organization's EIN Number
 - Copy of your Chapter's By-Laws in a PDF format
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NOTE: The maximum file size for all PDFs combined is 5 MB.

2. Click [Here](#) to begin the Chapter Registration Process.
3. Please use the "Forgot Password" link and enter the email associated with your account, to receive an email to reset/create your password.
4. If you need additional help choose the Help link from the forgot password form to be taken the NPAL help center.
5. Once your password is created, you will be able access the portal and complete the 2019 Registration.
6. Complete Step 2 by entering your Chapter Contact Information including contact information of your Executive Director and Program Director.
7. Choose Next to advance to Step 3.
8. Complete Step 3 by entering your organization's information including chapter demographics.
9. Choose Next to advance to Step 4.

10. Review and agree to the Chapter Membership Terms by clicking the checkbox at the bottom of the page.
11. Choose Next to advance to Step 5.
12. Please upload your 501(c)(3) documentation, your chapter by-laws, and your letter of engagement from your Chief/Sheriff. Click Choose File to search your computer and upload files.

NOTE: Files for upload must be saved as PDF files. The maximum file size for all PDFs is 5 MB.

13. Choose Next to advance to Step 6 and review a Summary of information entered.
14. If you have edits to the Summary, choose Back to update previous sections.
15. Once the Summary is reviewed and approved, choose Next to make your Payment.
16. Please choose your Payment Method from the pulldown menu and choose Continue.

NOTE: NPAL accepts payment via Check, PO, or Credit Card (Visa, Mastercard and Discover).

17. Once you have selected your payment type, your page will expand to include payment details.
18. Please enter your payment information.

If paying by Credit Card, a 2.5% processing fee/convenience fee will be added to your transaction.

If paying by check, please make checks payable to National PAL and mail your check to:
National PAL
Attn: Jeff Hood
301 McCullough Drive
Suite 400
Charlotte, North Carolina 28262

If paying by PO, please choose Check and enter your PO number as the check number. Please include your receipt/order confirmation with your payment. Make payment payable to National PAL and mail your payment to:
National PAL
Attn: Jeff Hood
301 McCullough Drive
Suite 400
Charlotte, North Carolina 28262

19. Choose Continue to complete the transaction.
20. View and print your receipt for your records.