



Welcome to the Western Region Greek Association!

This document will guide you through the on-line association membership registration page. Please print this document and have it readily available during your on-line registration. This will ensure that your association membership is completed and processed quickly.

Step 1: Determine who is registering your councils.

Registration can be completed by the Campus-Based Fraternity/Sorority Advisor (Preferred) or by a council officer/representative. During the registration process you will have the ability to register all of your campus governing councils (IFC, Panhellenic, NPHC, NALFO, NAPA etc.) in one simple registration process.

Step 2: Go to the Association Membership Registration page.

You can find the Association Membership Registration page by visiting www.wrga.org. Select the Association Membership On-Line option to be re-directed to the correct webpage.

The Membership Registration Welcome page will look like this:



Step 3: Fill in the Contact Information. (Campus Fraternity/Sorority Advisor Preferred).

Please fill out each of the required fields and select the appropriate registration type (ex: Campus-Based Professional or Council Officer/Representative).

When completed with this page, click the **NEXT** button.

PLEASE NOTE: The e-mail address you fill in on this form will be the e-mail address used for all correspondence from MGCA, including the announcement of conference registration. If you register councils separately you may not use the same e-mail address twice.





Step 4: Contact Information and Campus Demographic Information Page (Association Membership).

You will now fill out the contact information page. Please note there are several components to this page.

At the top of the page is the registration status bar. This will indicate how far you are into the Association Membership Registration Process.

WRGA Annual Membership (08-09)



Fill out the information below to register.

Contact Information

Please complete all of the open fields.

First Name: John

Last Name: Doe

Email Address: jdoe@wrga.org

*College/University (Full Name):

*Position Title:

Step 4-A: Campus Based Professionals (Council Officer/Representative skip to Step 4-B)

At the top of the page you will see your name and e-mail address as you entered it in on the main screen. Please fill out the rest of the contact information including:

- College/University (Full name, no abbreviations)
- Your Position Title
- Office Address (This is where you would like to receive correspondence from MGCA)
- Office Phone Number
- Office Fax Number

After completed with this information skip to step 4-C.

Contact Information

Please complete all of the open fields.

First Name: John

Last Name: Doe

Email Address: jdoe@wrga.org

*College/University (Full Name):

*Position Title:

Contact Information

Office Address:

*Address:

*City:

State/Province:

*ZIP/Postal Code:

*Country:

*Office Phone:

*Office Fax:



Step 4-B: Council Officer/Representative (Campus Professional skip to Step 4-C)

At the top of the page you will see your name and e-mail address as you entered it in on the main screen. Please fill out the rest of the contact information including:

- **Advisor's E-Mail** (A copy of your registration will be e-mailed to them.)
- **College/University** (Full name, no abbreviations)
- **Your Position Title**
- **Advisor's Name**
- **Council Mailing Address**
- **Advisor Mailing Address**
- **Council Phone Number**
- **Advisor Phone Number**
- **Fax Number**

After completed with this information skip to step 4-C.

Fill out the information below to register.

Contact Information

Please complete all of the open fields.

→ First Name: John
 Last Name: Doe
 Email Address: jdoe@wrga.org
 * Your Position Title: IFC President
 * College/University (Full Name): Smith University
 * Advisor's Name: Kim Cole
 * Advisor E-Mail: kcole@wrga.org

Contact Information

→ Council Address: Use as primary
 * Address: 123 Any Street
 Union Box 452
 * City: Anywhere
 State/Province: Colorado
 * ZIP/Postal Code: 11111
 * Country: USA
 * Council Phone: 919/555-8000

Step 4-C: Campus Demographic Information (to be completed by all registrants!)

Demographic Information Section

At the bottom of the contact information section is some campus demographic information. **All registrants must complete this section** regardless if you are a Campus-based Professional OR a Council Officer/Representative.

Demographic Information

The information collected here is for use by WRGA only.

Do any of your councils plan to participate in the 2008 WRGA Awards Process?

Please check all that apply (Awards Process):

- All/Inter Greek Council
- Interfraternity Council
- Panhellenic Council
- National Pan-Hellenic Council
- NALFO Council
- NAPA Council
- Other Council

Please indicate how many of each of the following make up your campus Fraternity and

*NIC/(Inter)National Fraternities

*NPC/(Inter)National Fraternities/Sororities

*Local Fraternities & Sororities

*NPHC Fraternities & Sororities

*NALFO/Latino Fraternities & Sororities



Step 5: Council Registration (Select the councils you would like to register)

Membership Classification Selection

You can register as many councils from your campus in this one simple step. Simply select the council(s) you would like to register by selecting the check box.

Campuses that register an Interfraternity Council and Panhellenic Council will receive a \$50 discount for each additional council registered (NPHC, NALFO, MGC, NAPA, etc.)

PLEASE NOTE: Discount will be applied at the end of the checkout process by applying the appropriate discount code.

When you have checked all of the boxes that apply to your campus, please click the **NEXT** button.

Please fill out the information below, then click Next to proceed

John Doe

Association Membership

Membership Classification

Please select the classification(s) for the councils that you wish to register. You may register multiple councils through this single registration process.

All/Inter Greek Council Please select this option for a campus that has less than six total organizations that comprise a single All/Inter Greek Council.	<input type="checkbox"/>	\$165.00
Interfraternity Council (2-6 Chapters) Please select this option for an Interfraternity Council with 2-6 Chapters.	<input checked="" type="checkbox"/>	\$165.00
Interfraternity Council (7-12 Chapters) Please select this option for an Interfraternity Council with 7-12 Chapters.	<input type="checkbox"/>	\$195.00
Interfraternity Council (13+ Chapters) Please select this option for an Interfraternity Council with 13 or more Chapters.	<input type="checkbox"/>	\$225.00
Multicultural Greek Council (NMGCC) Please select this option for a Multicultural Greek Council. (Ex: Combined NPHC & NALFO Council)	<input type="checkbox"/>	\$165.00
National Asian Pacific American Panhellenic Association (NAPA) Please select this option for a National Asian Pacific American Panhellenic Association Council (NAPA).	<input type="checkbox"/>	\$165.00
National Association of Latino Fraternal Organizations Council (NALFO) Please select this option for a National Association of Latino Fraternal Organizations (NALFO) Council.	<input checked="" type="checkbox"/>	\$165.00
National Pan-Hellenic Council (NPHC) Please select this option for a National Pan-Hellenic Council Registration.	<input type="checkbox"/>	\$165.00
Panhellenic Council (1-3 Chapters) Please select this option for a Panhellenic Council with 1-3 member chapters.	<input type="checkbox"/>	\$165.00
Panhellenic Council (4-8 Chapters) Please select this option for a Panhellenic Council with 4-8 member chapters.	<input checked="" type="checkbox"/>	\$195.00
Panhellenic Council (9+ Chapters) Please select this option for a Panhellenic Council with 14 or more member chapters.	<input type="checkbox"/>	\$225.00

Step 6-A: Verify Your Registration Items

Carefully Review Your Registration Items. If you have made a mistake use the **PREVIOUS** button to go back. Please do not use the **BACK** button on your browser.

This page displays your registration selections. Please click Finish to complete your registration. Fields and options marked with an asterisk are required to complete your registration.

Registration Summary

Please review your registration items carefully.

ORDERS

John Doe			
Registration Items	Price		Total
Association Membership			
Membership Classifications	Price		Total
Interfraternity Council (2-6 Chapters)	\$165.00		\$165.00
National Association of Latino Fraternal Organizations Council (NALFO)	\$165.00	←	\$165.00 ←
Panhellenic Council (4-8 Chapters)	\$195.00		\$195.00
Order Subtotal			\$525.00
Total: \$525.00			←



Step 6-B: Apply Your Discount Code (If Applicable - See Below)

Input your Volume Discount Code.
Please note, this volume discount code only applies if you register an Interfraternity Council, Panhellenic Council AND a third additional council (NPHC, NALFO, MGC, Etc.)

Please enter: WRGA89VD and click on APPLY CODE.

If the discount code applies to your registration you will notice the discount applied once you click on the APPLY CODE button.

This page displays your registration selections. Please click Finish to complete your registration. Fields and marked with an asterisk are required to complete your registration.

Registration Summary		
Please review your registration items carefully.		
ORDERS	Price	Total
John Doe		
Registration Items		
Association Membership		
Membership Classifications		
Interfraternity Council (2-6 Chapters)	\$165.00	\$165.00
National Association of Latino Fraternal Organizations Council (NALFO)	\$165.00	\$165.00
Panhellenic Council (4-8 Chapters)	\$195.00	\$195.00
Order Subtotal		\$525.00
		Total: \$525.00

Discount Code: ←

Registration Summary			
Please review your registration items carefully.			
ORDERS	Price	Discount	Total
John Doe			
Registration Items			
Association Membership			
Membership Classifications			
Interfraternity Council (2-6 Chapters)	\$165.00		\$165.00
National Association of Latino Fraternal Organizations Council (NALFO)	\$165.00	-\$65.00	\$100.00
Panhellenic Council (4-8 Chapters)	\$195.00		\$195.00
Order Subtotal			\$460.00
			Total: \$460.00

Applied Discount Codes
WRGA89VD ←

Step 6-C: Credit Card Payments (If paying by check, please skip to 6-D)

Paying by Credit Card (MasterCard & Visa)
Please select the Credit Card indicator and enter in your information. Please verify your information BEFORE you click the FINISH Button.

Please Note: The system will pre-populate address information. **The address on this screen must be the address where the credit card billing statement is mailed to.** You may change this information here without altering your master registration record.

Once complete, click the **FINISH** Button.

Payment Method

You may pay your association membership dues on-line using a Visa or MasterCard. We do not currently support Discover or American Express. If you choose to pay your dues by check, please select the "Off-Line" option and submit your check payment to the address listed on the registration confirmation page (next screen).

Credit Card, please enter your information below. ←
 Offline

Credit Card Payment Information

Credit Card Payment: \$475.00

*Name on Card:
 *Type:
 *Credit Card #:
 *Card Security Code: (what is this?)
 *Expiration Date:

*Address:

 *City:
 State/Province:
 ZIP/Postal Code:
 *Country:



←



Step 6-D: Check Payments (Mailing Check - E-Checks not Currently Available)

Paying by Check (Mail)

Please select the Offline indicator and click the FINISH Button.

Checks must be mailed to:
WRGA Membership
ATTN: Kyle Jordan
PO Box 784
Hillsborough, NC 27278-0784

Payment Method

You may pay your association membership dues on-line using a Visa or MasterCard. We do not currently support Discover or American Express. If you choose to pay your dues by check, please select the "Off-Line" option and submit your check payment to the address listed on the registration confirmation page (next screen).

Credit Card, please enter your information below.
 Offline

Previous Cancel Finish

Step 7: Membership Registration Confirmation Page

Please print a copy of this page for your records. If you are mailing in your payment, please be sure to include a copy of this page with your payment to ensure that your payment is properly processed.

Checks must be mailed to:
WRGA Membership
ATTN: Kyle Jordan
PO Box 784
Hillsborough, NC 27278-0784

Western Region Greek Association
Connect. Lead. Succeed.

PLEASE PRINT THIS PAGE FOR YOUR RECORDS

This page will serve as your record of completing the Association Membership registration process for the Western Region Greek Association.

If you have made a payment, we appreciate your continued support of WRGA! If you have an outstanding balance due, please submit your balance within three weeks to:

**WRGA Membership
Attn: Kyle Jordan
P.O. Box 784
Hillsborough, NC 27278-0784**

Balances not settled within three weeks of registration will be considered void.

If you have any questions about WRGA Membership, please contact Kyle Jordan, Director of Membership & Registration at kyle@wrgaonline.org.

General Options

Name: John Doe
 Title: Director of Greek Life
 Company: Smith University
 Address: 123 Any Street
 Anywhere, CA 11111
 USA
 Confirmation Number: **48NBC24X92W** (needed to modify your registration)

Event Title: WRGA Annual Membership (07-08)
 Date: Monday, October 1, 2007
 Time: 12:00 PM [Add to my calendar](#)

Current Registration Details

Registration Items			
John Doe	Association Membership		\$0.00
Optional Items			
John Doe	Interfraternity Council (2-6)	Association Dues	\$165.00 x1= \$165.00

Step 8: Registration is complete. (Don't forget to mail in your payment!)