

# Membership: Navigating Group Tally



# NAVIGATING Group Tally

**2019 ALTRUSA INTERNATIONAL CONVENTION, RENO, NEVADA**





# **YOUR ROADMAP TO GROUP TALLY: Our Member Management Center**



# What we will be discussing:



- ✓ **HOW TO LOGIN**
- ✓ **UPDATING CLUB OFFICERS**
- ✓ **UPDATING MEMBERSHIP ROSTERS**
- ✓ **PAYMENT METHODS**
- ✓ **MAKING A PAYMENT**

SAMSUNG

*Username*

*username*

*Password*

\*\*\*\*\*

☐ *Remember Me*

*Login*

*Register*

**HOW TO LOGIN**





# Group Tally Login

Go to <https://altrusa.grouptally.com>. The Membership Management Center (MMC) is run by Group Tally. Logging in for the first time, Click **“Set Password/Forgot Password?”** link under the word Login

GroupTally

Login

## Altrusa Member Management Center



### Login



[Set Password / Forgot Password?](#)

Email

seszippy@aol.com

Password

••••••••

Login

By clicking Login, you agree to our [Terms](#) and [Privacy Policy](#).

Enter your **email** address then **click** on the Send Password Reset Email button

GroupTally

Login

## Altrusa Member Management Center



### Set / Forgot Password

Login

Email



Send Password Reset Email



You will see this message pictured below briefly at the top of your screen, follow email instructions



Success! Check your inbox for an email with a reset password link.





International Website click “**Member Login**” or “**Sites**” dropdown to go to Group Tally if you have saved your GT credentials on your computer login will be seamless



The image is a composite. The top portion is a screenshot of the Altrusa International website's header. On the left is the Altrusa International logo, which consists of a stylized, multi-colored wave or ribbon graphic above the text "ALTRUSA International" and the tagline "Leading to a Better Community". To the right of the logo is a horizontal navigation menu with the following items: "ABOUT", "CLUBS", "EVENTS", "ASTRA", "FOUNDATION", "MEMBER LOGIN", and "SITES". Two red arrows are drawn over the "MEMBER LOGIN" and "SITES" links, pointing upwards and to the right. The bottom portion of the image is a photograph of two women smiling at the camera. They are both wearing orange safety vests. The woman on the left has blonde hair and glasses, and the woman on the right has dark hair. They are holding several children's books. One book clearly visible is titled "You Are (Not) Small" by Anna Kang, illustrated by Christopher Wey. Another book is titled "Mama Is Trading Again!". In the background, there is a colorful display with the text "Lunch Lizard 2.0" and other people, suggesting a community event or fair.

ALTRUSA International | Leading to a Better Community

ABOUT CLUBS EVENTS ASTRA FOUNDATION MEMBER LOGIN SITES

Altrusa International




Now you have successfully logged in to the MMC. You will be on your Club Page. A District Treasurer will be directed to their District Home Page.

GroupTally

Altrusa

District Three (Admin)



Logout

District Three

Clubs

Members

Altrusa Home

Lake County, FL

District Three

Summary

Group Information

Members

Payments

Reports

Current Group Positions

President [Julia Allen](#)

First Vice President [Dawn Mainville](#)

Secretary [Donna Marzek](#)

Treasurer [Lori Davis](#)

Immediate Past President [Pat Mueller](#)

Director [Lou Acuff](#)

Director [Linda Tucker](#)

Webmaster [Shannon Schell](#)

Correspondence Secretary [Meg Black](#)

Group Admins

Full Admin [Pat Mueller](#)

Full Admin [Dawn Mainville](#)

Full Admin [Julia Allen](#)

Full Admin [Lori Davis](#)

Admin (View Only) [Traci Gamble](#)

Any Questions or Difficulties contact [altrusa@altrusa.org](mailto:altrusa@altrusa.org) or call (312)427-4410






# ★ UPDATING CLUB OFFICERS



## 2 Updating Club Officers

Once you have logged in, you will be on your Club Page. You will see your “Club Name” and “**Current Group Positions**” reflecting your club’s roster of officers.

District Three (Admin)  Logout

Lake County, FL  
District Three

Summary

Group Information

Members

Payments

Reports

Current Group Positions

President [Julia Allen](#)  
First Vice President [Dawn Mainville](#)  
Secretary [Donna Marzek](#)  
Treasurer [Lori Davis](#)  
Immediate Past President [Pat Mueller](#)  
Director [Lou Acuff](#)  
Director [Linda Tucker](#)  
Webmaster [Shannon Schell](#)  
Correspondence Secretary [Meg Black](#)

Group Admins

Full Admin [Pat Mueller](#)  
Full Admin [Dawn Mainville](#)  
Full Admin [Julia Allen](#)  
Full Admin [Lori Davis](#)  
Admin (View Only) [Traci Gamble](#)



The first step is to find the member which you are going to assign or change a leadership position. They may already be listed on the main page, or you may need to search on the **Members** tab to find them.

Altrusa

District Three (Admin)

Lake County, FL

District Three

Summary

Group Information

Members

Payments

Reports

Current Group Positions

President Julia Allen

First Vice President Dawn Mainville

Secretary Donna Marzek

Treasurer Lori Davis

Immediate Past President Pat Mueller

Director Lou Acuff

Director Linda Tucker

Webmaster Shannon Schell

Correspondence Secretary Meg Black

Group Admins

Full Admin Pat Mueller

Full Admin Dawn Mainville

Full Admin Julia Allen

Full Admin Lori Davis

Admin (View Only) Traci Gamble

Begin typing the **member's name** in the search bar and the results will automatically filter others out. Once you see the name of the member you were searching for, click on it.

Summary

Group Information

Members

Payments

Reports

Settings

Members

Search (Clear)

Q

Sha

Filters (Clear All)

Current Member: Current (X)

Showing 2 / 2 (39 total)

Member	Email	Member Type
Shannon Schell	seszippy@aol.com	Active
Sharon Wooten	swooten@eragrizzard.com	Active

Clicking name or searching the name, the member's page will come up. Showing the district and club the member is a part of, also the dates and positions assigned past and present . Click **Add Leadership Position** link to create additional positions.

# Shannon Schell

Membership

Personal Information

Member Information

Contact Information

Transactions

## Group Membership

Group	Membership	Leadership Position(s)	Administrative Role
District Three		<div><div>Finance Chair 6/1/15 - 5/6/17 (Past) Edit · Remove</div><div>District Treasurer 5/6/17 - 5/1/19 (Current) Edit · Remove</div><div>Add Leadership Position</div></div>	Admin
Lake County, FL	Active 5/30/99 - Future (Current)	<div><div>Treasurer 6/1/08 - 5/31/12 (Past) Edit · Remove</div><div>President 6/1/12 - 5/31/14 (Past) Edit · Remove</div><div>Webmaster 6/1/16 - Future (Current) Edit · Remove</div><div>Add Leadership Position</div></div>	Member




The dialogue box will appear on your screen. Click on the **Position** drop down to select a position, and then enter the dates that the member will hold that position.

Altrusa District Three (Admin)


### Create Position

**Position**

**Start**



**End**



[Clear](#)

[Update](#) [Cancel](#)

Lake County, FL	Active 5/30/99 - Future (Current)	<b>Treasurer</b> 6/1/08 - 5/31/12 (Past) Edit · Remove	Member
		<b>President</b> 6/1/12 - 5/31/14 (Past) Edit · Remove	
		<b>Webmaster</b> 6/1/16 - Future (Current) Edit · Remove	
		<a href="#">Add Leadership Position</a>	

For example, to label a member the President of the club, simply **select** “President” from the drop menu and fill in the start and end dates of the term.

Altrusa

District Three (Admin)

Create Position

Position

President

President Elect

First Vice President

Second Vice President

Treasurer

Secretary

Immediate Past President

Director

Membership Development Ch.

Membership Dev. Member

Communications Chair

Communications Member

Service Committee Chair

Service Member

ASTRA Chair

ASTRA Member

Finance Chair

End

-

Clear

Update

Cancel

Add Leadership Position

99 - Future (Current)

Treasurer

6/1/08 - 5/31/12 (Past)

Edit · Remove

President

6/1/12 - 5/31/14 (Past)

Edit · Remove

Webmaster

6/1/16 - Future (Current)

Edit · Remove

Add Leadership Position

Member

Once you click **Update**, your newly assigned position will appear under the Leadership Position(s) heading. If it does not appear instantly, please refresh the page or log out and log back in, please do not repeat the process multiple times.

Altrusa

District Three (Admin)

Create Position

Position

President

Start

6/1/19

End

5/31/20

6/1/19 -

Clear

Update

Cancel

Lake County, FL

Active 5/30/99 - Future (Current)

Treasurer 6/1/08 - 5/31/12 (Past)

President 6/1/12 - 5/31/14 (Past)

Webmaster 6/1/16 - Future (Current)

Add Leadership Position

Member



See below, the **new position of “President”** is listed under Leadership Position(s) for the Club. If you have assigned a position in error, you can edit or simply click on the **“Remove”** link next to that position to remove it.

Membership

Personal Information

Member Information

Contact Information

Transactions

## Group Membership

Group	Membership	Leadership Position(s)	Administrative Role
District Three		<div>Finance Chair 6/1/15 - 5/6/17 (Past) <a>Edit</a> · <a>Remove</a></div> <div>District Treasurer 5/6/17 - 5/1/19 (Current) <a>Edit</a> · <a>Remove</a></div> <div>Add Leadership Position</div>	Admin
Lake County, FL	Active 5/30/99 - Future (Current)	<div>Treasurer 6/1/08 - 5/31/12 (Past) <a>Edit</a> · <a>Remove</a></div> <div>President 6/1/12 - 5/31/14 (Past) <a>Edit</a> · <a>Remove</a></div> <div>Webmaster 6/1/16 - Future (Current) <a>Edit</a> · <a>Remove</a></div> <div> <div></div> <div>President 6/1/19 - 5/31/20 (Future) <a>Edit</a> · <a>Remove</a></div> <div>Add Leadership Position</div> </div>	Member

To the right of the Leadership Position(s) there is the Administrative Role heading. Click on **Edit** next to the current Role to assign a new role. The pop-up window will break down what abilities each level has available to them.

<div>Membership   Personal Information   Member Information   Contact Information   Transactions</div>			
Group Membership			
Group	Membership	Leadership Position(s)	Administrative Role
District Three		<b>Finance Chair</b> 6/1/15 - 5/6/17 (Past) <a>Edit</a> · <a>Remove</a>	Full Admin <a>Edit</a>
		<b>District Treasurer</b> 5/6/17 - 5/1/19 (Current) <a>Edit</a> · <a>Remove</a>	
		<a>Add Leadership Position</a>	
Lake County, FL	<b>Active</b> 5/30/99 - Future (Current)	<b>Treasurer</b> 6/1/08 - 5/31/12 (Past) <a>Edit</a> · <a>Remove</a>	Member <a>Edit</a>
		<b>President</b> 6/1/12 - 5/31/14 (Past) <a>Edit</a> · <a>Remove</a>	
		<b>Webmaster</b> 6/1/16 - Future (Current) <a>Edit</a> · <a>Remove</a>	
		<a>Add Leadership Position</a>	

### Group Pages (for current group and all sub groups)

Administrative Role	Summary	Info	Members	Settings	Payments
<input checked="" type="radio"/> Full Admin	✓	✓	✓	✓	✓
<input type="radio"/> Admin	✓	✓	✓	✓	✓
<input type="radio"/> Admin (View Only)	👁	👁	👁	👁	👁
<input type="radio"/> Member	🔒	🔒	🔒	🔒	🔒

✓ = Can Edit and View

👁 = Can Only View

🔒 = Cannot Edit or View

### Other User's Pages (within current group and all sub groups)

Role Type	Personal Info	Contact Info	Membership Type	Group Position	Member Info	Payment History	Administrative Role
<input checked="" type="radio"/> Full Admin	✓	✓	✓	✓	✓	✓	✓
<input type="radio"/> Admin	✓	✓	✓	✓	✓	✓	👁
<input type="radio"/> Admin (View Only)	👁	👁	👁	👁	👁	👁	👁
<input type="radio"/> Member	🔒	🔒	🔒	🔒	🔒	🔒	🔒

**ON THE POP-UP WINDOW, SELECT THE ROLE YOU WISH TO ASSIGN TO THE MEMBER AND THEN CLICK THE UPDATE BUTTON.**

Update

Cancel



Use the **“EDIT”** link to adjust roles that already exist. If member’s term has no end date, or needs to be adjusted, use the edit feature instead of removing a position.

Membership

Personal Information

Member Information

Contact Information

Transactions

Group Membership

Group	Membership	Leadership Position(s)	Administrative Role
District Three		<b>Finance Chair</b> 6/1/15 - 5/6/17 (Past) <a href="#">Edit</a> · <a href="#">Remove</a>	Full Admin <a href="#">Edit</a>
		<b>District Treasurer</b> 5/6/17 - 5/1/19 (Current) <a href="#">Edit</a> · <a href="#">Remove</a>	
		<a href="#">Add Leadership Position</a>	
Lake County, FL	<b>Active</b> 5/30/99 - Future (Current)	<b>Treasurer</b> 6/1/08 - 5/31/12 (Past) <a href="#">Edit</a> · <a href="#">Remove</a>	Member <a href="#">Edit</a>
		<b>President</b> 6/1/12 - 5/31/14 (Past) <a href="#">Edit</a> · <a href="#">Remove</a>	
		<b>Webmaster</b> 6/1/16 - Future (Current) <a href="#">Edit</a> · <a href="#">Remove</a>	
		<a href="#">Add Leadership Position</a>	

We would like past roles to remain listed to keep a record of positions member held.



# ★ UPDATING MEMBERSHIP ROSTERS



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# UPDATING MEMBERSHIP ROSTERS

From the main club page choose “**Members**”

Lake County, FL

District Three



Summary

Group Information

Members

Payments

Reports

## Current Group Positions

President [Julia Allen](#)  
First Vice President [Dawn Mainville](#)  
Secretary [Donna Marzek](#)  
Treasurer [Lori Davis](#)  
Immediate Past President [Pat Mueller](#)  
Director [Lou Acuff](#)  
Director [Linda Tucker](#)  
Webmaster [Shannon Schell](#)  
Correspondence Secretary [Meg Black](#)

## Group Admins

Full Admin [Pat Mueller](#)  
Full Admin [Dawn Mainville](#)  
Full Admin [Julia Allen](#)  
Full Admin [Lori Davis](#)  
Admin (View Only) [Traci Gamble](#)



From Members page you can **ADD** a New Member, click on **+New Member**

Lake County, FL

District Three

Summary

Group Information

Members

Payments

Reports

Settings

Members

Download Members (CSV)

+ New Member

Search

Q

Search

Filters (Clear All)

Current Member: Current (X)

Display Per Page

10

▼

Showing 10 / 24 (39 total)

Member	Email	Member Type	Current Member <div>filter▼</div>
Lou Acuff	lou.acuff@gmail.com	Active	true
Julia Allen	julia@billallen.com	Active	true
Meg Black	megelgohary@gmail.com	Active	true

**Simply fill in the form...**

**Apply your club name**

**The drop-down choices for Member Type are Active and Affiliate**

**Please don't forget to click on Add Sponsor and input name**

**Finish by clicking Create Member**

## New Member

Group

Club

Member Type

Start



### Personal Information

Prefix

First Name

Last Name

Suffix

Preferred Name

Email Address

Phone Number

Address

City/Town

State/Region

Postal Code

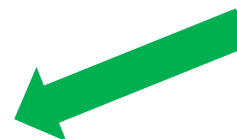
Country

### Member Information

Sponsors

Add Sponsor

Create Member



To locate an existing member: Click on **Members** Tab, for a listing of each member then **click** on it, or use the **Search Bar** and click on the name as it appears.

SummaryGroup InformationMembersPaymentsReportsSettings

Members

Download Members (CSV)

Search

QSearch

Filters (Clear All)

Current Member: Current (X)

Display P10

Showing 10 / 24 (39 total)

Member	Email	Member Type	Current Member filter
Lou Acuff	lou.acuff@gmail.com	Active	true
Julia Allen	julia@billallen.com	Active	true
Meg Black	megelgohary@gmail.com	Active	true
Denise Burry	denise65fl@embarqmail.com	Active	true
Laura Byrd	byrdl@lssc.edu	Active	true
Lori Davis	ldavis@insightcreditunion.com	Active	true
Margaret Fuller	pfuller@gate.net	Active	true
Traci Gamble	tracimgamble@gmail.com	Active	true
Dinah Henderson	dinahehenderson@centurylink.net	Active	true
Meredith Kirste	mmkirste@earthlink.net	Active	true



From the members page you can update **Personal** Information, **Member** Information, **Contact** Information and see **Transactions** of Dues and Fees.



Membership

Personal Information

Member Information

Contact Information

Transactions

## Group Membership


Mark Member Inactive

Group	Membership	Leadership Position(s)	Administrative Role
District Three		<b>Finance Chair</b> 6/1/15 - 5/6/17 (Past) <a href="#">Edit</a> · <a href="#">Remove</a> <b>District Treasurer</b> 5/6/17 - 5/1/19 (Current) <a href="#">Edit</a> · <a href="#">Remove</a> <a href="#">Add Leadership Position</a>	Full Admin <a href="#">Edit</a>
Lake County, FL	<b>Active</b> 5/30/99 - Future (Current)	<b>Treasurer</b> 6/1/08 - 5/31/12 (Past) <a href="#">Edit</a> · <a href="#">Remove</a> <b>President</b> 6/1/12 - 5/31/14 (Past) <a href="#">Edit</a> · <a href="#">Remove</a> <b>Webmaster</b> 6/1/16 - Future (Current) <a href="#">Edit</a> · <a href="#">Remove</a> <a href="#">Add Leadership Position</a>	Full Admin <a href="#">Edit</a>

# The Personal Information page:

GroupTally

Altrusa

District Three (Full Admin) 

District Three

Clubs

Members

Altrusa Home

Shannon Schell

Membership

Personal Information

Member Information

Contact Information

Transactions

Personal Information

Edit

Prefix:

First Name: Shannon

Preferred Name:

Middle Name: Elizabeth

Last Name: Schell

Suffix:

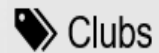
Gender: Female

Birth Day: July 30

# The Member Information page:



## District Three



Clubs



Members



Altrusa Home

## Shannon Schell

Membership

Personal Information

Member Information

Contact Information

Transactions

### Member Information

[Edit Member Information](#)

**Member ID:** 32557

**Sponsors:**

**Club 21 Member:** true

**Club 21 Join Date:** 8-1-17

**Occupation:** Other


**Employer:** Self-Employed




# The Contact Information page:


GroupTally


Altrusa

District Three (Full Admin) 

District Three

 Clubs

 Members

 Altrusa Home

Membership

Personal Information

Member Information


Contact Information

Transactions


## Shannon Schell

Contact Information


Edit

 Emails

seszippy@aol.com

 Numbers

[352-406-4573](tel:352-406-4573)

 Addresses

(primary)


3171 Willow Brook LN


The Villages, FL 32162

# The Transactions page:

GroupTally

Altrusa

District Three (Full Admin) 



Logout

District Three

Clubs

Members

Altrusa Home

Membership

Personal Information


Member Information

Contact Information

Transactions

Member Transactions

Select Time Period

2018-2019 


Total Due	\$55.00
Total Paid	\$55.00
Balance	\$0.00 Due

All Transactions


Search

Filters

Display Per Page

 Search

No Filters Set.

10 

Showing 2 / 2 (2 total)

Date	Description	Type	Group	Paid To Group	Time Period	Due/Debit	Paid/Credit
06/15/2018 12:42 AM	Payment	Manual	Lake County, FL	Altrusa	2018-2019		\$55.00
06/15/2018 12:42 AM	2018-2019 Member Dues	2018-2019 Member Dues	Lake County, FL	Altrusa	2018-2019	\$55.00	Invoiced





# PAYMENT METHODS



# 4

## Payment Methods

There are several ways to make a payment using Group Tally. Link your bank account and transfer funds directly, Link your credit card, or Mail a check (mailing a check requires you to submit an “offline” payment).

To link a bank account or credit card, first as Treasurer go to YOUR member page, click on the **silhouette** in the upper right corner of the page, within the red bar.




You will then see a page with your name at the top, and a few tabs will be available. Choose the **Payment Methods** tab. Then click “**Add Card**” or “**Add Bank Account**”

GroupTally

Altrusa

District Three (Full Admin) ▾



Logout

Shannon Schell

Personal Information


Contact Information


Change Password

Payment Methods

Cards

No Saved Cards.






+ Add New Card

Bank Accounts

No Saved Accounts.



+ Add New Bank Account

On this page, you will see any payment methods previously entered, or it may be blank. To link a credit card to the account, click on + **Add New Card**, or to link a bank account, click on + **Add New Bank Account**. If paying by check you can skip this step. For each of these options, a dialogue box will appear for you to fill out.

New Card

Card Number

Card Holder's Full Name

Expiration

Month

Year

Security Code (CVC)

Postal Code

Add Card

Cancel

New Bank Account

Account validation is manual and may take 3-4 business days.

Account Holder Type

Individual

Account Holder Name

Routing Number

Account Number

Add Bank Account

Cancel

Should you choose to add a bank account, fill out the form and click the Add Bank Account button. Once the form is accepted, you must wait until you get 2 small transactions posted to your account. These transactions are always deposits in the form of small change (less than a dollar). This may take a few business days. Once you see the transactions in your account, you must return to the Payment Methods page to confirm your account. Do this by entering the amounts of the confirmation transactions.

**Please contact the International Office should you encounter any problems or have any questions; they are more than happy to assist you.**

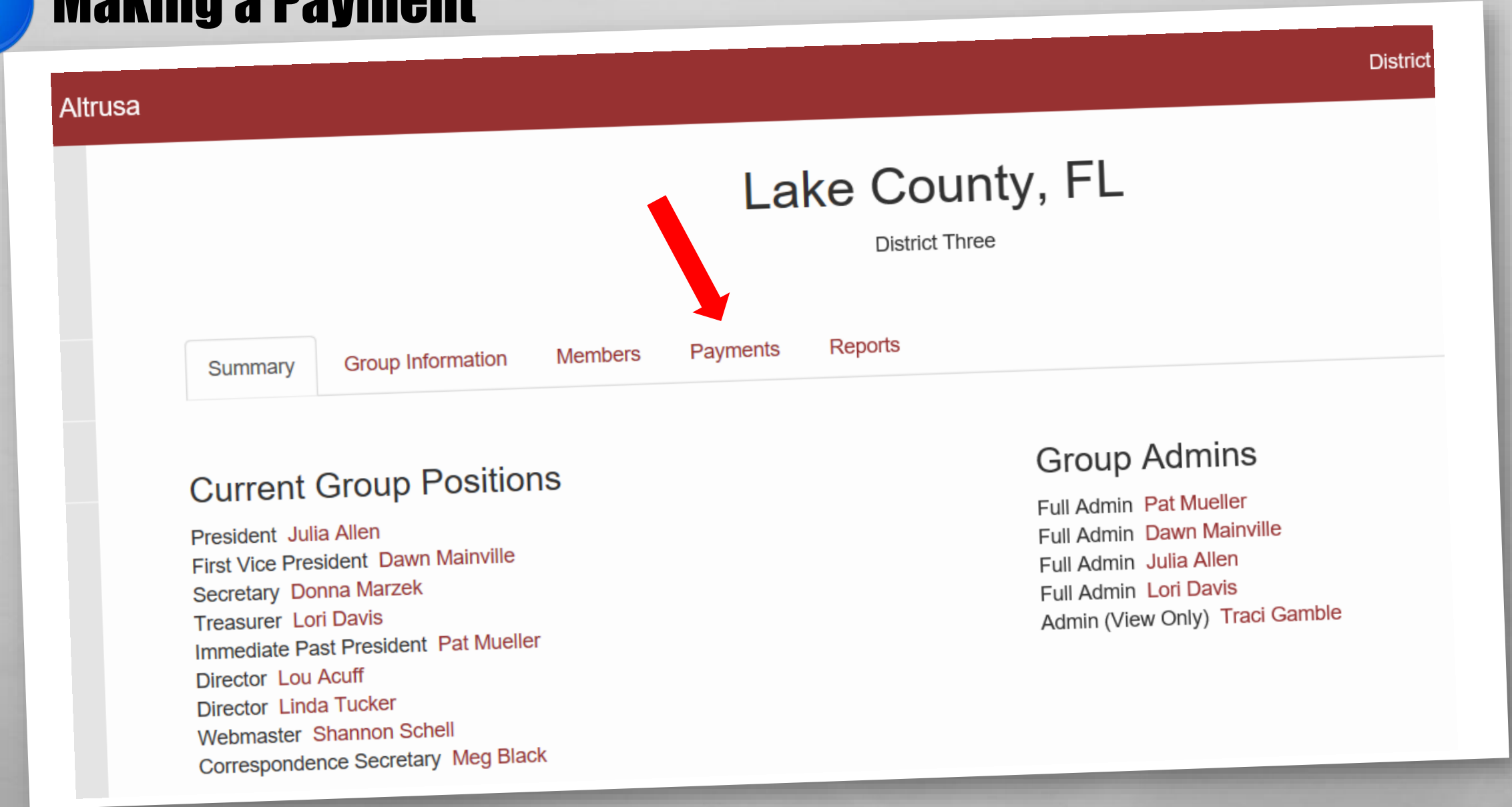
**[altrusa@altrusa.org](mailto:altrusa@altrusa.org) or call (312)427-4410**





# MAKING A PAYMENT






On the Club Page click on the **Payments** Tab

The Payments page is divided into four sections.

1. Group Payments

Altrusa

District Three (Full Admin)  Logout

Lake County, FL

District Three

Summary


Group Information

Members


Payments

Reports

Settings

Group Payments & Transactions 

Select Time Period

2018-2019 

	Group	Membership	Total
Due	\$30.00	\$1,285.00	\$1,315.00
Paid	\$30.00	\$1,285.00	\$1,315.00
Balance	\$0.00 Due	\$0.00 Due	\$0.00 Due

2. **Payments** where you'll find receipts for payments made during the current cycle.  
Click on any **Receipt** to see or print the details of the transaction.

## Payments



Search

Filters

Display Per Page

No Filters Set.

10



Showing 2 / 2 (2 total)

Submit Date	Description	Type	Paid From Group	Paid To Group	Time Period	Status	Amount
03/08/2019 12:32 PM	<a href="#">Receipt #4013</a>	Card	Lake County, FL	Altrusa	2018-2019	Paid	\$75.00
06/15/2018 12:42 AM	<a href="#">Receipt #3437</a>	Card	Lake County, FL	Altrusa	2018-2019	Paid	\$1,240.00





3. **Group Transactions** where you'll find the Convention fee, and any other fees.  
Click on any **Fee or Payment** to see or print the details of the transaction.

## Group Transactions

Search

Filters

Display Per Page



No Filters Set.

10



Showing 2 / 2 (2 total)

Date	Description	Type	Paid To Group	Time Period	Due/Debit	Paid/Credit
06/15/2018 12:42 AM	2018 Convention Fee	2018 Convention Fee	Altrusa	2018-2019	\$30.00	
06/15/2018 12:42 AM	Payment	Manual	Altrusa	2018-2019		\$30.00

#### 4. **Member Transactions** shows each **payment**, due or paid, for the entire membership.

### Member Transactions

Search



Filters

No Filters Set.

Display Per Page

10



Showing 10 / 51 (51 total)

Date	Description	Type	Paid To Group	Time Period	Due/Debit	Paid/Credit
06/15/2018 12:42 AM	Betty Richardson: Payment	Manual	Altrusa	2018-2019		\$55.00
06/15/2018 12:42 AM	Betty Richardson: 2018-2019 Member Dues	2018-2019 Member Dues	Altrusa	2018-2019	\$55.00	
06/15/2018 12:42 AM	Dawn Mainville: Payment	Manual	Altrusa	2018-2019		\$55.00
06/15/2018 12:42 AM	Dawn Mainville: 2018-2019 Member Dues	2018-2019 Member Dues	Altrusa	2018-2019	\$55.00	
06/15/2018 12:42 AM	Denise Burry: Payment	Manual	Altrusa	2018-2019		\$55.00
06/15/2018 12:42 AM	Denise Burry: 2018-2019 Member Dues	2018-2019 Member Dues	Altrusa	2018-2019	\$55.00	
06/15/2018 12:42 AM	Dinah Henderson: Payment	Manual	Altrusa	2018-2019		\$55.00
06/15/2018 12:42 AM	Dinah Henderson: 2018-2019 Member Dues	2018-2019 Member Dues	Altrusa	2018-2019	\$55.00	
06/15/2018 12:42 AM	Anita Valdez: Payment	Manual	Altrusa	2018-2019		\$55.00
06/15/2018 12:42 AM	Anita Valdez: 2018-2019 Member Dues	2018-2019 Member Dues	Altrusa	2018-2019	\$55.00	

Back to the Group Payment Summary at top of payments page, if you have a balance, the **Make Payment** button will be available to you. Click on it to proceed.

Summary

Group Information

Members

Payments

Reports

Settings

Group Payments & Transactions

2019-2020

▼

	Group	Membership	Total
Due	\$30.00	\$1,265.00	\$1,295.00
Paid	\$0.00	\$0.00	\$0.00
Balance	\$30.00 Due	\$1,265.00 Due	\$1,295.00 Due

Make Payment

On payments page you will find a list of dues, those with **green** check marks have been paid, and the **open check boxes** are unpaid and available for selection.

Member Fees & Dues					
Select All	Name	Due	Pending	Paid	Status
<input type="checkbox"/>	Anne Carroll 2019-2020 New Member Fee (Altrusa International District Three Virtual Club) 2019-2020 Membership Dues	\$65.00 \$10.00 \$55.00	\$0.00	\$0.00	Unpaid
<input type="checkbox"/>	Caitlin McCaffrey 2019-2020 Membership Dues	\$55.00 \$55.00	\$0.00	\$0.00	Unpaid
<input checked="" type="checkbox"/>	Christina Seifert 2019-2020 New Member Fee (Altrusa International District Three Virtual Club) 2019-2020 Membership Dues	\$0.00	\$0.00	\$65.00 \$10.00 \$55.00	Paid



## Payment Step 1: Select Payment Items

Select Time Period

2019-2020

Payment To Group

Altrusa

Payment Details

Items Selected 0

Total \$0.00

When all **Selections** are made click **Pay** Button



Pay

## Group Fees & Dues

Select All

Name

Price

Status

☐

2019 Convention Fee

\$30.00

Unpaid

## Member Fees & Dues

Select All

Name

Due

Pending

Paid

Status

☐

Lou Acuff

2019-2020 Membership Dues

\$55.00

\$55.00

\$0.00

\$0.00

Unpaid

☐

Julia Allen

2019-2020 Membership Dues

\$55.00

\$55.00

\$0.00

\$0.00

Unpaid

☐

Meghan Black

2019-2020 Membership Dues

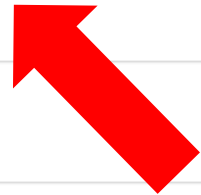
\$55.00

\$55.00

\$0.00

\$0.00

Unpaid



## Payment Step 2: Select Payment Method



Credit/Debit Card

Bank Account

Offline



**Payment Options**

**! Please review your selections**

	Name	Type	Amount
1	Laura Byrd	Membership	\$37.50
2	Michelle Metheny	Membership	\$37.50
3	Credit/Debit Card Fee	Processing Fee	\$2.55

Select Card

Visa ending in 8150 (Expires 08/2023)  
Add New Card

Total

\$ 77.55

\$75.00 paid to Altrusa.

*"GroupTally" or "Stripe" may appear on your bank statement. GroupTally & Stripe are the service provider and payment processor.*



Pay with Credit/Debit Card

Close

**Select Credit/Debit Card, Bank Account or Offline**  
**Here I have chosen Credit Card so I click on "Pay with Card"**

# Selecting Offline Payment

If you pay with a check, please select the **Offline Tab**. This allows you to “submit” your intended payment and will give you a receipt number to track your payment.

**Print list of members you are paying to send with your check.**

Note: Offline payments need to be approved. Until then, payment status is displayed as “Submitted - Pending Approval”. Once the International Office receives your payment, it will be approved.

## Payment Step 2: Select Payment Method

Credit/Debit Card

Bank Account

Offline

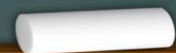


**!** Please review your selections

	Name	Type	Amount
1	Laura Byrd	Membership	\$37.50
2	Michelle Metheny	Membership	\$37.50



# QUESTIONS



Designed by: Shannon Schell, International Membership Committee 2019-2021

**THANK  
YOU**

**FOR YOUR SERVICE TO ALTRUSA**