

Dear Sponsor,

As you may know, in order to be a sponsor of a local JCL chapter, you must first be a member of ACL (the American Classical League). If you have registered your club in previous years, then the instructions are the same. If you have **not** registered a club before, please read over this document, this may seem complicated but once you sign on as an ACL member, it's easy to just follow the prompts on that site.

The tricky thing this year is how to pay for your students' memberships. The NJCL has set up a new site for a student to access on their own so that they can pay the NJCL the \$3 directly. (MassJCL has a similar easy way for students to pay on their own.) The NJCL webpage for students to use is this: [memchapter](#). If your school would prefer to pay for their membership dues the old way, that is still possible. Again, just follow the prompts.

The best time to do this is as soon as possible because if you register your students before December 1, there is no cost for the chapter registration. It will just cost each student \$3 for their National membership. If you wait until December 1, there is an additional chapter fee of \$10. And finally, on April 1 the chapter fee rises to \$20. (If you only want your students to be part of the NJCL Honor Society, they must still be members of the NJCL and MassJCL.)

Sincerely,
Lia Van Der Linde
MassJCL President 2020-2021
Boston Latin Academy - Class of 2022

HOW TO BECOME AN ACL MEMBER AND REGISTER YOUR CHAPTER

Here is the process to follow in order to become an ACL member for the coming year. Then there are directions for registering your chapter with NJCL. The directions for registering your chapter with MassJCL are found in the document titled "MassJCL Registration".

1. Check the status of your ACL Membership:

- Go to aclclassics.org
- At the top, click *Member Login*. If you do not know your user name or password or if you are not sure if you have an account you can email njcloffice@njcl.org.
- Once you are logged in the button will say *member logout*
- Click on the *view my profile* (or the *human figure*) to the left to view your dashboard.
- On the profile screen scroll down and click on *My Membership*.
- You will see ACL MEMBERSHIP EXP. xx/xx/xxxx
- If your membership expires before 08/31/2020 you need to pay for your ACL Membership for the 2020-2021 school year.

2. How to pay your 2020-2021 ACL Membership:

- From your dashboard click on *Pay for ACL Membership* in the top section.
- Complete the information in each box.
- Click add to cart.
- Click view cart.
- Scroll down in the cart and click on *secure checkout*.

- Confirm your billing and shipping information, and scroll down and click the review order.
- Select your payment method.
 - o If you are paying with credit card complete the credit card information.
 - o If you are paying via School PO, or would like an invoice to print and send a check select SCHOOL PO OR SEND INVOICE then enter the PO number or the word CHECK in the box.
- Click place order. Complete the information required.
- You will receive an email confirmation of your payment or an invoice to print and submit.

3. How to register your NJCL Chapter for the 2020-2021 school year.

- From your dashboard, in the top section, click on the *Start your 2019-2020 Chapter*
- Complete the information in each box
- Click *add to cart*
- Click *view cart*
- Scroll down in the cart and click on *secure checkout*
- Follow the prompts to complete your order
- Confirm your billing and shipping information and scroll down and click review order.
- Select your payment method.
 - o If you are paying with credit card select REGULAR PURCHASE.
 - o If you are paying via School PO, or would like an invoice to print and send a check select SCHOOL PO OR SEND INVOICE then enter the PO number or the word CHECK in the box.
- Click place order. Complete the information required.
- You will receive an email confirmation of your payment or an invoice to print and submit.

Completing these steps are the best way to ensure your NJCL chapter will be properly registered with NJCL. The NJCL office will send an email to your state chair that will include the list of students you registered.