

From: [Carly Ward](#)
To: [Carly Ward](#)
Cc: [Sara Charbonnet](#); [Tomi Jane DeTorres](#)
Subject: WPO Launches New Membership Application, Powered by HubSpot!
Date: Tuesday, June 4, 2024 2:25:26 PM
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Dear Chapter Chairs,

We are excited to share with you the roll-out of our new WPO membership application, powered by HubSpot! The new application will be going live on the WPO's website effective **tomorrow, June 5th, 2024**.

With this new application comes a streamlined process for welcoming new members to the WPO. This process also includes a few new steps for Chapter Chairs to take to ensure that their new members are being added to their chapters in an efficient and timely manner.

The New Member Application Process

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When a new member application is submitted, WPO HQ is notified that an application has been received and is prompted to review it. Upon review, if the applicant meets all membership requirements and has indicated that they are interested in joining your chapter, you will be sent the following email:

To confirm that a new member is joining your chapter, you will need to click on the link in the email here:

This link will take you to the New Member Submission Form where you will be prompted to:

1. Select the name of the applicant from the list of qualified potential members (note: this list is in alphabetical order by first name, and it will list **all** applicants eligible to join the WPO, not just those for your chapter.)
2. Enter in the date of their official start with the chapter
3. Select the chapter your new member is joining

Then, fill out **your** First Name, Last Name and Email Address to indicate who is submitting this information, and click Submit.

This information will come to us here at HQ automatically and we will process your new member according to the information you provide us. This will include submitting their information to our accounting team to have their invoice created and sent to the new member.

Once the new member receives their invoice and **pays**, the following will happen:

1. The member will be made active in our system
2. The member will be added to your chapter roster and marked as “Paid”
3. The member will receive access to the member portal and will start receiving WPO emails

Once paid, the member is considered officially active and can begin attending meetings as a bona fide member. Additionally, at this point, you can add this new member to your monthly invoice for payment.

REMINDER: New members should not begin attending meetings until they make their first invoice payment. You can see if they are paid by logging into the portal and

navigating to the roster on your chapter page.

SUGGESTION: We strongly recommend that you bookmark the New Member Submission Form so that you can access it at any time. You do not need to wait for the WPO to reach out to you about your new member! If they have submitted an application and QUALIFY, their name will appear in the dropdown of potential new members.

To conclude, we are very excited to roll out this new process, which we are confident will help streamline the new member process for everyone involved.

Please feel free to reach out with any questions!

Kind regards,
Carly

Upcoming OOO: June 15 – 30, 2024

Carly Ward 

MEMBERSHIP COORDINATOR



WOMEN PRESIDENTS ORGANIZATION

Main: (646) 668-5460

Direct: (646) 453-4801 



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