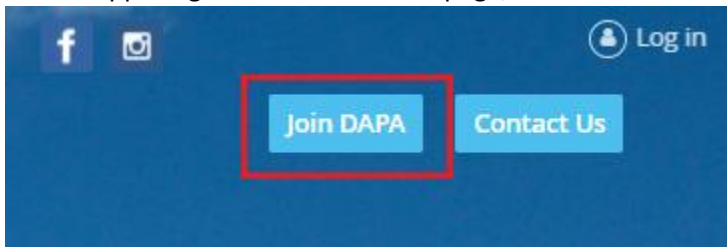# DAPA Group Membership Guide

DAPA's Group Membership is for Organizations with multiple members as to take advantage of the group discount. The Group Administrator can setup the group for all the participating members. Below is a step-by-step guide on configuring your account, adding members, and archiving past members.

Creating Group Account

1. On the upper right side of the Home page, click **JOIN DAPA**.

2. Select **Fellow – Group Membership**, then click **NEXT**

3. Enter your email address, then click **NEXT**

4. The Group Admin will complete the application with their information

Fill in application form

* First name	
* Last name	
Address	
City	
State	⌄
Zip Code	

5. Within the application, choose the number of members of your group, including the admin.

    # of Members   8   x $100.00 (USD) = $800.00 (USD)

6. At the bottom of the application, enter the 10% discount code, and click **NEXT**

    Group Membership 10%
    Discount Code: 5O7SOP1E
    Enter discount code in the box below

    Discount code

    Enter discount code   [5O7SOP1E]

    Cancel   Back   Next

7. Review the payment information and click **PAY ONLINE**

    ⓘ Review and confirm

    Level   Fellow - Group Membership - $100.00 (USD)
             Bundle (unlimited)
             Subscription period: 1 year
             No automatically recurring payments

    Extra costs $800.00
    Discount $90.00
    Total amount   **$810.00 (USD)**

    VISA   MasterCard   DISCOVER   AMERICAN EXPRESS

    ✓ Code "5O7SOP1E" accepted. Total amount reduced by 10%. Thank you.

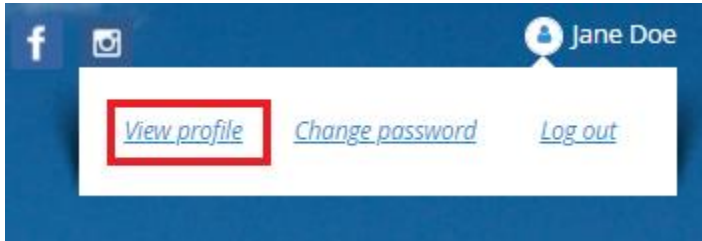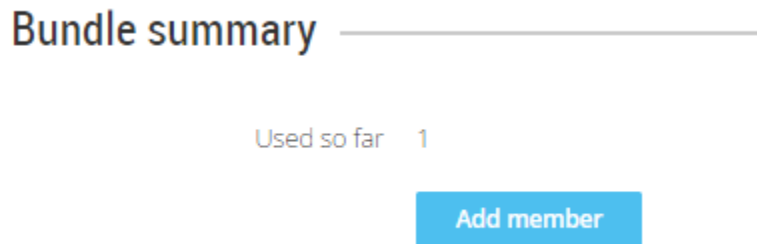   Cancel   Back   Pay online

8. After payment is complete the Group Admin will receive an email to complete their registration.

Adding Members

1. Log in to the DAPA website to start adding members to your group. After logging in Click on **View Profile**

2. Scroll down to Bundle Summary and click Add Member.

3. Start completing the application for each member. (ignore the box at the bottom of the application for Group Discount). When complete, click **SAVE**
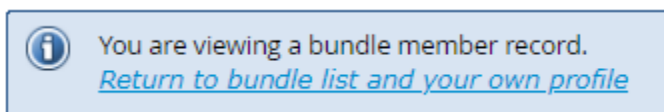

4. At the top of the next screen click "**Return to bundle list and your own profile**" to add your next member.

5. Scroll down to add your next member. You will notice as you add more members, their names begin to add to the list. Number of members added will be displayed. (The admin counts as one member)
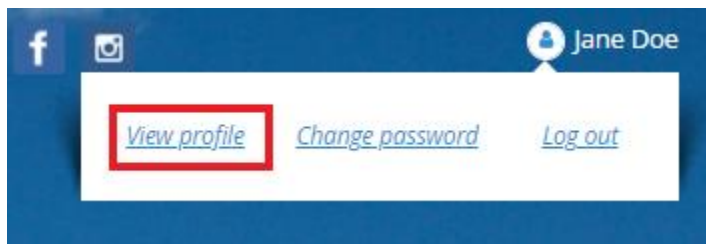
Bundle summary

Used so far   5

Your members   Denzel Washington John Doe Mike Jordan Thomas Jefferson

Add member

To Archive Members

1. When logged in, click on **View Profile**

2. Scroll down to the Bundle Summary and click on any user you want to **Archive**

Bundle summary

Used so far   5

Your members   Denzel Washington John Doe Mike Jordan Thomas Jefferson

Add member

3. At the bottom of the members profile, click **Archive**

Archive

4. Any members Archive will have a strikethrough

Bundle summary

Used so far   4

Your members   ~~Denzel Washington~~   _John Doe_   _Mike Jordan_   _Thomas Jefferson_

Add member

Any questions or if you need assistance please contact dapa@delawarepas.org