

# **Sigma Chi Eta**

## **Award Concepts Ordering Guide**



October 2017

# Important Notes

Please submit the Annual Report form and \$25 renewal fee to the National Office each year by January 2<sup>nd</sup>

online: <https://www.natcom.org/Form.aspx?ekfrm=1824>

by mail: National Communication Association  
Attn: Sigma Chi Eta  
1765 N Street NW  
Washington, DC 20036

Once your renewal has been processed, you can access the Award Concepts SCH Online Store to order induction and graduation materials (<https://acgreek.com/greek/password.php>)

Your Award Concepts passcode is assigned to you by the National Office and is included in the email with your most recent renewal receipt.

## Step 1: Log into Award Concepts with your Passcode

Award Concepts - Your × +

acgreek.com/greek/password.php

Award CONCEPTS THE BEST

My Account | Login | Shopping Cart (0 Items) | Live Support

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Sigma Chi Eta Chapters

NCA - Sigma Chi Eta  
Online Store

NATIONAL COMMUNICATION ASSOCIATION

Contact: Caitlyn Reinauer  
Phone: 202-534-1117

Passcode\*:  Submit

*\* Passcode is assigned by your organization's headquarters. Please contact your headquarters for assistance. Award Concepts, Inc. personnel are unable to give out this information.*

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Enter your chapter's assigned passcode in the textbox above. For questions regarding your passcode, call or email the National Office between 9am-5pm EST.

## Step 2: Select 'Membership'

The screenshot shows a web browser window with the URL [acgreek.com/greek/home.php](http://acgreek.com/greek/home.php). The page header includes the "Award CONCEPTS THE BEST" logo and navigation links for "My Account", "Login", "Shopping Cart (0 items)", and "Live Support". A secondary navigation bar contains "About Us", "Find Your Organization", "Frequently Asked Questions", "Company Policies", "Customer Service", and "Contact Us". The breadcrumb trail reads "Home > Sigma Chi Eta Chapters".

The main content area features a large red banner for "NCA - Sigma Chi Eta Online Store" with the National Communication Association logo and contact information for Caitlyn Reinauer (Phone: 202-534-1117). Below the banner, the "Featured Item" section displays a "Silver with Blue Textured Lines Bead" for \$22.00 with a "Buy It Now" button.

To the right, a vertical list of product categories is shown, with a red arrow pointing to the "Membership" category:

	Membership
	Branded Items
	Clothing
	Bracelets & Necklaces
	Bead Accent Items








**Note:** Members can order SCH clothing and branded items from the following link *without* the passcode :

<https://acgreek.com/greek/home.php>

### Step 3: Select ‘SCH Membership Certificate and Pin’ from the upper left

- The Membership certificate is **required** for official induction in SCH
- If a certificate is *not* purchased for an inductee, they will not appear on the national register maintained by the National Office

The screenshot shows a web browser window with the URL [acgreek.com/greek/list.php?cat\\_ref=12](http://acgreek.com/greek/list.php?cat_ref=12). The page header includes the 'Award CONCEPTS THE BEST' logo and navigation links for 'My Account', 'Login', 'Shopping Cart (0 items)', and 'Live Support'. A secondary navigation bar contains links for 'About Us', 'Find Your Organization', 'Frequently Asked Questions', 'Company Policies', 'Customer Service', and 'Contact Us'. The breadcrumb trail reads 'Home > Sigma Chi Eta Chapters > Membership'. The main banner features the text 'NCA - Sigma Chi Eta Online Store' and the 'NATIONAL COMMUNICATION ASSOCIATION' logo, with contact information for Caitlyn Reinauer (Phone: 202-534-1117). A left sidebar lists categories: Membership, Branded Items, Clothing, Bracelets & Necklaces, Bead Accent Items, Guards, Officer Dangles, and Certificate Frames. The main content area is titled 'Membership' and displays a grid of items. The first item, 'SCH Membership Certificate and Pin', is circled in red and includes a disclaimer: 'Please proof all information before submitting, we are not responsible for incorrect information.' Other items include 'SCH Membership Certificate Reprint', 'Gold Honor Cords', 'Purple and White Honor Cords', 'Red & White Honor Cords', 'SCH Membership Pin', and 'SCH Advisor Certificate' (with a similar disclaimer).

Membership	
	SCH Membership Certificate and Pin Please proof all information before submitting, we are not responsible for incorrect information.
	SCH Membership Certificate Reprint
	Gold Honor Cords
	Purple and White Honor Cords
	Red & White Honor Cords
	SCH Membership Pin
	SCH Advisor Certificate Please proof all information before submitting, we are not responsible for incorrect information.

# Step 4: Select the number of members you are inducting from the dropdown box highlighted below, and add to your cart



**Step 5: Enter the names, induction dates, and email addresses for each student. Certificates will be printed *exactly* as the information is entered. Select continue when finished.**

The screenshot shows the Award Concepts website interface. At the top, there is a navigation bar with 'Award CONCEPTS THE BEST' logo on the left and links for 'My Account', 'Login', and 'Shopping Cart (2 items)'. Below this is a secondary navigation bar with links for 'About Us', 'Find Your Organization', 'Frequently Asked Questions', 'Company Policies', 'Customer Service', and 'Contact Us'. The main content area shows a breadcrumb trail 'Home > Shopping Cart > Shipping' and a heading 'Cart Details'. A paragraph of text explains that certificates will print exactly as entered and that misspelled names will be corrected at the chapter's cost. Below this is a form with five columns: 'Name:', 'Chapter:', 'School:', 'Induction Date:', and 'Email:'. The first row contains 'Jane Doe', 'Lambda Lambda', 'Adams Community College', '8/23/2016', and 'jane.doe@adams.edu'. The second row contains 'John Doe', 'Lambda Lambda', 'Adams Community College', '8/23/2016', and 'john.doe@adams.edu'. A red 'Continue' button is positioned below the second row. Three red arrows point upwards to the 'Name' field of the first row, the 'Induction Date' field of the second row, and the 'Email' field of the second row.


Name:	Chapter:	School:	Induction Date:	Email:
Jane Doe	Lambda Lambda	Adams Community College	8/23/2016	jane.doe@adams.edu
John Doe	Lambda Lambda	Adams Community College	8/23/2016	john.doe@adams.edu

[Continue](#)

**\*\*Review closely**, Award Concepts will not be held responsible for spelling errors typed here. A certificate reprint charge of \$3.75 will be required for correction of misspelled inductee names.

**Step 6: After entering certificate information, you will be directed to the cart summary page. Verify the chapter name and school name and provide any special order notes**

The screenshot shows the 'Award Concepts' website header with navigation links: 'My Account', 'Login', and 'Shopping Cart (2 items)'. Below the header is a secondary navigation bar with links: 'About Us', 'Find Your Organization', 'Frequently Asked Questions', 'Company Policies', 'Customer Service', and 'Contact Us'. The main content area is titled 'Home > Shopping Cart' and features a 'Cart Summary' section. This section contains a table with two columns: 'Quantity' and 'Price'. The table lists two items: 'SCH Membership Certificate and Pin' with a quantity of 2 and a price of \$30.00. Below the table is an 'Update Cart' button and a 'Subtotal: \$60.00' label. At the bottom of the cart summary, there are three input fields: 'Chapter Name' (containing 'Lambda Lambda'), 'School Name (if applicable):' (containing 'Adams Community College'), and 'Order Notes' (an empty text area). To the right of these fields are two buttons: 'Continue Shopping' and 'Checkout'.

	Quantity	Price
 SCH Membership Certificate and Pin SCH Membership Certificate and Pin	<input type="text" value="2"/>	\$30.00

[Update Cart](#) **Subtotal: \$60.00**

**Chapter Name:**

**School Name (if applicable):**

**Order Notes:**

[Continue Shopping](#) [Checkout](#)

Select Checkout to proceed to payment. Otherwise, to purchase honor cords or other materials select Continue Shopping.



# Step 7: Prior to payment information, you may be prompted to create your account. Both creating an new account *or* checking out as a guest work.

**Award CONCEPTS** THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Log-in

### My Account

#### Access Existing Account

Email Address:

Password:

**Login**

**Forgot your password?** Enter the e-mail address associated with your account below and we'll send you an e-mail containing your password.

Email Address:

**Submit**

*Please add "noreply@awardconcepts.net" to your contacts to ensure email delivery*

**If you need help checking the status of your order and haven't created an account, please contact a Customer Care Specialist at 800-659-7801 from 8 a.m. to 5 p.m. CST or follow the Live Support link above.**

### Continue Without Account

Click to continue without creating an account.

**Continue**

### Create a New Account

New customer? Fill out the information below to create a new account.

Full Name:

Email Address<sup>1</sup>:

Re-Enter Email:

Password:

Re-Enter Password:

**Create Account**

**OR**

<sup>1</sup> Email Privacy Notice: Award Concepts will not sell, exchange, or otherwise give away your e-mail address to anyone for any reason. See our Privacy Policy for more secure account information.

## Step 8: Enter the correct shipping information

Award CONCEPTS THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping

### Shipping Information

Name:

Address:

Address 2:

City:

State/Province:

Zip:

Country:

Daytime Phone:

Need By Date:

### Shipping Method

Timeframes below do not include manufacturing and processing time. For orders requiring manufacturing, please allow 6 weeks. FedEx/UPS shipments require a physical shipping address - No P.O. Boxes please.

- US Mail (\$FREE) ← USPS is covered by the National Office
- FedEx/UPS Ground (\$15.00)
- FedEx/UPS Second Day (\$35.00)
- FedEx/UPS Overnight (\$60.00)

#### FedEx Ground Service Map from Origin: 60174

Subtotal:	\$60.00
Shipping & Handling:	\$7.75
Tax: <a href="#">calculate</a>	\$0.00
<b>Total:</b>	<b>\$60.00</b>

[Edit Cart](#) [Continue](#)

\*\*If selecting USPS, plan on 10 business days *plus* shipping for your items to arrive

\*\*The National Office strongly recommends ordering materials 4 weeks *before* your ceremony

## Step 9: Payment information – you can pay via credit card or check

\*\*credit cards are encouraged, as orders paid by check will not ship until checks have been received

Award CONCEPTS THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment

### Payment Information

Type:

Name:

Email:

### Order Summary

**Shipping Method:**  
US Mail

**Shipping To:**  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345

<b>Subtotal:</b>	\$60.00
<b>Shipping &amp; Handling:</b>	\$0.00
<b>Tax:</b>	\$0.65
<b>Total:</b>	\$60.65

[Edit Cart](#) [Continue](#)

## **\*\*If selecting pay by check**

The below message will appear as soon as you select pay by check. Select OK if you wish to proceed.

The screenshot shows a web browser window with the URL <https://acgreek.com/greek/billing.php>. The page title is "Award Concepts - Your Sour". The browser's address bar shows the URL and a lock icon. The page content includes the "Award Concepts" logo with the tagline "THE BEST", navigation links for "About Us" and "Find Your Organization", and a breadcrumb trail: "Home > Shopping Cart > Shipping > Payment Information".

A modal dialog box is displayed over the page, titled "acgreek.com says:". The message inside the dialog reads: "Due to additional processing time, orders paid by check will take a minimum of three weeks to be delivered. Orders are not processed until your check has been received by Award Concepts, Inc. Click OK to proceed with payment by check. Click Cancel to place order by Credit card." The dialog has "OK" and "Cancel" buttons.

The background page shows a "Payment Information" section with a dropdown menu set to "--Choose--" and input fields for "Name:" and "Email:". To the right, there is a "Shipping Method" section with "US Mail" selected, and a "Shipping To:" address: "Professor X, 1234 College Avenue, Pleasantville, IL 12345". Below this is a price summary table:

<b>Subtotal:</b>	<b>\$60.00</b>
<b>Shipping &amp; Handling:</b>	<b>\$0.00</b>
<b>Tax:</b>	<b>\$0.65</b>
<b>Total:</b>	<b>\$60.65</b>

At the bottom right of the page, there are two buttons: "Edit Cart" and "Continue". The footer of the page contains links for "Site Map", "Privacy Policy", and "Contact Us", along with the copyright notice: "© 2009-2016 Sators.com & Award Concepts, Inc. All Rights Reserved."

## Pictured below is the payment by check screen

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment

### Payment Information

Type:

Check:

Please mail your payment to:  
Award Concepts, Inc.  
Order #401374  
P.O. Box 4305  
Saint Charles, IL 60174

Make payable to:  
Award Concepts, Inc.

Please Note: Include your order number on your check. The order number will be generated on the receipt page after placing your order.

Name:

Email:

### Order Summary

Shipping Method:  
US Mail

Shipping To:  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345

Subtotal:	\$60.00
Shipping & Handling:	\$0.00
Tax:	\$0.65
Total:	\$60.65


Edit Cart | Continue

Check number required for tracking purposes

Remember to write your order number on your check

**\*\*Mail all checks to the address in the red box above. Checks *cannot* be accepted or processed at the National Office.**

## \*\*If selecting pay by credit card

THE BESTMy Account | Login | Shopping Cart (2 items)





About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment

### Payment Information

Type:

Credit Card Type:



Card Number:

Expiration:

Name (on card):

Card ID #:

Check box if the billing address is the same as the shipping address, or enter a different address below.

Name:

Address:

Address 2:

City:

State/Province:

Zip:

Country:

Email:

### Order Summary

**Shipping Method:**  
US Mail

**Shipping To:**  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345

<b>Subtotal:</b>	<b>\$60.00</b>
<b>Shipping &amp; Handling:</b>	<b>\$0.00</b>
<b>Tax:</b>	<b>\$0.65</b>
<b>Total:</b>	<b>\$60.65</b>

## Step 10: Verify your order details, shipping method, and payment information.

**Award CONCEPTS** THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment > Order Verification

### Verify Order

Please verify your order details below. When ready to place your order, click on the "Place Order" button only once. Your order will then be processed. Please allow some time for your order to be placed.

#### Cart Summary:

<b>SCH Membership Certificate and Pin</b>	Quantity: 2	Price: \$30.00
<b>Subtotal:</b>		<b>\$60.00</b>
<b>Shipping &amp; Handling:</b>		<b>\$0.00</b>
<b>Tax:</b>		<b>\$0.65</b>
<b>Total:</b>		<b>\$60.65</b>

**Shipping Method:**  
US Mail

**Shipping To:**  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345

**Payment Information:**  
Visa: XXXX-XXXX-XXXX-1121

**Bill To:**  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345  
ProfessorX@adams.edu

**Notes:**  
NA

[Edit Cart](#) [Place Order](#)

### Certificate Details

Name:	Chapter:	School:	Induction Date:	Email:
Jane Doe	Lambda Lambda	Adams Community College	8/23/2016	jane.doe@adams.edu
John Doe	Lambda Lambda	Adams Community College	8/23/2016	john.doe@adams.edu

[Edit Certificates](#)

If all appears correct, select Place Order to submit order for processing.

**Congratulations!**

**You have successfully inducted  
new members into Sigma Chi Eta!**



[@SigmaChiEta\\_NCA](https://twitter.com/SigmaChiEta_NCA)



[Facebook.com/SigmaChiEta.NCA/](https://Facebook.com/SigmaChiEta.NCA/)

**Don't forget to find us on Facebook or Twitter!  
Be sure to post pictures of your induction  
ceremonies & chapter activities for us to share!**