How to Join/ Renew as an Educators Rising Student

Step One: Go to the Educators Rising website and click ***Join*** at the top of the page. Select to join the ***Middle/High School Division*** button.

Step Two: You will be taken to the main home page of the Educators Rising Membership Portal which is hosted on the PDK International membership website. You should be directed to the online application form. If you do not see it, follow the steps below using the left-hand navigation of tabs.

- Find the ***Memberships*** tab.
- Select ***Join or Renew- EdRising Middle/High school***.

Step Three: Create an account as a new user OR log into an existing account.

- If you have never created a membership before, choose ***click here to create an account.***

  When creating your login and password, we recommend students use an email that will not block third party emails or have a strict firewall. **NOTE:** *Personal emails often work better than school emails for receiving information from the national office. Use an email that you will have access to during the summer months.*

- If you already had an account, choose ***click here to login***.
  (If you have ever previously had an account, click "login". If you need help accessing it, Contact a membership associate for assistance at 800-766-1156 | info@educatorsrising.org.)

Step Four: Connect to the chapter. This step is *important*, when adding your organization (school), please double check with your teacher leader to ensure you are connected to the same one as them. Sometimes there may be multiple with similar names. *If you do not connect to the same school as your teacher, you will not be connected to the chapter, and they will not be able to see your invoice for payment.*

Step Five: Once you have successfully created your account and logged in, you should be returned to the online application. If you are not, follow the instructions given in Step 2 of this document to reach it.

a. On the online application, indicate yourself as a **Middle or High School Student** and fill out at least the required fields and click ***Save***.
b. From there it will ask you to ***Review & Checkout*** *(Please be certain the membership type reads: Educators Rising- Student Membership-Active-level.)* **NOTE:** *State membership dues may be added if applicable.*
c. Once you confirm that all information on the screen looks correct, click ***Submit.***

Step Six: Completing the process and Payment. Verify whether you or your school is paying your membership fee. (See options on how to proceed on next page.)

a. **If your school is paying for your membership**, select ***Bill Me*** on the payment screen. After you have completed this process, the amount of your bill should show up on your teacher leader's account. **To double check it went through, have them look at their balance, if they do not see it, please reach out to info@educatorsrising.org before re-trying the purchase. NOTE:** *Students will not be considered members until payment has been received. They will not have access to resources or appear on any member list.*
b. **If you are required to pay for your own membership fees**, enter your credit card information on the payment page. **NOTE:** If paying by credit card, be sure your billing address matches the address listed on your credit card statement to avoid any issues in processing the payment.

There are two membership deadlines.

- For students joining in the fall, the deadline is **November 1.**
- For students joining in the spring, the deadline is **February 1**.

All memberships are to be paid by **February 15th**, for anyone wanting to compete at **nationals or attend the national conference**.