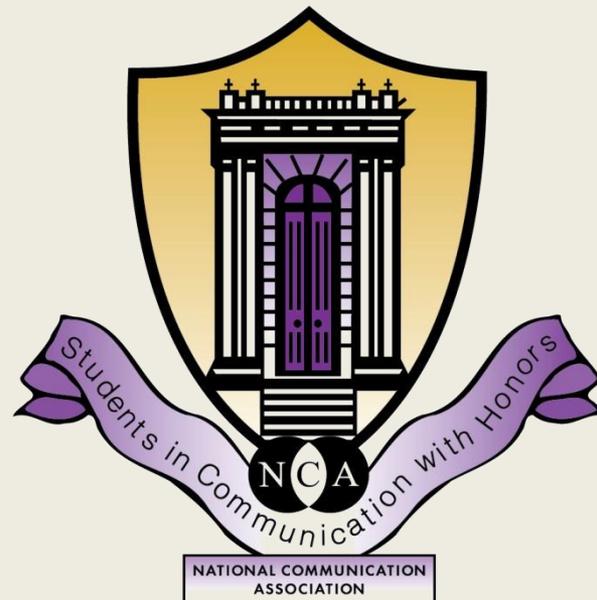


# **Sigma Chi Eta**

## **Award Concepts Ordering Guide**



February 2021

# Important Notes

Please login to [natcom.org](http://natcom.org) to renew your chapter and process your \$25 renewal fee to the National Office each year by January 2<sup>nd</sup>

Checks can be sent 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 will *always* be your chapter's name typed in all lowercase with the space(s) included (i.e. lambda lambda)

# Step 1: Log into Award Concepts with your Passcode

The screenshot shows the Award Concepts website interface. At the top, there is a navigation bar with links for "My Account", "Login", "Shopping Cart (0 items)", and "Live Support". 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 features a breadcrumb trail "Home > Sigma Chi Eta Chapters" and a link "SEE OUR STATEMENT ON COVID-19 HERE >". A large banner for "NCA - Sigma Chi Eta Online Store" is displayed, including the National Communication Association logo and contact information for Alex Tiano. Below the banner is a login form with a "Passcode\*" label, a text input field containing "lambda lambda", and a "Submit" button. A red arrow points to the input field. A disclaimer note states: "\* 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." The footer contains links for "Site Map", "Privacy Policy", and "Contact Us", along with a copyright notice for 2009-2021.

Enter your chapter's name in all lowercase with the space(s) included as pictured

## Step 2: Select ‘Membership’

The screenshot shows the website <http://acgreek.com/greek/home.php>. The header includes the logo "Award CONCEPTS THE BEST" and navigation links: "My Account", "Login", "Shopping Cart (0 items)", and "Live Support". Below the header is a secondary navigation menu with links: "About Us", "Find Your Organization", "Frequently Asked Questions", "Company Policies", "Customer Service", and "Contact Us". A breadcrumb trail reads "Home > Sigma Chi Eta Chapters". A prominent banner for "NCA - Sigma Chi Eta Online Store" features the National Communication Association logo and contact information: "Contact: Alex Tiano, Phone: 202-534-1108". A "Featured Item" section displays an "SCH Mug" for \$23.00 with a "Buy It Now" button and a search bar. A vertical menu on the right lists categories: "Membership", "Branded Items", "Clothing", and "Charm Bead Items". A red arrow points to the "Membership" category.

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

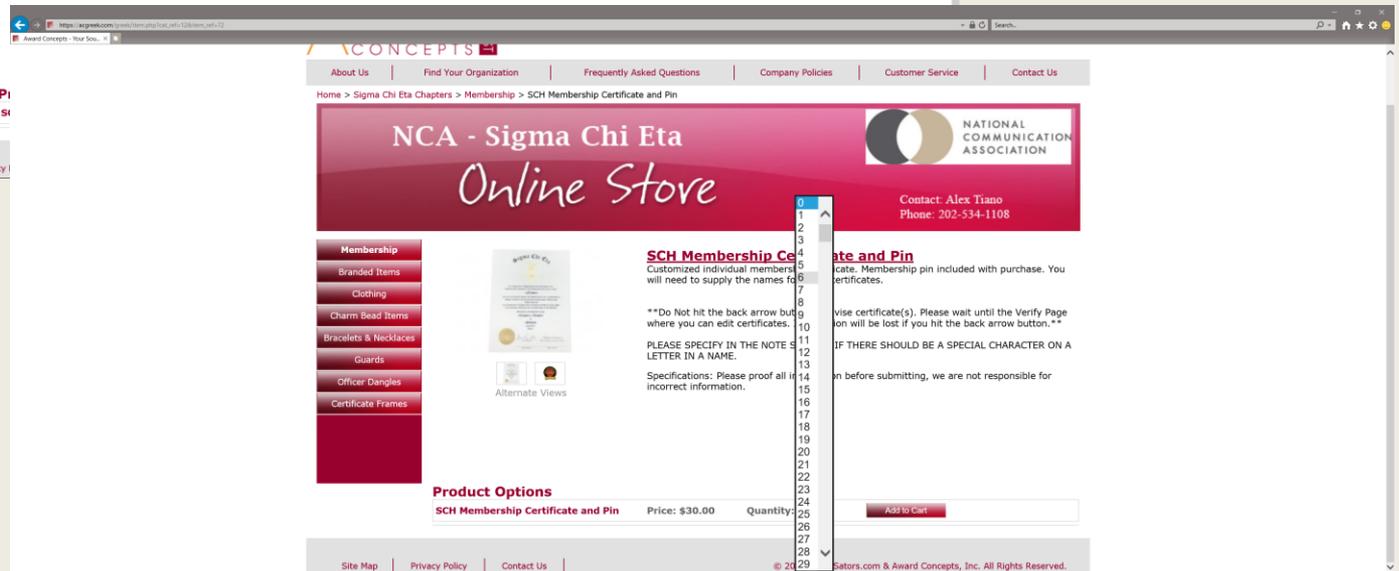
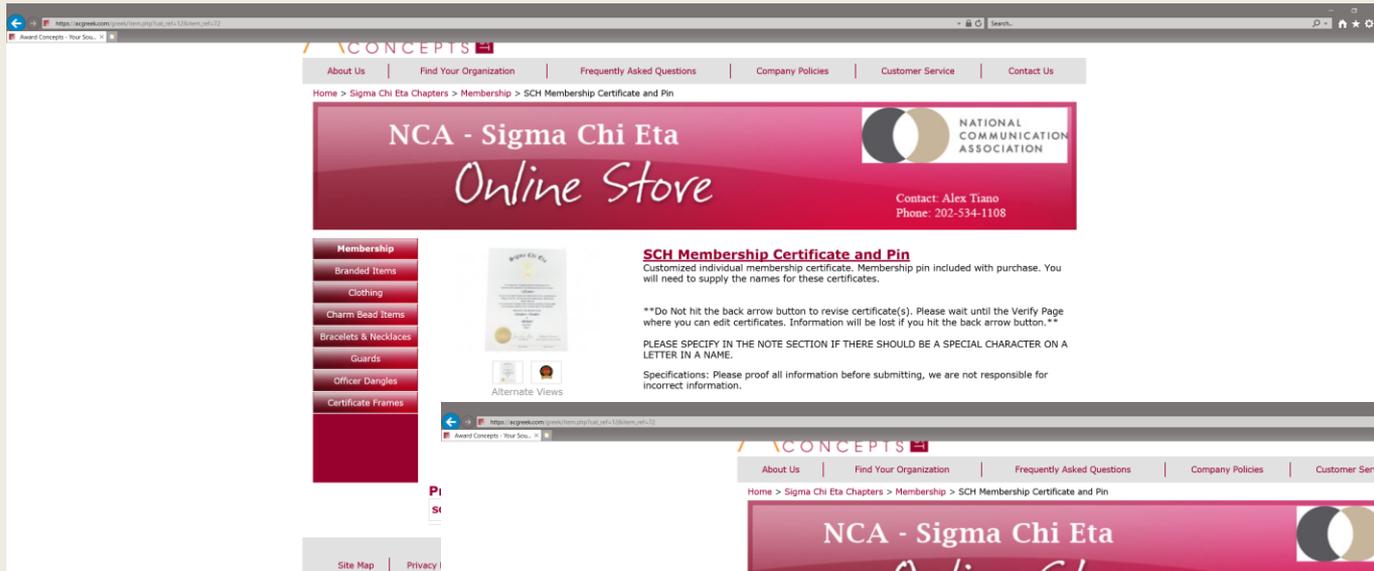
<https://acgreek.com/greek/home.php>

### 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



# 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 links for 'My Account', 'Login', 'Shopping Cart (2 items)', and 'Live Support'. 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 is titled 'Cart Details' and includes a breadcrumb trail: 'Home > Shopping Cart > Shipping'. A paragraph of text explains that certificates will be printed exactly as entered and that misspelled names will be corrected at the cost of the chapter. Below this text is a form with five columns: 'Name:', 'Chapter:', 'School:', 'Induction Date:', and 'Email:'. The form contains two rows of data for 'Jane Doe' and 'John Doe', both with 'Lambda Lambda' as the chapter and 'Community College' as the school. The induction date for both is '9/1/2021' and the email addresses are 'jane.doe@college.edu' and 'john.doe@college.edu' respectively. A red 'Continue' button is located below the form. At the bottom of the page, there is a footer with links for 'Site Map', 'Privacy Policy', and 'Contact Us', and a copyright notice: '© 2009-2021 Sators.com & Award Concepts, Inc. All Rights Reserved.' Three red arrows point upwards from the footer area to the 'Name', 'Induction Date', and 'Continue' fields, highlighting the importance of accurate data entry.

**Award CONCEPTS** THE BEST

My Account | Login | Shopping Cart (2 items) | Live Support

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

Home > Shopping Cart > Shipping

### Cart Details

Your cart has items that require additional details. Please enter induction information below. Please note that Certificates will print exactly as entered below. Therefore, please spell out the month (i.e. December 1, 2018 rather than 12/1/18). Misspelled certificates that are the result of input error will be corrected at the cost of the chapter.

Name:	Chapter:	School:	Induction Date:	Email:
Jane Doe	Lambda Lambda	Community College	9/1/2021	jane.doe@college.edu
John Doe	Lambda Lambda	Community College	9/1/2021	john.doe@college.edu

Continue

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**\*\*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 'Cart Summary' page for Award Concepts. At the top, there is a navigation bar with links for 'My Account', 'Login', 'Shopping Cart (2 items)', and 'Live Support'. 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 is titled 'Home > Shopping Cart' and 'Cart Summary'. It features a table with one item: '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. To the left, there are input fields for 'Chapter Name' (containing 'Lambda Lambda'), 'School Name (if applicable):' (containing 'Community College'), and a text area for 'Order Notes'. To the right, there are buttons for 'Continue Shopping' and 'Checkout', and a 'Promo Code' field with an 'Apply' button. A 'SecureTrust Trusted Commerce' logo is visible in the bottom right corner of the main content area. The footer contains links for 'Site Map', 'Privacy Policy', and 'Contact Us', along with a copyright notice: '© 2009-2021 Sators.com & Award Concepts, Inc. All Rights Reserved.'

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** THE BEST  
CONCEPTS

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>	<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>

[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 Sou". The browser's address bar shows the URL. The page content includes the Award Concepts logo, navigation links like "About Us" and "Find Your Organization", and a breadcrumb trail: "Home > Shopping Cart > Shipping > Payment Information". A modal dialog box is open, titled "acgreek.com says:", with the following text: "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 box has "OK" and "Cancel" buttons. The background page shows a "Payment Information" section with a dropdown menu set to "--Choose--", and a "Shipping Information" section with "US Mail" selected. A summary table shows: Subtotal: \$60.00, Shipping & Handling: \$0.00, Tax: \$0.65, Total: \$60.65. There are "Edit Cart" and "Continue" buttons at the bottom right. The footer contains "Site Map", "Privacy Policy", "Contact Us", and a copyright notice: "© 2009-2016 Sators.com & Award Concepts, Inc. All Rights Reserved."

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https://acgreek.com/greek/billing.php

Lambda Pi Eta Communications and M

**Award CONCEPTS** THE BEST

About Us | Find Your Organization

Home > Shopping Cart > Shipping > Payment Information

**Payment Information**

Type: --Choose--

Name:

Email:

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

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## Pictured below is the payment by check screen

**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:

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

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

**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 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:

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!**



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**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!**