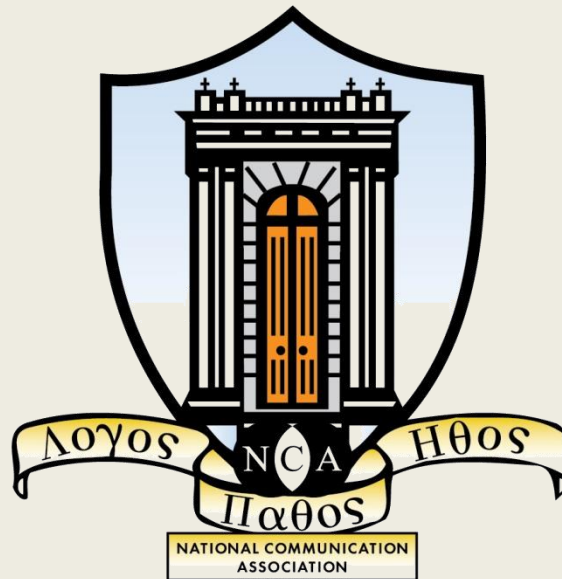


Lambda Pi Eta

Award Concepts Ordering Guide



August 2017

Important Notes

Please submit the Annual Report form and \$35 renewal fee to the National Office each year by January 2nd

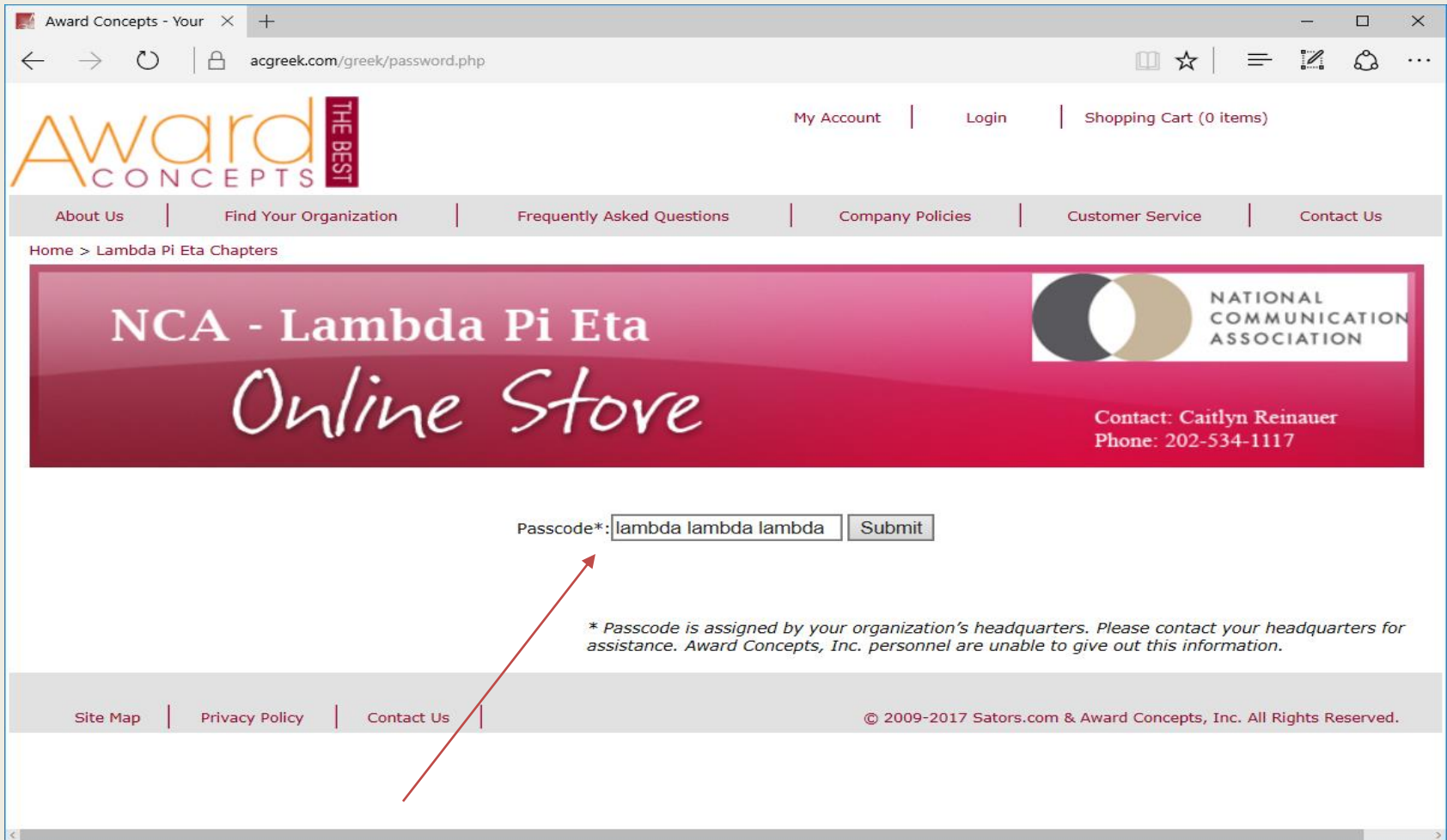
online: <https://www.natcom.org/Form.aspx?ekfrm=1782>

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

Once your renewal has been processed, you can access the Award Concepts LPH 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 lambda)

Step 1: Log into Award Concepts with your Passcode



Award Concepts - Your x +

acgreek.com/greek/password.php

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Home > Lambda Pi Eta Chapters

NCA - Lambda Pi Eta
Online Store

NATIONAL COMMUNICATION ASSOCIATION

Contact: Caitlyn Reinauer
Phone: 202-534-1117

Passcode*: lambda lambda lambda Submit

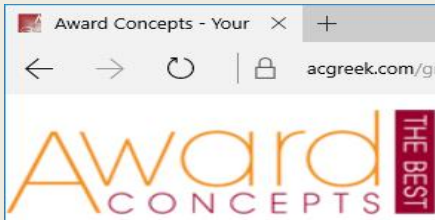
** Passcode is assigned by your organization's headquarters. Please contact your headquarters for assistance. Award Concepts, Inc. personnel are unable to give out this information.*

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

Step 2: Select 'Membership'


Award Concepts - Your  acgreek.com/greek/home.php

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NCA - Lambda Pi Eta Online Store

 NATIONAL COMMUNICATION ASSOCIATION






Contact: Caitlyn Reinauer
Phone: 202-534-1117

Featured Item



Honor Stole
Price: \$23.00

[Buy It Now](#)

	Membership ←
	Branded Items
	Clothing
	Bracelets & Necklaces
	Bead Accent Items

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







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

Step 3: Select 'LPH Membership Certificate and Pin' from the upper left

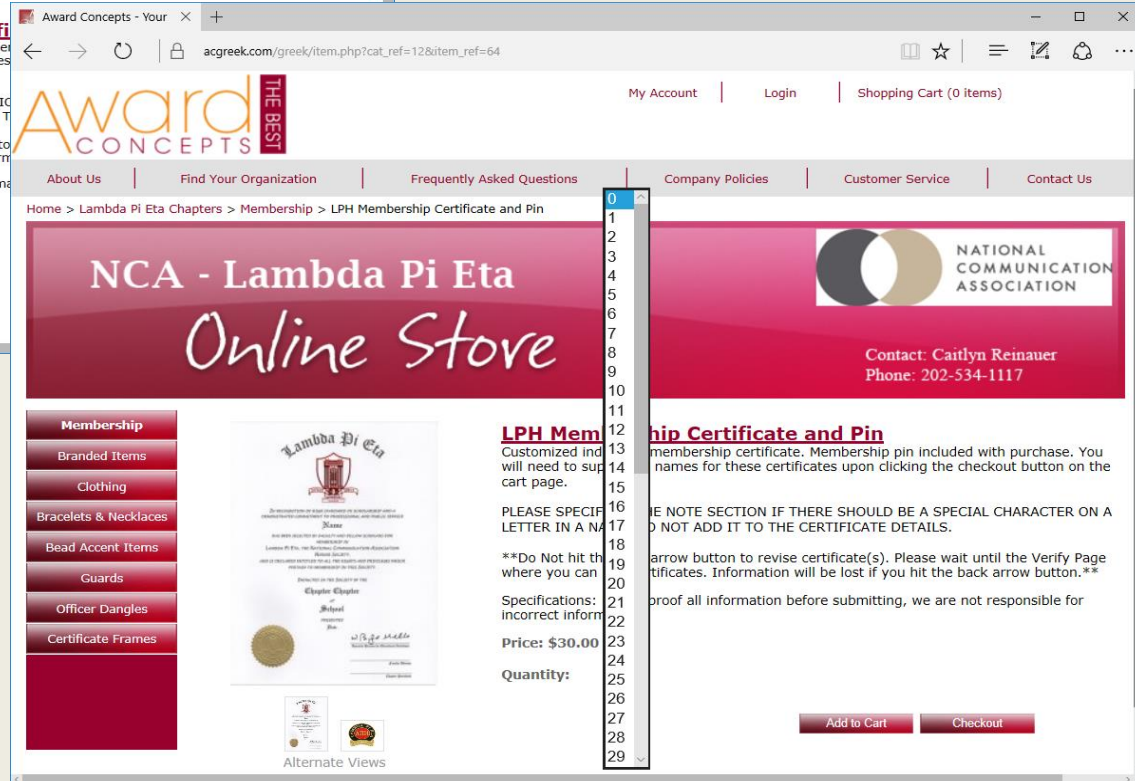
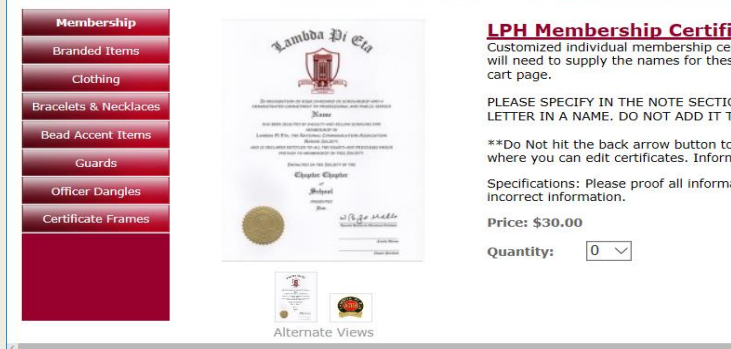
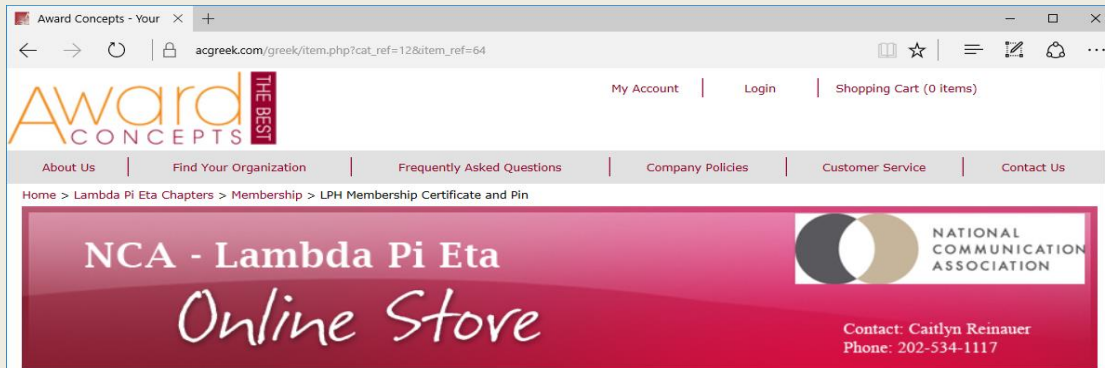
- The Membership certificate is **required** for official induction in LPH
- If a certificate is *not* purchased for an inductee, they will not appear on the national register maintained by the National Office

A screenshot of the Award Concepts website, specifically the LPH Membership section. The browser address bar shows acgreek.com/greek/list.php?cat_ref=12. The website header includes the Award Concepts logo, navigation links (My Account, Login, Shopping Cart), and a secondary navigation bar (About Us, Find Your Organization, etc.). The main banner reads "NCA - Lambda Pi Eta Online Store" with the National Communication Association logo and contact information for Caitlyn Reinauer.


The "Membership" section is displayed, featuring a sidebar with categories like Membership, Branded Items, Clothing, etc. The main content area lists various items for sale:

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



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[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, 2010 rather than 12/1/10). 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 Lambda	Adams College	8/18/2016	jane.doe@adams.edu
John Doe	Lambda Lambda Lambda	Adams College	8/18/2016	john.doe@adams.edu x

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




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Home > Shopping Cart

Cart Summary

	Quantity	Price
 LPH Membership Certificate and Pin 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 a new account *or* checking out as a guest work.



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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 Address¹:

Re-Enter Email:

Password:

Re-Enter Password:

Create Account

¹ 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.

OR

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Home > Shopping Cart > Shipping

Shipping Information

Name: Professor X
 Address: 1234 College Avenue
 Address 2:
 City: Adams
 State/Province: IL-Illinois
 Zip: 12345
 Country: USA
 Daytime Phone: (414) 414-4141
 Need By Date: 09/17/2017

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 National
- ☐ 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: calculate	\$0.00
Total:	\$60.00

Edit Cart Continue

****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
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[Home](#) > [Shopping Cart](#) > [Shipping](#) > [Payment](#)

Payment Information

Type:

Name:

Email:

Order Summary

Shipping Method:
US Mail

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

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


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

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****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.



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[Home](#) > [Shopping Cart](#) > [Shipping](#) > [Payment](#)

Payment Information

Type:

Check:

Please mail your payment to:
Award Concepts, Inc.
Order #400239
P.O. Box 4305
Saint Charles, IL 60174

Make payable to:
Award Concepts, Inc.

*Please Note: Include your order number
number will be generated on the receipt*

Name:

Email:

Order Summary


Shipping Method:
US Mail

Shipping To:
Professor X

	\$60.00
	\$0.00
	\$0.65
	\$60.65

[Add to Cart](#) [Continue](#)

Message from webpage



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.

[OK](#) [Cancel](#)

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Pictured below is the payment by check screen

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Home > Shopping Cart > Shipping > Payment

Payment Information

Type:

Check:

Please mail your payment to:

Award Concepts, Inc.
Order #400239
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
Adams, IL 12345

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

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****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**







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[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
Adams, IL 12345

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

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

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

Award

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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:

LPH Membership Certificate and Pin	Quantity: 2	Price: \$30.00
Subtotal:		\$60.00
Shipping & Handling:		\$0.00
Tax:		\$0.65
Total:		\$60.65

Shipping Method:
US Mail

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

Payment Information:
Pay by check
Professor X

Notes:
NA

Edit Cart

Place Order

Certificate Details

Name:	Chapter:	School:	Induction Date:	Email:
Jane Doe	Lambda Lambda Lambda	Adams College	8/18/2016	jane.doe@adams.edu
John Doe	Lambda Lambda Lambda	Adams College	8/18/2016	john.doe@adams.edu

Edit Certificates

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



Congratulations!
You have successfully inducted new members into Lambda Pi Eta!



Don't forget to take pictures of your chapter's ceremony to share with us on Facebook or Twitter!



@LambdaPiEta_NCA



Facebook.com/LambdaPiEta.NCA/