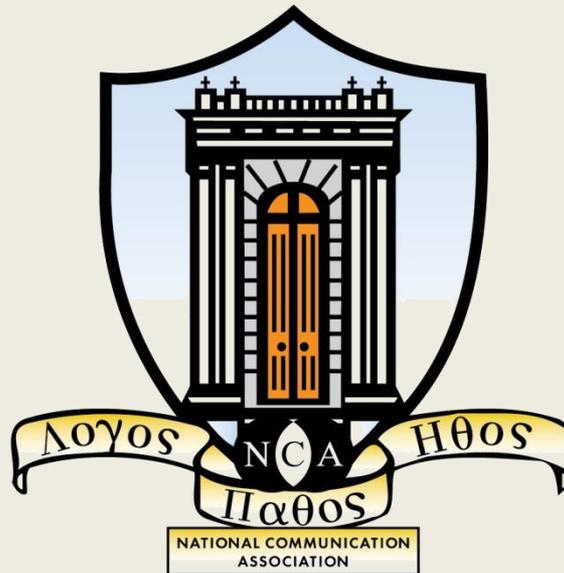


Lambda Pi Eta

Award Concepts Ordering Guide



August 2016

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 is assigned to you by the National Office, and is included in the email with your most recent chapter renewal (\$35) receipt.

Step 1: Log into Award Concepts with your Passcode

The screenshot shows the top navigation bar with links for 'My Account', 'Login', and 'Shopping Cart (0 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 features a red banner with the text 'NCA - Lambda Pi Eta Online Store' and the National Communication Association logo. Contact information for Jacqueline Reilly is provided. A login form with a 'Passcode*' field and a 'Submit' button is present. A red arrow points from the explanatory text below to the passcode input field. A disclaimer note is located below the form.

Home > Lambda Pi Eta Chapters

NCA - Lambda Pi Eta
Online Store

Contact: Jacqueline Reilly
Phone: (202) 534-1117

Passcode*:

** 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 the passcode assigned to your chapter by the National Office. If you have forgotten your passcode, please call or email the office between the hours of 9 am-5 pm EST.

Step 2: Select 'Membership'

The screenshot shows the 'Award Concepts THE BEST' website. The navigation bar includes links for 'My Account', 'Login', and 'Shopping Cart (0 items)'. Below the navigation bar, there are links for 'About Us', 'Find Your Organization', 'Frequently Asked Questions', 'Company Policies', 'Customer Service', and 'Contact Us'. The breadcrumb trail reads 'Home > Lambda Pi Eta Chapters'. The main header features the text 'NCA - Lambda Pi Eta Online Store' and the 'NATIONAL COMMUNICATION ASSOCIATION' logo. Contact information for Jacqueline Reilly is provided: 'Contact: Jacqueline Reilly Phone: (202) 534-1117'. The 'Featured Item' section displays a 'Ladies LPH V-Neck T-Shirt' for \$15.00 with a 'Buy It Now' button. A category menu on the right lists: 'Membership', 'Branded Items', 'Clothing', 'Bracelets & Necklaces', 'Bead Accent Items', and 'Guards'. A red arrow points to the 'Membership' category.

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

Award CONCEPTS THE BEST

My Account | Login | Shopping Cart (0 items)

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

Home > Lambda Pi Eta Chapters > Membership

NCA - Lambda Pi Eta Online Store

NATIONAL COMMUNICATION ASSOCIATION

Contact: Jacqueline Reilly
Phone: (202) 534-1117

Membership	Membership	
Branded Items	 LPH Membership Certificate and Pin Please proof all information before submitting, we are not responsible for incorrect information.	 LPH Membership Certificate Reprint
Clothing	 Red & White Honor Cords	 LPH Membership Pin
Bracelets & Necklaces	 Gold Honor Cords	 LPH Advisor Certificate Please proof all information before submitting, we are not responsible for incorrect information.
Bead Accent Items		
Guards		
Officer Dangles		
Certificate Frames		

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

My Account | Login | Shopping Cart (0 items)

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

Home > Lambda Pi Eta Chapters > Membership > LPH Membership Certificate and Pin

NCA - Lambda Pi Eta Online Store

Contact: Jacqueline Reilly
Phone: (202) 534-1117

Membership

- Branded Items
- Clothing
- Bracelets & Necklaces
- Bead Accent Items
- Guards
- Officer Dangles
- Certificate Frames

LPH Membership Certificate and Pin

Customized individual membership certificate. Membership pin included with purchase. You will need to supply the names for these certificates upon clicking the checkout button on the cart page. PLEASE SPECIFY IN THE NOTE SECTION IF THERE SHOULD BE A SPECIAL CHARACTER ON A LETTER IN A NAME. DO NOT ADD IT TO THE CERTIFICATE DETAILS.

Specifications: Please proof all information before submitting, we are not responsible for incorrect information.

Price: \$30.00

Quantity:

My Account | Login | Shopping Cart (2 items)

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

Home > Lambda Pi Eta Chapters > Membership > LPH Membership Certificate and Pin

NCA - Lambda Pi Eta Online Store

Contact: Jacqueline Reilly
Phone: (202) 534-1117

Membership

- Branded Items
- Clothing
- Bracelets & Necklaces
- Bead Accent Items
- Guards
- Officer Dangles
- Certificate Frames

LPH Membership Certificate and Pin

Customized individual membership certificate. Membership pin included with purchase. You will need to supply the names for these certificates upon clicking the checkout button on the cart page. PLEASE SPECIFY IN THE NOTE SECTION IF THERE SHOULD BE A SPECIAL CHARACTER ON A LETTER IN A NAME. DO NOT ADD IT TO THE CERTIFICATE DETAILS.

Specifications: Please proof all information before submitting, we are not responsible for incorrect information.

Price: \$30.00

Quantity:

Add to Cart **Checkout**

Alternate Views

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 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 breadcrumb trail reads 'Home > Shopping Cart > Shipping'. The main heading is 'Cart Details'. A message states: '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.' The form consists of five columns: 'Name:', 'Chapter:', 'School:', 'Induction Date:', and 'Email:'. The first row contains 'Jane Doe', 'Lambda Lambda Lambda', 'Adams College', '8/18/2016', and 'jane.doe@adams.edu'. The second row contains 'John Doe', 'Lambda Lambda Lambda', 'Adams College', '8/18/2016', and 'john.doe@adams.edu' with a clear 'x' button. A red 'Continue' button is located below the form. Three red arrows point to the 'Name' field of the second 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 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

The screenshot shows the 'Award Concepts' website's shopping cart summary page. The header includes the logo 'Award CONCEPTS THE BEST' and navigation links for 'My Account', 'Login', and 'Shopping Cart (2 items)'. 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 > Shopping Cart'. The main content area is titled 'Cart Summary' and features a table with one item: 'LPH Membership Certificate and Pin' with a quantity of 2 and a price of \$30.00. Below the table is an 'Update Cart' link and a 'Subtotal: \$60.00' label. At the bottom, there are input fields for 'Chapter Name' (filled with 'Lambda Lambda Lambda'), 'School Name (if applicable):' (filled with 'Adams College'), and 'Order Notes:'. Two buttons, 'Continue Shopping' and 'Checkout', are positioned to the right of the input fields.

	Quantity	Price
 LPH Membership Certificate and Pin Membership Certificate and Pin	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.

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 Address¹:

Re-Enter Email:

Password:

Re-Enter Password:

Create Account

OR

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.

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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

Legend: 1 Day, 2 Days, 3 Days, 4 Days, 5 Days, 6 Days, 7+ Days

Subtotal:	\$60.00
Shipping & Handling:	\$7.75
Tax: calculate	\$0.00
Total:	\$60.00

[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



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
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.

The screenshot shows the Award Concepts website checkout process. The top navigation bar includes links for My Account, Login, and Shopping Cart (2 items). 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 > Shopping Cart > Shipping > Payment.

The main content area is divided into two columns: Payment Information and Order Summary.

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
- Item 1: \$60.00
- Item 2: \$0.00
- Item 3: \$0.65
- Total: \$60.65

A modal message box titled "Message from webpage" is displayed in the center. It contains a question mark icon and 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.

Buttons for OK and Cancel are located at the bottom of the modal.

At the bottom of the page, there is a footer with links for Site Map, Privacy Policy, and Contact Us, and a copyright notice: © 2009-2016 Sators.com & Award Concepts, Inc. All Rights Reserved.

Pictured below is the payment by check screen

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

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

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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

Home > Shopping Cart > Shipping > Payment

Payment Information

Type:

Credit Card

Credit Card Type:



Card Number:

1234-5678-9101-1121

Expiration:

01 2017

Name (on card):

Professor X

Card ID #:

123

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

Name:

Professor X

Address:

1234 College Avenue

Address 2:

City:

Adams

State/Province:

IL-Illinois

Zip:

12345

Country:

USA

Email:

profx@adams.edu

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 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:

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.



Sigma Nu



Lambda Chi

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



Eta Gamma



Sigma Pi

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/