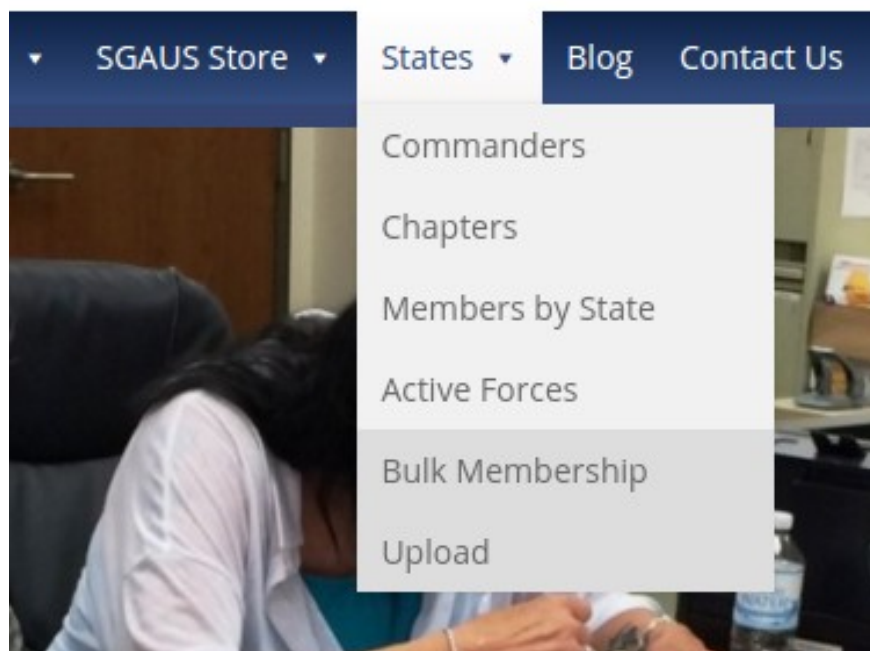


SGAUS Bulk Membership Upload

This guide will demonstrate how to upload bulk membership orders. First, log into the SGAUS.org website. Then, from the States menu, select Bulk Membership Upload:



Then, choose the file to upload and click submit. The file should be a Comma Separated Value (CSV) file with format

“username,rank,fn,mi,ln,mailing_address,city,state,zip,home_phone_number,cell_phone_number,state_of_membership,email@email.com,membership_code”. membership_code is one of ENLISTED_1, ENLISTED_3, ENLISTED_5, OFFICER_1, OFFICER_3, OFFICER_5, GENERAL_1, GENERAL_3, GENERAL_5, or LIFETIME where the number indicates the membership term.

After the upload is complete, you will be prompted to confirm the billing information and payment options. Verify the information is correct, then click the Place Order button. Then, there will be a confirmation that the bulk membership upload was successfully processed and the status of the payment as well as a summary of the bulk upload and the memberships on the upload.