


★ NEW CAMPUS/COMPANY SEARCH

What is it?

Campus/Company Search is a new online feature that allows you to easily identify your school campus or company name. This feature will automatically link you to other TAPERD members from your same school or company for group registration purposes and identify you with the appropriate ISD if necessary. This allows us to quickly and accurately inform you of events taking place in your region. The campus/company search will also automatically fill in your school/company name and address so it's faster and easier to move through the online applications.

How does it work?

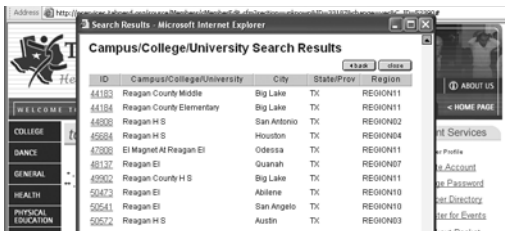
This feature can be reached when you update your account information or when you renew your membership. A pop-up window with this search should appear, if not just click on the  search

- 1.) Enter the first few letters of your school campus, college, university, or company name in the appropriate box (See Picture 1)



Picture 1

- 2.) Locate your campus or company name in the list
- 3.) Click on the red ID number (See Pictures 2A & 2B)



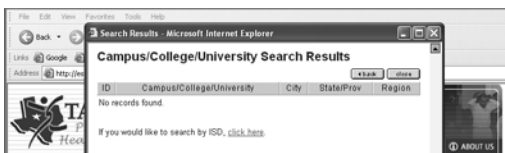
Picture 2A



Picture 2B

ISD SEARCH OPTION:

If you are unable to locate your campus name you can search by ISD. Look for this message at the bottom of the search results window. (See Picture 3)



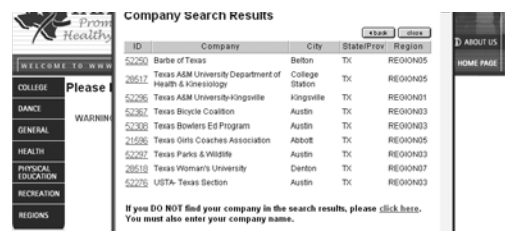
Picture 3

- 1.) Click on the red "Click here" so you can search by ISD
- 2.) Enter the first few letters of your ISD name
- 3.) Locate your campus in the list
- 4.) Click on the red Campus ID number

If you are still unable to find your school campus, college, university, or company name on the list look for this message at the bottom of the search window. (See Pictures 4A & 4B)



Picture 4A



Picture 4B

- 1.) Click on the red "Click here"
- 2.) You will then need to type in your school campus, college, university, or company name in the field labeled "ISD/Campus/Co." (See Pictures 5A & 5B)



Picture 5A



Picture 5B

- 3.) If you would like your school or company address to be on record you must also type in the address.

(Note: Since your school is not recorded in our database we will need to manually add it before you are able to utilize the Group Registration feature.)