



# Renew your membership with The Enrollment Management Association A step-by-step process

# Log into your MAP

Go to [enrollment.org](http://enrollment.org) and click on LOGIN in the top right corner of the webpage. This will direct you to the Member Access Portal page, where you can log in. Or click [here](#). Enter your user name and password.

The  
Enrollment  
Management  
Association

## Sign in

**Username** [Forgot Username?](#)

**Password** [Forgot Password?](#)

Remember Me

Sign in

## Create an Account



Sign up for a  
Parent/Guardian and  
Student Account

If you do not have a parent or student  
account, please [click here](#).



Membership Application  
for The Enrollment  
Management Association

If you would like to inquire about  
becoming a Member or Test Center of  
The Enrollment Management  
Association, please [click here](#).

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Please note: Use of The Enrollment Management Association's websites after account login will continue to be governed by the [Terms of Use](#) and [Privacy Policy](#).

# Step 1: Select Renew Now button

The Enrollment Management Association

Welcome, [MAP Administrator] [skline (TEMA Staff)] [Account Profile](#) • [Manage Users](#) • [Log Off](#)

SSAT Testing ▾ SSAT Scores ▾ Snapshot ▾ Applications ▾ Prospects ▾ Data Dashboards ▾ Resources

**Your Membership is Expiring Soon.**

We appreciate having you as a member! Renew your membership now to ensure uninterrupted service and benefits. Your renewed membership will continue your benefits for the academic year beginning August 1. Click the button, right, to begin. Your school's membership fee will be provided when you begin your renewal.

[Renew Now](#)

(Note: Renewed membership is required for your continued acceptance of SSAT score reports and to access the upcoming year's SAO setup, flex material ordering, fee waivers, and inquiries sent via our school search on [ssat.org](#).)

**Member Access Portal**

- SSAT Testing
- SSAT Scores
- Data Dashboards
- Prospects
- Applications
- Resources

**Quick Access Menu**

- ADVISE STUDENTS**  
Application Workstation [▾](#)  
Score Workstation [▾](#)
- ASSIGN WAIVERS**  
Test Fee Waivers [▾](#)  
Application Fee Waivers [▾](#)
- PUBLICATIONS AND PRACTICE**  
Order Official Guide or SSAT Brochure [▾](#)  
**NEW** Order Practice Online Codes [▾](#)
- CHARACTER SKILLS SNAPSHOT**

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# Step 2: About Your School

Let us know how the SSAT is used at your school, what database system supports your office, and if you'd like to opt-in to receive the Character Skills Snapshot.

## About Your School

### How do you use the SSAT at your school?

Do you use the SSAT as counseling for school placement?

- Yes
- No

Do you use the SSAT as counseling for course placement?

- Yes
- No

Do you use the SSAT as a factor for potential scholarships?

- Yes
- No

Do you use the SSAT as a factor in the admission process?

- Yes
- No

How do you accept scores?

- SSAT Scores are required
- SSAT Scores are optional

### Software Used

What Student Information System does your admissions office use?

Rediker

Would you like to participate in the Character Skills Snapshot (CSS) Program? 

- Yes
- No

How do you use the Character Skills Snapshot?

- The snapshot is required
- The snapshot is optional

Launched in 2017, the Snapshot is an evaluation of character skills, taken online by applicants, that provides a more comprehensive view of the whole child when combined with the cognitive standardized testing.

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# Step 3: Enrollment Data

This step is for member schools only. Complete the grid and tell us how many students were enrolled in each grade last academic year. Make sure there is a number greater than 0 entered for all grades in your school. The total will automatically calculate at the bottom.

**Membership Renewal**

**Enrollment Data**

Please supply the enrollment figures for the past year using the form below.

Please make sure the correct combination of grades are selected and that the number of students for each grade are correct.

This information is critical as it not only calculates your membership dues, but also feeds our School Search for students and families on [www.ssat.org](http://www.ssat.org).

Grade	Day Students	
	This Year	Previous Year
<input checked="" type="checkbox"/> PK	<input type="text"/>	169
<input checked="" type="checkbox"/> K	<input type="text"/>	35
<input checked="" type="checkbox"/> 1	<input type="text"/>	34

Enter enrollment figures per grade offered.

Total Enrollment

Total Enrollment in Grades 6 – PG (for billing purposes)

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Enrollment figures you enter automatically calculate at the bottom for total enrollment

# Step 4: Assign Your Contacts

Let us know who should receive targeted communications in your office.



**Membership Renewal**

**Your Contacts**

In order to improve our communications and outreach to your school/organization, please make sure the details for the contacts shown below are accurate and up-to-date.

Unless specified, all fields are mandatory.

**Primary Contacts**

Who in the admission office is the primary person to contact overall?  
-Select a Contact-

Who in your office should we communicate with about SSAT scores?  
-Select a Contact-

Who in your office is ...  
-Select a Contact-

Who in your office is ...  
-Select a Contact-

Who in your office is ...  
-Select a Contact-

Who in your office is ...  
-Select a Contact-

Who in your office is ...  
-Select a Contact-

**Add Another User**

1 Claire SSAT devemails@ssat.org  Disable this account ⓘ

Prefix	First Name	Middle Initial	Last Name	Suffix
Ms.	Claire	Optional		

Job Title: Admission Assistant      Job Function: Admission - Office Manager

Email Address:      MAP Roles: MAP Administrator

2 Bonnie SSAT devemails@ssat.org  Disable this account ⓘ

Prefix	First Name	Middle Initial	Last Name	Suffix
Ms.	Bonnie	Optional		

Job Title: Associate Director of Admission      Job Function: Admission - Assistant/Associate Director

Email Address:      MAP Roles: MAP User

You choose the audience for communication.

Review each contact's information for accuracy. Be sure to include a title and job function for ALL contacts.

# Step 5: Add or Disable Contacts

Keeping contacts up to date is A CRITICAL step in protecting the data in your Member Access Portal.

5 New User  Disable this account

Prefix	First Name	Middle Initial	Last Name	Suffix
Select one ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title	Job Function			
<input type="text"/>	Select one...			
Email Address	MAP Roles			
<input type="text"/>	Mailing Contact			

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← Add new users

Add Another User

1 Jennifer SSAT admission@ssat.org  Disable this account

Prefix	First Name	Middle Initial	Last Name	Suffix
Mrs. ▼	Jennifer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title	Job Function			
Admissions	Admission - Assistant/Associate Director			
Email Address	MAP Roles			
<input type="text"/>	MAP Administrator			

2 ~~Denise~~  Disable this account

Remove contacts that no longer work at your school by checking the box labeled Disable this account.

# Step 6: A Quick Survey

Answer 3 quick questions for us and be sure to mark Done before moving onto the next step.



**Membership Renewal**

**A Quick Survey**

Please complete the survey questions shown below and then press the "Done" button to submit your survey responses. After clicking the "Done" button, click the "Next" button at the bottom of the page in order to complete the remainder of the renewal.

Member Renewals Survey

1 \* Overall, how satisfied have you been with the

Very Satisfied    Somewhat Satisfied    Neutral    Somewhat Dissatisfied    Very Dissatisfied

2 \* What is your primary reason for maintaining your membership?

Access to SSAT test scores  
 Use of the Standard Application Online  
 The Annual Meeting and other events  
 Option of serving as an SSAT Test Center  
 Other  
Other (please specify)

**Membership Renewal**

**A Quick Survey**

Please complete the survey questions shown below and then press the "Done" button to submit your survey responses. After clicking the "Done" button, click the "Next" button at the bottom of the page in order to complete the remainder of the renewal.

The Annual Meeting and other events  
 Option of serving as an SSAT Test Center  
 Other  
Other (please specify)

3 \* How satisfied are you with our overall customer support?

Very Satisfied    Somewhat Satisfied    Neutral    Somewhat Dissatisfied    Very Dissatisfied

Done

# Step 7: Terms and Conditions

Click in the box to checkmark and show your agreement to our Membership Terms & Conditions. Once you have read the Terms and Conditions, click Proceed to Payment.

## Membership Renewal

### Terms and Conditions

#### The Enrollment Management Association

##### Membership Services Agreement

Last updated on March 19, 2018.

**IMPORTANT! PLEASE READ CAREFULLY. THIS IS A LEGALLY BINDING AGREEMENT. BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE AND AGREE THAT YOUR ORGANIZATION'S USE OF THE SERVICES PROVIDED BY THE ENROLLMENT MANAGEMENT ASSOCIATION ARE SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THIS MEMBERSHIP SERVICES AGREEMENT ("AGREEMENT").**

The Enrollment Management Association and its subsidiaries and affiliates (collectively, "EMA") provide content, features, assessments, data, data analysis, research, Internet-based platforms, products and services (the "Services") to Member Organizations ("Members"). The specific Services to be provided to the Member are set forth in a Membership Services Addendum ("Addendum") incorporated into and made part of this Agreement. EMA membership types include Association Members, Premium Members and SAO Affiliate Members. The term "Member" as used herein applies to all EMA membership types unless otherwise explicitly stated. Each Member must acknowledge and accept the terms of the Addendum for the Member's corresponding membership type. By

By checking this box you indicate that you agree to be bound by the terms and conditions of these Terms of Use.

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Proceed To Payment

#### Membership Services Addendum for Premium Members

This Membership Services Addendum (the "Addendum") is part of an agreement entered into by and between the Enrollment Management Association ("EMA"), located in Skillman, New Jersey, and Cate School located in Carpinteria, CA ("Member") (collectively referred to as the "Parties"). The Addendum is hereby incorporated by reference into and made part of the Enrollment Management Association Membership Services Agreement entered into by and between the Parties (the "Agreement") and the Addendum shall become effective as of the Effective Date set forth in the Agreement. All capitalized terms used herein are defined terms and shall have the same meanings provided in the Agreement for the defined terms.

1. Membership Type
  - a. Member shall be designated a Premium Member and EMA shall provide all Premium Member services to the Member as set forth herein.
2. Premium Member Services (the "Services") include:
  - a. Use of the Internet-based data sharing and communication platform and dashboard known as the Member Access Portal ("MAP").
  - b. Use of the Standard Application Online ("SAO"), including the Internet-based platform for the SAO.

You are a Premium Member, and will see this new addendum.

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# Step 8: Pay Member Dues

Indicate payment by check or credit card. If sending a check, please ensure it is received by The Enrollment Management Association within 2 weeks.

## REVIEW AND PAY

### Your Basket

Item	Quantity	Price
Organization Renewal	1	
<b>Total</b>		<b>\$525.00</b>



#### Pay By Check

If you would like to pay by check please use the button below.

[Pay by Check](#)



#### Pay By Credit Card

If you'd prefer to pay by card please complete the form below.

#### Billing Address

The card holder's name and address

First Name

Last Name

Address

City

State / Province / Region

Postal Code

## 2018-2019 Membership Dues

### School Members

Students Enrolled	Membership Fee
2000+	\$ 867.00
1000-1999	\$ 762.00
800-999	\$ 709.00
500-799	\$ 657.00
300-499	\$ 604.00
100-299	\$ 578.00
fewer than 100	\$ 525.00

### International School Members

International Schools	\$ 420.00
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### Affiliate Members

Educational Consultants	\$ 525.00
Access Organizations	\$ 525.00

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# Step 9: Your Confirmation

**ORDER CONFIRMATION**

 Your order has been processed successfully.  
Transaction ID: Not Applicable

Order Details	Quantity	Amount (USD)
Organization Renewal	1	500.00
Total		500.00

Paying by check? Please print this invoice and process for payment to The Enrollment Management Association by July 31. Thank you.

 [Download Your Invoice](#)

[Return to the homepage](#)

Don't forget your invoice/receipt:

- If paying by check, download your invoice to submit to your business office.
- If you paid with credit card, download your receipt for your records.





Thank you for your continued  
support and involvement  
with The Enrollment  
Management Association