

# How to Accept a New Member

REAA.org automatically approves all new members to our website. That way when someone signs up, they can immediately qualify for member pricing for classes and events. All new members still need to be approved into each chapter.

When a Member applies or renews to a Chapter an email is sent to the Chapter and [info@reaa.org](mailto:info@reaa.org).

Committee Join Request Inbox x info@reaa.org x



**info@reaa.org** info@reaa.org via [membershipssoftware.org](#)  
to info@reaa.org ▾

Site user Philip Raful has requested membership in the North Bay Chapter.

Once the member has been vetted by the chapter and approved by the chapter board the member needs to be accepted to the chapter via REAA.org

## 1) Login to the Admin Side of REAA.org

You can gain access to our old website at <http://reaaca.org> and log in with your account credentials to access old CE Certificates.

### Friends of REAA

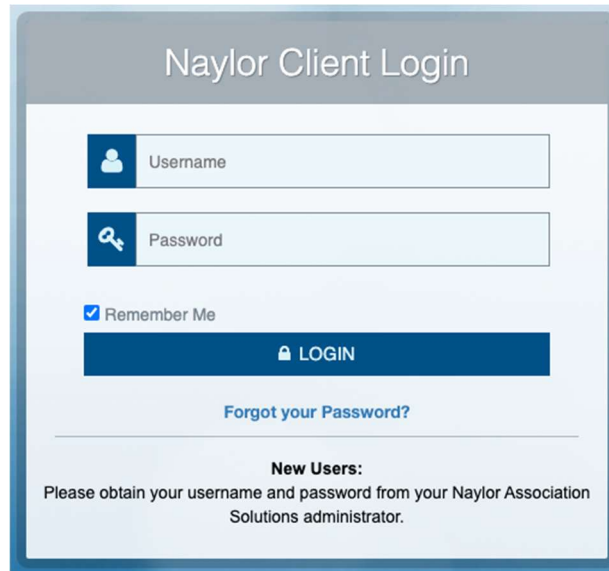


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P.O.Box 661706, Sacramento, CA 95866 |  
[info@reaa.org](mailto:info@reaa.org)

NAYI

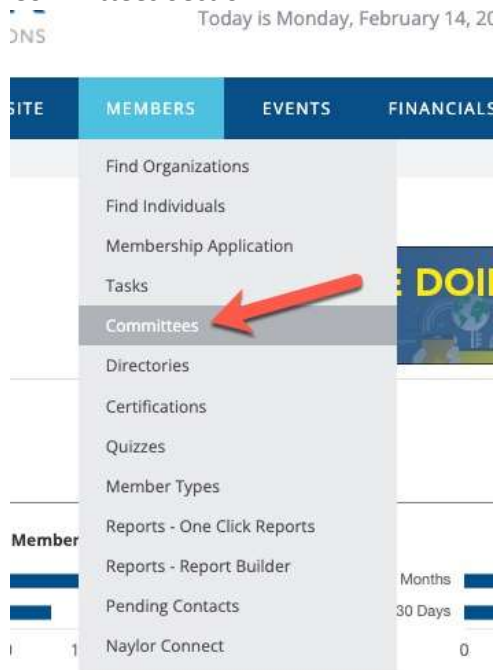
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[Admin Login](#)

- 2) Enter your Admin Username and Password  
(This is different than your REAA.org. The login is first initial followed by your last name. e.g. "John Smith" username would be "JSmith") If you need help contact [info@reaa.org](mailto:info@reaa.org)



The image shows a login form titled "Naylor Client Login". It features two input fields: "Username" with a person icon and "Password" with a key icon. Below these fields is a checked "Remember Me" checkbox and a blue "LOGIN" button with a lock icon. A link for "Forgot your Password?" is positioned below the button. At the bottom, a "New Users:" section instructs users to obtain their credentials from their Naylor Association Solutions administrator.

- 3) Navigate to the MEMBERS>Committees Section



4) Click the "Requests" Button

HOME WEBSITE MEMBERS EVENTS FINANCIALS ARTICLES PRODUCTS FORUM JOB BOARD REPORTS

Members / Committees

### Committees

Positions Requests Add New

Results: 6 Records

Show All entries Search:

Group	Name	Description	Action
Board Member	North Bay Chapter Board		...
Board Member	Sacramento Chapter Board		...
Chapters	Central Valley Chapter	Membership for industry professionals from the Central Valley Region. This typically covers Fresno, Kings, Tulare, Madera, Mariposa, Merced Stanislaus, and Tuolumne Counties.	...

5) Find the Individual Member, and Click Approve (or Reject)

<input type="checkbox"/>	Saling, Paula	North Bay Chapter	Approve	Reject
<input type="checkbox"/>	Kirby, Erik	North Bay Chapter	Approve	Reject
<input type="checkbox"/>	Raful, Philip	North Bay Chapter	Approve	Reject

6) To Approve more than one member at a time, click the check box next to each name you want to approve.

Select All <input type="checkbox"/>	Member Name	Committee Name	Action
<input type="checkbox"/>	Nolting, David	East Bay Chapter	Approve Reject
<input type="checkbox"/>	Jacobson, kristin	Sacramento Chapter	Approve Reject
<input checked="" type="checkbox"/>	Luckey, Leslie	North Bay Chapter	Approve Reject
<input checked="" type="checkbox"/>	Humphrey, Spencer	North Bay Chapter	Approve Reject
<input type="checkbox"/>	Carlson, John	Sacramento Chapter	Approve Reject
<input type="checkbox"/>	Muma, Gary	Sacramento Chapter	Approve Reject
<input type="checkbox"/>	Henigman, Rosemary	Sacramento Chapter	Approve Reject
<input type="checkbox"/>	HAWS, JERALD	Sacramento Chapter	Approve Reject
<input checked="" type="checkbox"/>	Saling, Paula	North Bay Chapter	Approve Reject
<input checked="" type="checkbox"/>	Kirby, Erik	North Bay Chapter	Approve Reject
<input checked="" type="checkbox"/>	Raful, Philip	North Bay Chapter	Approve Reject

7) Click Bulk Approve

☰ Committee Requests

Select All <input type="checkbox"/>	Member Name	Committee Name	Action	
<input type="checkbox"/>	Nolting, David	East Bay Chapter	Approve	Reject
<input type="checkbox"/>	Jacobson, kristin	Sacramento Chapter	Approve	Reject
<input type="checkbox"/>	Carlson, John	Sacramento Chapter	Approve	Reject

Results: 6 Records [Bulk Approve](#)

8) The selected members are now accepted into the Chapter.