



## CLUB ADVISORS

### REGISTER YOUR CLUB TODAY!!

YOU ONLY NEED 6 MEMBERS TO REGISTER A STUDENT ANGLER CLUB.

- ❖ Collect the full contact info for each student including name, address, birth date, email, phone & last grade completed. (Email is required to receive the electronic magazine.)
- ❖ Collect \$25 from each student for the SAF dues.
- ❖ Go to [Online Roster Management Login](#) link in the upper right hand corner of the site
- ❖ Under Club Registration, fill in the information for the Club Administrator and/or Faculty Advisor
  - **Choose the option:** 'New' (you are a new club)
  - **Club #:** You won't have a club # yet so leave that blank
  - **Club Name:** Enter the club name you want for your club
  - **Club Type:** Student Angler
  - **Category:** Bass
  - **Federation:** **STUDENT CLUBS** (DO NOT CHOOSE THE STATE YOU LIVE IN)
  - Then fill in **ALL** the appropriate information for the rest; Email, First Name, Last Name, Phone #
- ❖ An email will be sent with a password to the Club Advisor, giving secure access to log in to the club's roster management page. Your username will be the email address you provide. After logging in, refer to the Help tab; there you can access the Admin User guide and change your password or call us for assistance at 580.765.9031
- ❖ Enter the complete data for each student in the system. Once the club roster is complete, generate an invoice to submit. Here is how to create your Invoice. Go to Membership Updates; New Update; Select Year; Check Mark each member; Print and Submit!! (refer to the User guide for help)
- ❖ Print out the invoice & mail it with payment to The Bass Federation, Inc., 2300 E Coleman Rd., Ponca City, OK 74604. 580.765.9031

The TBF Student Anglers Federation membership cards & workbooks will be sent promptly after roster payment, along with a workbook & PowerPoint CD for the Club Advisor. The FLW Outdoors memberships will be processed by TBF and students will start receiving their FLW Outdoor electronic magazines.

\*Insurance coverage begins with payment.