ALI Membership Renewal:

- 1. Visit <u>https://events.tosstn.com/</u> click your name in the top right corner to view your account.
- 2. Under your Membership Details, click "Renew to 07/01/2025."
- 3. Fill out the remaining information on the application form.
 - a. When asked "Which Fiscal Year Would You Like to Join?" be sure to select "FY 2024-2025."
- 4. When you have finished, you will be given the option to "Invoice me" or "Pay online." *Be sure to follow your system's guidelines for purchasing!*
 - a. If you are being invoiced and paying with a check, you will need to send a copy of your PO to trisha@tosstn.com, and mail your check to the address below:

Tennessee Organization of School Superintendents 401 Church Street, Suite 2710 Nashville, TN 37219

- b. If you choose to pay online, click "view invoice online" at the bottom left of the invoice, you will be prompted to enter your credit card information.
- 5. When a payment or purchase order is received, we will activate your account.
- 6. You will then be able to login and register for any and all ALI professional development events for the remainder of the fiscal year.
- 7. A list of upcoming ALI events and registration links can always be found on our website: <u>http://www.tosstn.com/ali-events/</u>.