From:	BPA
To:	Paxton Cavin
Subject:	[EXTERNAL] Chapter Advisor Helper
Date:	Wednesday, August 9, 2023 1:21:25 PM

Good Morning!

If your school has a CTSO advisor or an office asisstant who would like to help you with registration and such please consider changing their status to "Chapter Advisor Helper". This is a new feature in the system and will allow those of you who are not advisors to be included without being a full advisor.

NOTE: Advisors, do not change yourselves to this option. This is NOT a workaround to not pay advisor dues. You can use your program funds to pay for advisor dues.

Contact Paxton Cavin if you need asisstance with this or have questions.

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New Feature: Chapter Advisor Helper Role

Description: Under the "Chapter Advisors" tab of each local chapter, there is now an option for "Chapter Advisor Helper". A "Chapter Advisor Helper" can be added for any individual who needs to administer a local chapter but is not an officially paid BPA advisor.

- Example: A "Chapter Advisor Helper" may be a local business office or an administrator who assists with the management of the chapter.
- NOTE 1: Any account set as a "Chapter Advisor Helper" will not be counted towards the official membership numbers.
- NOTE 2: Any account set as a "Chapter Advisor Helper" will not be invoiced.
- NOTE 3: Any account set as a "Chapter Advisor Helper" has the same privilege set as a "Local Chapter Advisor" role in which they can add, edit, delete members, and submit invoices or review local Torch Award resumes.

Thank you!

Paxton Cavin

Oklahoma BPA State Advisor

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