

SHAPE America Membership Information and FAQs

What are the benefits of becoming a SHAPE America member?

SHAPE America is the nation's largest organization of health and physical educators. As a member, you'll become part of a network of thousands of professionals — from preK-12 educators who teach our country's youth about the benefits of living a healthy, physically active lifestyle, to university professors who conduct much-needed research and teach our industry's future professionals.

You will receive free access to the entire library of professional development webinars, full connection to *mySHAPEAmerica*, the only online community dedicated solely to your profession, and discounts on books and events, including the SHAPE America National Convention & Expo. A free subscription to one (or more) of our award-winning journals is included in the cost of membership.

What are the price differences between the main memberships?

- **Basic Professional** - \$79; one online journal is included.
- **Select Professional** - \$139; one journal (a hard-copy mailed version, and accessible online) is included. This membership can be purchased as a full-year membership or paid with automated quarterly/monthly payments.
- **Premier Professional** - \$209; two journals (hard-copy mailed versions) and accessibility to all four online journals is included. This membership can be purchased as a full-year membership or paid with automated quarterly/monthly payments.

What are the requirements for a Student membership?

The individual must be a full-time undergraduate student. The limit for this level of membership is three years, at which point the member must then upgrade to one of our other membership levels listed above.

What are the requirements for a Retired membership?

A member must have maintained an active membership for at least 20 continuous years, in addition to being fully retired. The price of this membership is \$59 and cannot be renewed online at this time, unless you sign up with Autopay (see Autopay information below). Payment must be submitted via credit card or check through the mail, or by contacting the membership department at 800-213-7193 x1490.

What is an Institutional membership?

An Institutional membership is a membership issued to schools, colleges or companies and includes up to four members. The primary member is the equivalent of a Select Professional membership. The three additional members are equivalent to a Basic Professional membership. The journal selected by the primary member is mailed to that individual, and all four receive an electronic version of the same journal. Any webinars and online course purchased by the primary member can be also be viewed by the other members. Please note: This membership is a non-voting membership.

Can a membership be paid for with a purchase order?

Yes, purchase orders are accepted as a form of payment for membership(s). Purchase orders are not able to be processed online – please make sure to mail, fax or email them to SHAPE America, and include as much information as possible on the purchase order, including member name, address, email and type/cost of membership. Invoices are sent out at the end of each month for payment of a purchase order. Feel free to contact us at 800-213-7193 x1490 if you have any questions submitting a purchase order.

How do I sign up my membership with Autopay and what is it?

Autopay is SHAPE America's automated, annual payment plan for members. With Autopay, members request an automatic renewal payment of their membership fees and subscription services. Payment occurs on an annual basis. To be eligible for automatic renewal, you must hold one of the following levels of professional membership: Basic, Select, Premier, Retired, or Student Member. Automatic renewal is not available for Institutional memberships. Members can enroll in Autopay by selecting the Autopay option upon checkout. Additionally, you can call member services at (800) 213-7193 x1490 to request enrollment at any time.

Autopay requires the member to provide a credit card for implementation and is a completely free service offered by SHAPE America.

Can any membership type provide me with the member discount for the national convention?

Yes, any membership can provide the member discount price for the national convention.

What is my username?

Your username (or login) is the email address that is listed in your profile. If you are unsure of what this is, please contact our membership department at 800-213-7193 x1490 or email membership@shapeamerica.org.

What is my password?

Your password is created by you when you log in for the first time. Click the Forgot My Password option to receive instructions on creating your new password. Please note: The password must be at least seven characters long, all lower case, and contain at least one letter and one number. If you attempt to log in too many times with the incorrect password, your account will become locked and you will need to contact our membership department at 800-213-7193 x1490 or email membership@shapeamerica.org.

How do I reset my password?

After you have logged into your account, click your name on the top right-hand portion of the screen. You will receive a drop-down menu. Click on "My Profile" to bring up your profile/personal information. Click on the "Contact Information" tab to change the password.

How can I update my profile?

After you have logged into your account, click your name on the top right-hand portion of the screen. You will receive a drop-down menu. Click on "My Profile" to bring up your profile/personal information. Under the "Main Address" tab, click on the pencil icon to update/change any of your profile information, including a phone number, mailing address, email address, etc.

How long is my membership valid before I have to renew?

Most of our membership are valid for one year or two years. The Select Professional can be purchased for up to 3 years. The Institutional membership is only available for one year. A renewal email and hard copy form will be sent to you several months before the expiration date, as a reminder to renew. Please refer to our Membership Rates form for more details and feel free to contact our membership department if you have any further questions about this information.

Will I receive a membership card when I sign up or renew?

Membership cards are generally printed and mailed when a new member joins or when a previously lapsed member rejoins. If you would like to receive a lost or updated membership card when you renew your membership, check the box in the "Current Membership Details" on the renewal form.

How long does it take for a membership to become active?

Please allow approximately 24 hours for your membership to become active, after completing an online payment. If your payment or purchase order is mailed to us, please allow up to 2-4 weeks for activation or renewal.

As a new member, when should I begin receiving my publication(s)?

Your journal can be accessed online within approximately 24 hours after receipt of online payment. If you have also paid/subscribed to receive a hard-copy journal, it will be mailed a month after your join date.

What methods of payment do you accept?

We accept personal/company checks, purchase orders and credit cards (American Express, Mastercard or Visa) as payment for membership.

How do I access my journals online?

After you have logged into the SHAPE America website at www.shapeamerica.org, you will see your name appear at the top right-hand corner of the screen. Click on your name and there will be a drop-down menu

where you will see “My Journal” as one of the selections. Click on this link and it will display any of the journals you are currently subscribed to.

What is SHAPE America’s cancellation policy?

Your satisfaction is 100% guaranteed! Cancel at any time within your first year and you’ll receive a full refund for the remaining months on your membership.

What does it mean to upgrade your membership?

Any membership can be upgraded to a higher level. You must contact the Membership Department at 800-213-7193 x1490 or email membership@shapeamerica.org to upgrade your membership.

Will I receive my renewal notice in the mail or by email?

Renewal notices are sent out by both mail and email. The mailed notices start two months before the date of expiration and email notices start four months before the expiration date. Renewal notices are sent until payment is submitted, or until a membership has fully lapsed.

Can I switch my journal subscription to a different SHAPE America journal?

Yes, if you would like to change your current journal subscription, it can be changed at any time to another journal of your choice. Contact the membership department at 800-213-7193 x1490 or email membership@shapeamerica.org to change your journal preference.

How do I get an order confirmation?

An order confirmation is automatically generated and sent after the renewal of any **online** membership. If a payment is mailed in by check, credit card, etc., there will not be an order confirmation that is automatically generated. If you require a receipt for your dues, please contact the membership department at 800-213-7193 x1490 or email membership@shapeamerica.org. We will email a copy of your receipt for your records.

Are membership dues tax deductible?

No, dues are not tax deductible; however, donations to SHAPE America **are** tax deductible.

How do I access my webinar certificate?

To earn a webinar certificate, you will need to watch the **entire** webinar before the certificate is available for download/print. Please see the screenshot below for instructions:

How can I access my certificates of completion/certificates of contact hour?

The online institute provides a comprehensive transcript of all your completed items and an opportunity to access a printable PDF version of your transcript. Access that transcript by navigating to the “grades” tab of the “My Transcript” section of the online institute. Select “click here for your transcript” from the right side to access a PDF copy of your transcript.

SHAPE America | ONLINE INSTITUTE

Dashboard Course Catalog My Transcript Search

Enrolled Grades

Grades for year 2017 Click here for your transcript

Title	Grade (%)	Time	Completion	Start Date	End Date	Credit Hours
Physical Best Specialist Certificate Renewal Exam View Details Launch Test Details	80	00:09:43	Passed	6/21/17	6/21/18	
Course 1 Demo		00:00:35	Completed	3/14/17	3/19/17	

When you have completed a course or passed an exam, your certificates will show up under the item in the “grades” tab of “my transcript.” Locate the appropriate item, then click “certificate” to access your certificate.

Standards Based Grading in Physical Education
[View Details](#) | [Launch](#) | [Certificate](#)

00:00:00 Completed 3/1/17 3/1/17 SACH: 1.0