



Guide for Using the SAR Online System

Version 1.0
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Using the new Online Application System

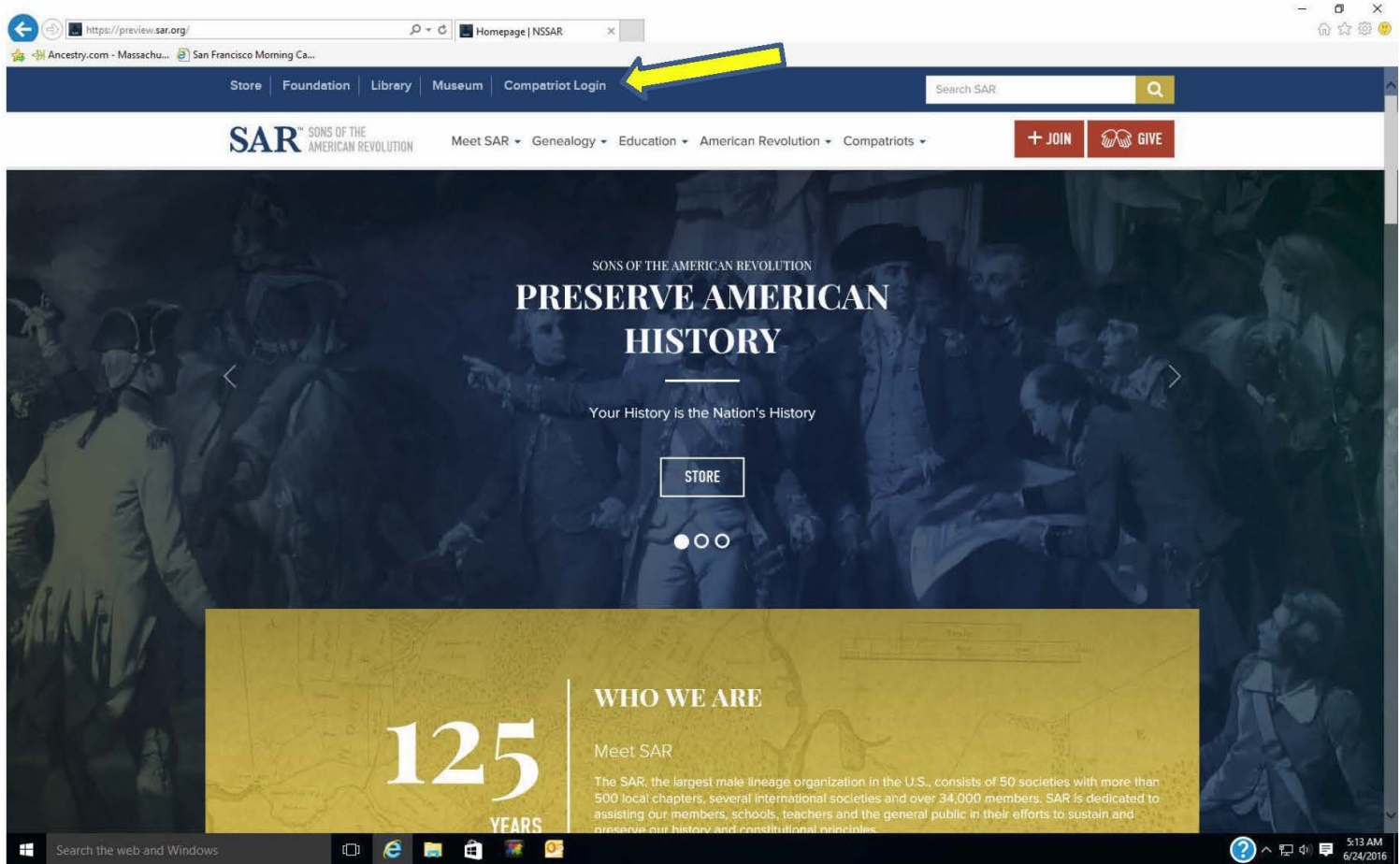
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Section 1.0

Setting up an Account on the Online System

To setup a new account, first go to <https://www.sar.org>. you will see this screen. Click on “Compatriot Login”.



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You will be taken to the Log In/Sign Up screen. If you don't already have an account. Click on the "Sign Up" tab.

The screenshot shows a web browser window with the URL <https://members.sar.org/login>. The page header features the SAR logo and the text "SONS OF THE AMERICAN REVOLUTION". A yellow alert box at the top states: "Alert! If you were redirected here from the SAR Store, please [Click here to return to the store and login.](#)". Below this, there are two tabs: "Log In" and "Sign Up". A yellow arrow points to the "Sign Up" tab. The "Log In" section is titled "Already a member? Sign in" and includes fields for "Email" and "Password", a "Remember me next time." checkbox, and a blue "Login" button. Below the login fields is a link: "Forgot Username or Password?". To the right of the login form, the page is titled "The National Society of the Sons of the American Revolution Membership System". It contains a welcome message: "Welcome to the Membership System for the Sons of the American Revolution (SAR). This site will assist you in filling out an application for membership in the SAR or completing a supplemental application once you are a member." Below this is a paragraph about the SAR: "The SAR is one of the largest male lineal organizations located in the United States, with a membership of over 30,000 gentlemen around the world. Each member has traced their lineage, using genealogically accepted documentation, back to an individual, male or female, who supported the American Colonies in their quest for independence from Great Britain. Support could have been either through, but not limited to, participation in the armed forces, participation in the government, providing supplies or by signing a loyalty oath. For information or assistance in completing your application, please visit the following contact page for the appropriate contact in your location. [Society Contacts Directory](#)". Below this is a section titled "Who Can Register?" with the text: "Any gentleman interested in joining the SAR can register to complete the online application or may contact someone in the SAR to assist you through the process. Once you start the process, you may be contacted by an SAR officer in your location, who will assist you." The browser's taskbar at the bottom shows the Windows logo, Cortana search bar, and several application icons. The system clock in the bottom right corner displays "7:21 PM 1/23/2016".

To create a new account so you can prepare membership applications or register for SAR events, you must first sign up. Click on the “Sign Up” tab on the screen above and this screen will appear. Enter you first and last name, your email address, a password and a password confirmation (this password will be needed for all future logins). Then click on the blue “Sign Up” button. Once this is done, logoff and don’t log back in until the next step is completed. **NOTE: it is very important that your email address is entered correctly since the address will be used to send back an email from the NSSAR to confirm and complete your registration.**

The screenshot shows the SAR Membership System sign-up page. At the top, there is a navigation bar with "Log In" and "Sign Up" tabs. A yellow arrow points to the "Sign Up" tab. Below the tabs, the "Sign Up" form is displayed. The form fields are: "First Name" (John), "Last Name" (Doe), "Email" (gdoe@gmail.com), "Password" (*****), and "Password Confirm" (*****). Blue arrows point from the text "Enter you first and last name" to the "First Name" and "Last Name" fields. Another blue arrow points from the text "your email address" to the "Email" field. A third blue arrow points from the text "a password" to the "Password" field. A fourth blue arrow points from the text "password confirmation" to the "Password Confirm" field. A yellow arrow points to the "Sign Up" button at the bottom of the form. To the right of the form, there is a section titled "The National Society of the Sons of the American Revolution Membership System" with a welcome message and a "Who Can Register?" section. The background of the page features a historical illustration of soldiers in battle.

Alert! If you were redirected here from the SAR Store, please [Click here to return to the store and login.](#)

[Log In](#) [Sign Up](#)

New here? Sign up

First Name
John

Last Name
Doe

Email
gdoe@gmail.com

Password:

Password Confirm:

[Sign Up](#)

The National Society of the Sons of the American Revolution Membership System

Welcome to the Membership System for the Sons of the American Revolution (SAR). This site will assist you in filling out an application for membership in the SAR or completing a supplemental application once you are a member.

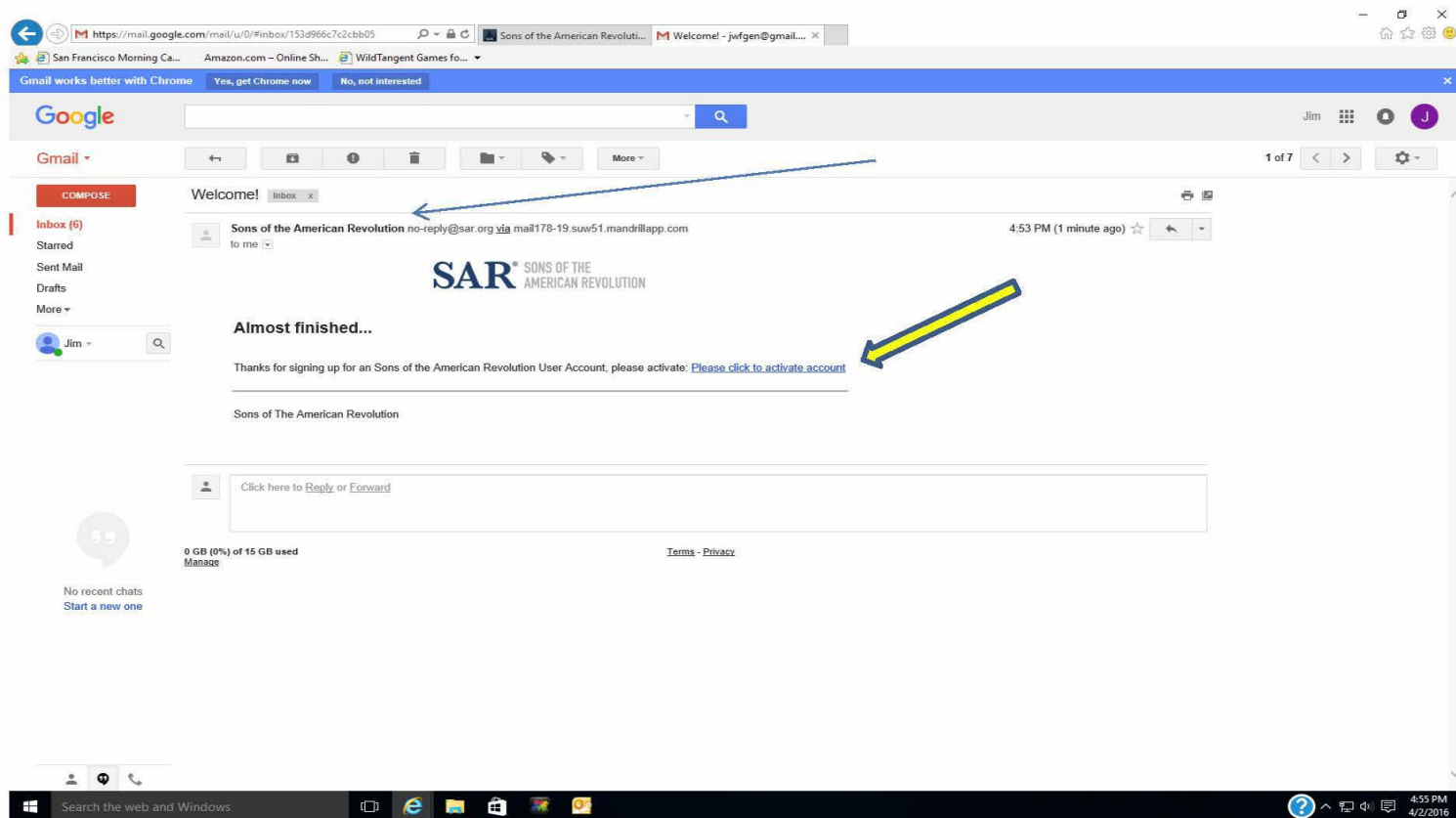
The SAR is one of the largest male lineal organizations located in the United States, with a membership of over 30,000 gentlemen around the world. Each member has traced their lineage, using genealogically accepted documentation, back to an individual, male or female, who supported the American Colonies in their quest for independence from Great Britain. Support could have been either through, but not limited to, participation in the armed forces, participation in the government, providing supplies or by signing a loyalty oath. For information or assistance in completing your application, please visit the following contact page for the appropriate contact in your location. [Society Contacts Directory](#)

Who Can Register?

Any gentleman interested in joining the SAR can register to complete the online application or may contact someone in the SAR to assist you through the process. Once you start the process, you may be contacted by an SAR officer in your location, who will assist you.

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Once you submit this sign-in information, you will be sent an activation email from the Sons of the American Revolution like the one below. Click on the link “Please click to activate account” link. Wait until this email is received before proceeding. If the activation email is not received within a few minutes, be sure to check your junk or spam mail folders.



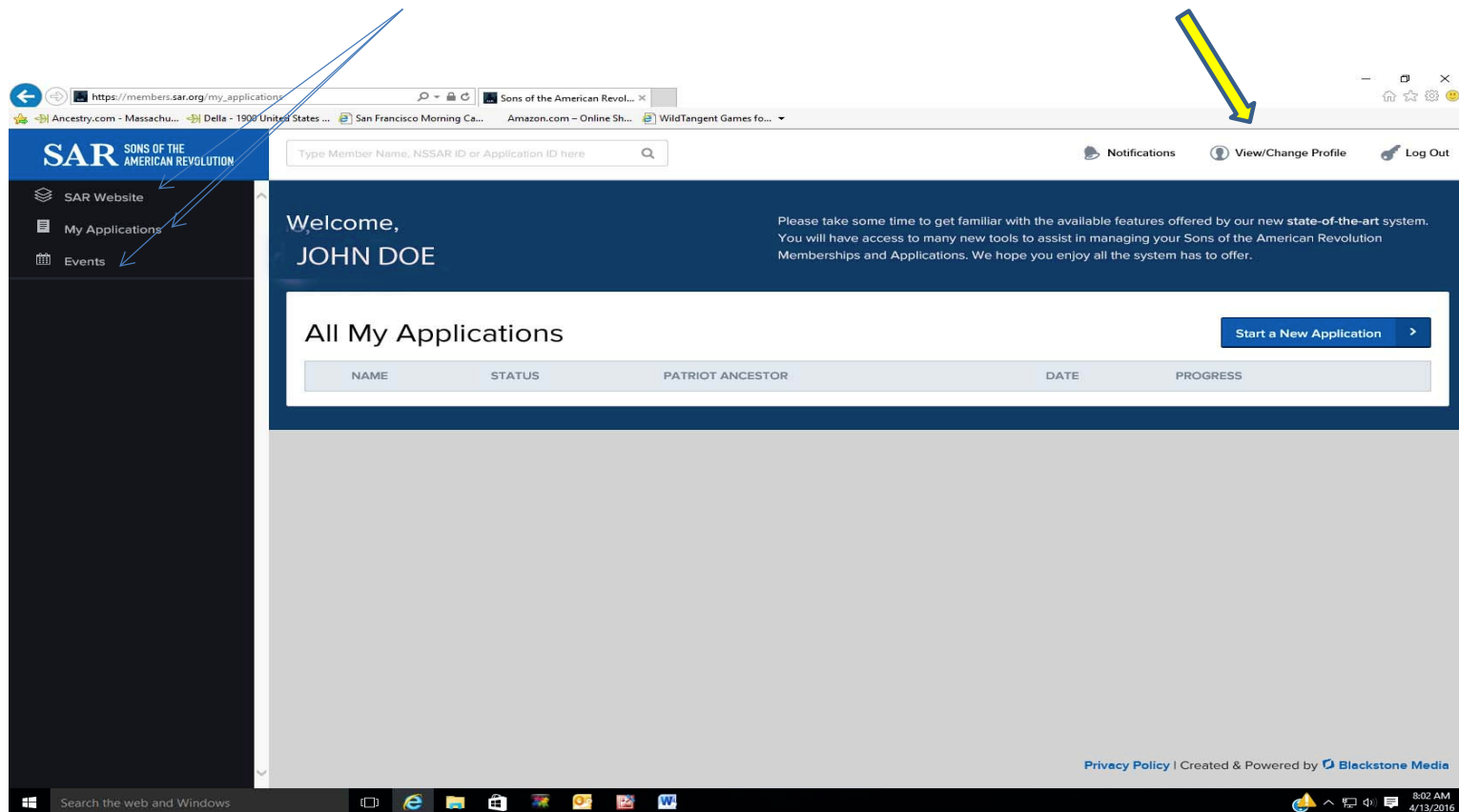
Clicking on the link in the email will returned you to the SAR login page where you now enter your email address and the password you selected and click on the blue “Login” button. Once you’ve logged in, you will be taken to your personal “dashboard” screen.

The screenshot shows a web browser window with the URL <https://members.sar.org/login>. The page header features the SAR logo and the text "SONS OF THE AMERICAN REVOLUTION". A yellow alert box at the top states: "Alert! If you were redirected here from the SAR Store, please [Click here to return to the store and login.](#)". The main content area is divided into two sections. On the left, a login form titled "Log In" (with a "Sign Up" tab) asks "Already a member? Sign in". It includes fields for "Email" (containing "jdoe@gmail.com") and "Password" (containing "*****"). Below the password field is a checkbox for "Remember me next time." and a blue "Login" button, which is highlighted by a yellow arrow. A link for "Forgot Username or Password?" is located below the login button. On the right, the section "The National Society of the Sons of the American Revolution Membership System" provides a welcome message and details about the organization's membership and registration process. It mentions that the SAR is one of the largest male lineal organizations in the US, with over 30,000 members, and describes the requirements for membership, including tracing lineage and supporting the American Colonies. A link to the "Society Contacts Directory" is provided for those needing assistance.

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You will be taken to a personal dashboard screen. Note there are three options on the left; SAR Website, My Applications, and Events. On the top right is “View/Change Profile”. To complete the initial setup, click on the “View/Change Profile” link.

Note: If you don't see the three options and only the icons on the left, hold down the “Windows” or “Apple” key and press the minus “-” key to change the webpage resolution.



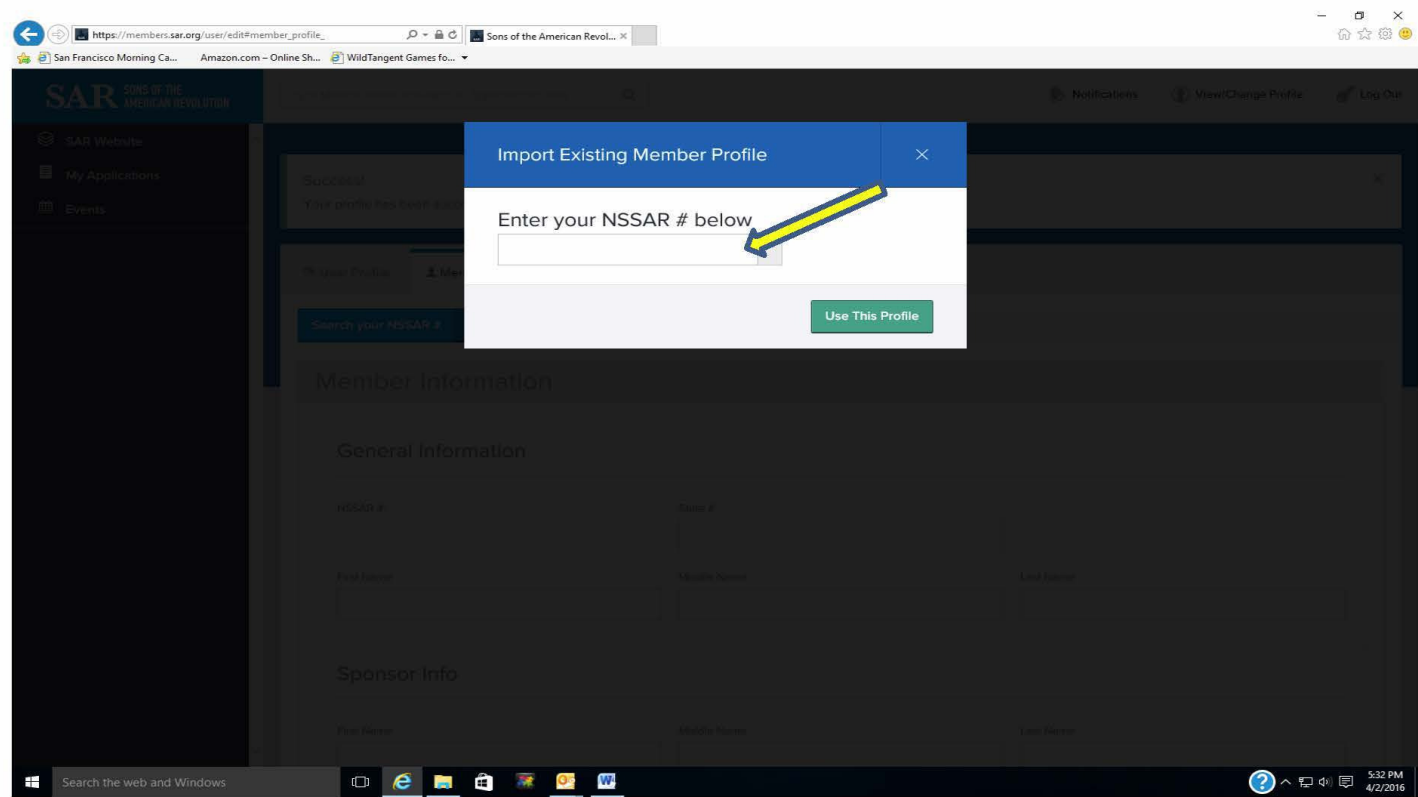
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This screen will come up to allow completion of the setup. Click on the “Search for your NSSAR #” button. Do not fill in any other information at this point. A search box for your NSSAR # will be appear (next page). DO NOT fill in any of the other fields.

The screenshot shows a web browser window with the URL https://members.sar.org/user/544/edit#member_profile_. The page has a dark blue header with the SAR logo and a search bar. A left sidebar contains links for 'SAR Website', 'My Applications', and 'Events'. The main content area has tabs for 'User Profile' and 'Member Info', with 'Member Info' selected. Below the tabs are two buttons: 'Search your NSSAR #' and 'Start a new application'. A yellow arrow points to the 'Search your NSSAR #' button. Below the buttons is a section titled 'Member Information' with a sub-section 'General Information'. This section contains fields for 'NSSAR #', 'Registration Date' (with a date picker), 'State #', 'Society' (a dropdown menu), 'Chapter' (a dropdown menu), 'First Name', 'Middle Name', and 'Last Name'. Below this is a 'Sponsor Info' section with fields for 'First Name', 'Middle Name', and 'Last Name'.

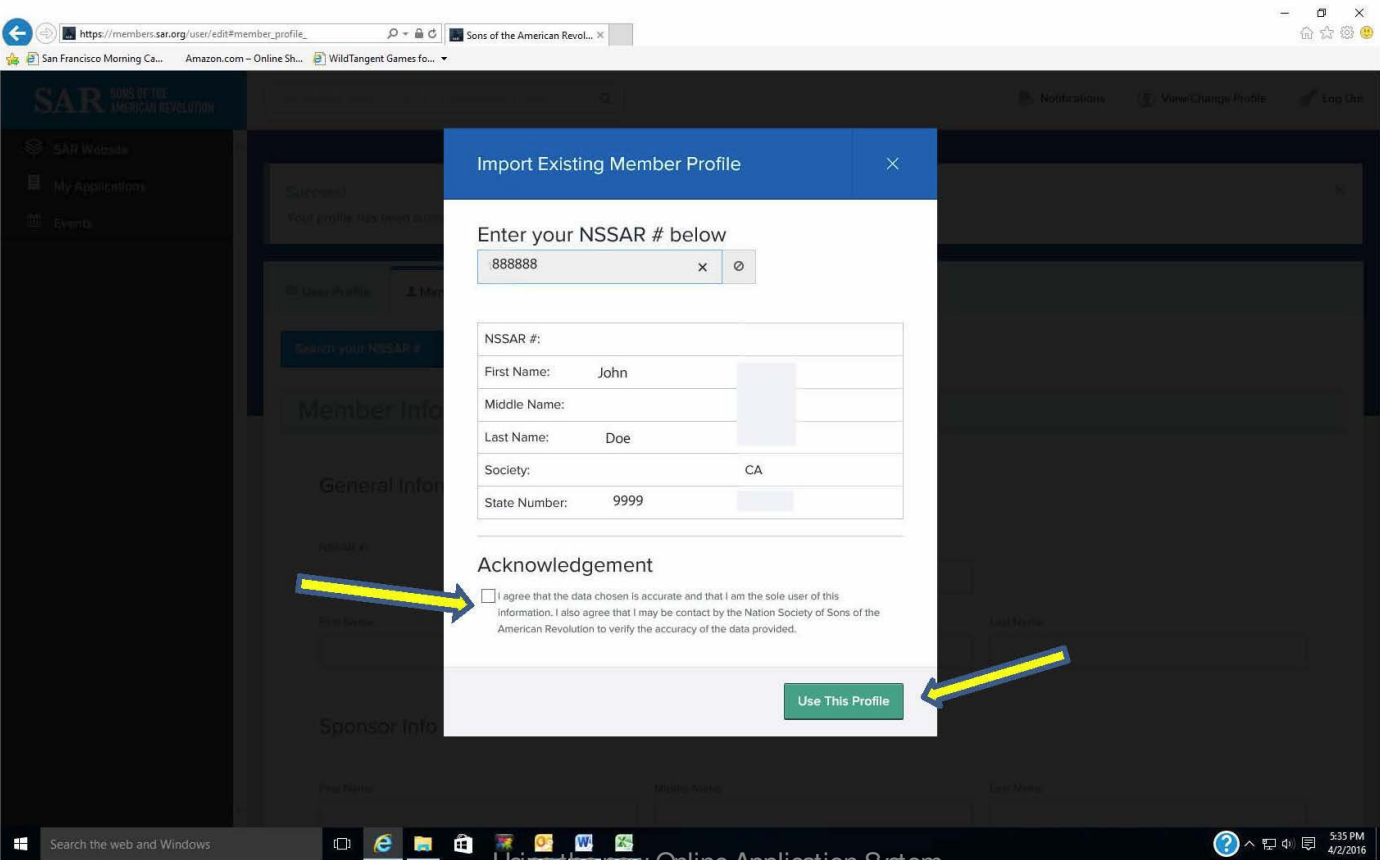
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This screen will appear next. Enter your National SAR Number. When you enter your National Number and press “Enter”, the next screen will appear (p. 8) to verify your name.



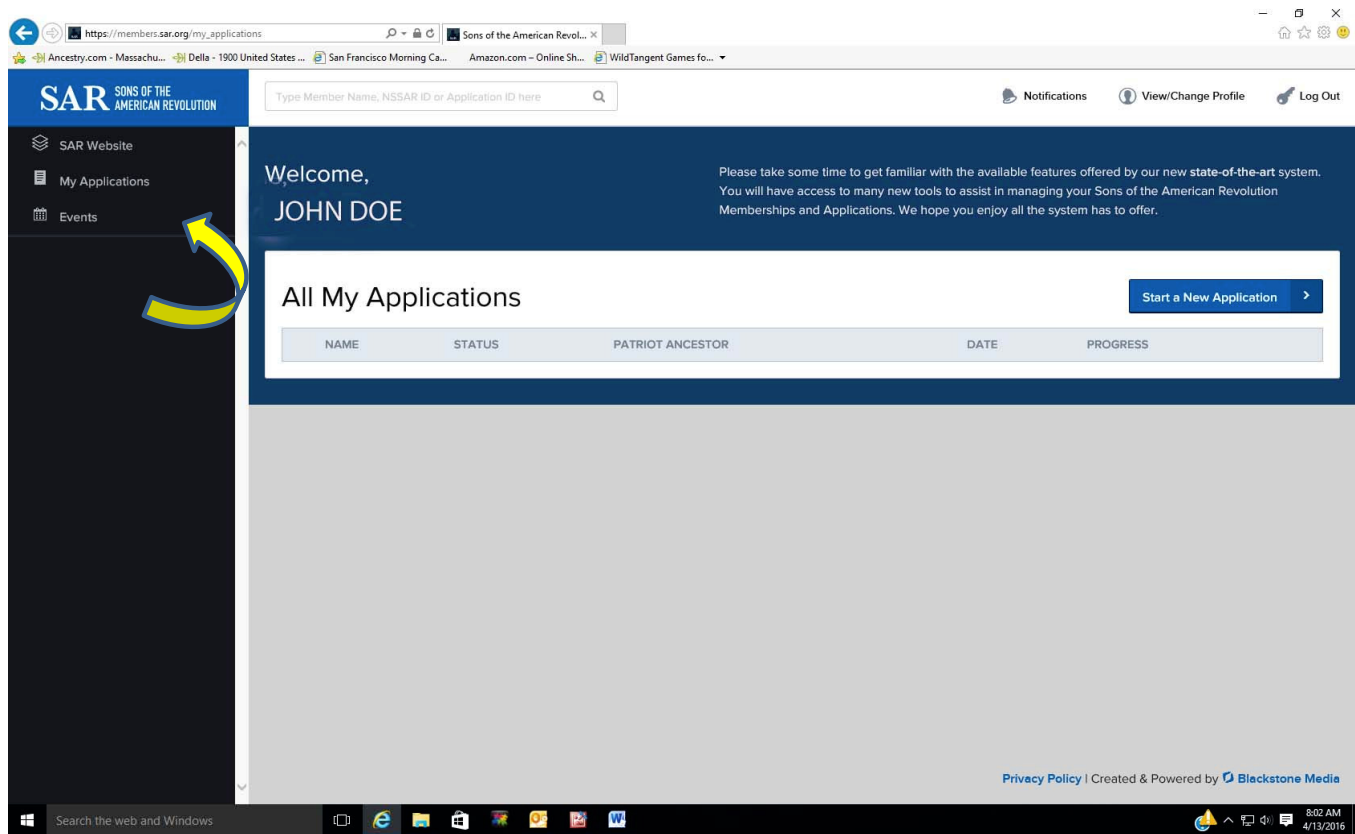
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When you enter the NSSAR number on the previous screen, the information from the SAR Member Database will populate this screen. With your name, State Society, and State Number. If this is you, check the acknowledgement box and click the “Use this Profile” button to activate your account



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Once the account is activated, whenever you log in, the following screen will appear with the default going to the “My Applications” screen. In the left-hand sidebar are three icons with titles for accessing the new SAR website, “My Applications”, and “Events”. Click on the “SAR Website” to go to the new website. The “Events” screen is used for registering for SAR events. Registration for all future events (Leadership Meetings, Congress, etc.) can only accomplished via this screen for online registration. To begin a new or supplemental application click on the “Start New Application” button. If you are a State or Chapter President, Secretary, or Registrar, let you State Secretary know since he will have to assign special permissions for your position.



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