

For Joint Leader: How to place joint membership order

Please log into JALT website first.

Go to <https://jalt.org/join-renewal/> and scroll down the page

The image shows a sequence of three screenshots from the JALT website. The first screenshot displays three membership options: 'Buy Group Memberships (Redeemable Coupons)' for ¥8,500 with a '5 in cart' button; 'Buy Joint Memberships (Redeemable Coupons)' for ¥10,500 with an 'Add to cart' button; and another 'Buy Joint Memberships (Redeemable Coupons)' option for ¥10,500 with a '1 in cart' button and a 'View cart' link circled in red. A blue arrow points from the 'Add to cart' button to the text 'Click "Add to Cart"'. The second screenshot shows the 'Cart' page with the selected item 'Buy Joint Memberships (Redeemable Coupons)' for ¥10,500. A blue arrow points from the 'View cart' link in the first screenshot to the cart page. The third screenshot shows the 'CART TOTALS' section with a 'Proceed to Checkout' button circled in red. A blue arrow points from the 'Proceed to Checkout' button to the text 'Click "Proceed to Checkout" button'.

Click "Add to Cart"

Click "View cart" button

Click "Proceed to Checkout" button

Contact information

We'll use this email to send you details and updates about your order.

Email address
jco@jalt.org

Send Coupons to...

Your order contains coupons. What would you like to do?

- Send to me
- Gift to someone else
- Send to one person
- Send to different people

Send Discount upto <bdi>¥8,500</bdi> coupon of 100%

Enter recipient e-mail address

Write a message

Select "Gift to someone else"
Select "Send to different people"

These fields will show up for your joint member.

Enter joint member's registered Email address

You can put note for joint member if you like.

such as:

Here is your JALT membership coupon.

You will need to login to the new website and activate your own membership.

If you have any questions, please ask JCO jco@jalt.org directly.

Payment options

| | |
|--|---|
| <input type="radio"/> Credit Card | ☰ |
| <input checked="" type="radio"/> Postal Transfer (Within Japan Only) | |

Make your payment directly into our JAPAN Post Bank (ゆうちょ銀行) account. Please use your Order ID as the payment reference. Your order will not be shipped until the funds have cleared in our account.

Add a note to your order

By proceeding with your purchase you agree to our Terms and Conditions and Privacy Policy

[← Return to Cart](#)

Place Order

For Payment options, please select “Postal Transfer” or “Credit card”.
Click “Place Order” button
Once we confirm the payment, we will change the status of order.
Then individual email will be sent to joint member with coupon.

For Joint member


The individual email will be sent to joint member with coupon including you.

Joint member needs to click the coupon in the email. (code is unique for each member)

Member needs to log into JALT website first. If your joint member hasn't reset password since April 12, please do so to log in to the JALT new website.

It will move to Cart page.

Cart



| PRODUCT | TOTAL | CART TOTALS |
|---|---------|-----------------------------------|
|  Joint Membership (Paid by other) ¥10,500 <small>This is used when someone has paid for your Group Membership and sent you a...</small> Remove item | ¥10,500 | Add a coupon <input type="text"/> |
| | | Subtotal ¥10,500 |
| | | Total ¥10,500 |
| Proceed to Checkout | | |

Available Coupons (click on a coupon to use it)



Click the coupon twice

Cart

| PRODUCT | TOTAL | CART TOTALS |
|--|---------|--|
|  Joint Membership (Paid by other) ¥10,500 This is used when someone has paid for your Group Membership and sent you a... Remove item | ¥10,500 | Add a coupon ▾ |
|  Joint Membership (Paid by other) SAVE ¥10,500 This is used when someone has paid for your Group Membership and sent you a... | | Subtotal ¥10,500 |
| | | Discount -¥10,500 groupx8d3g0z8wt9pw0 × |
| | | Total ¥0 |
| | | Proceed to Checkout |

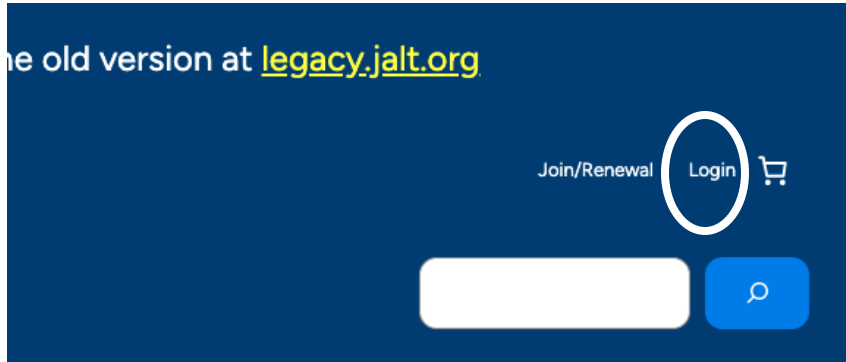
Total should become Zero (0) yen.

Click “Proceed to Checkout” button to complete the process

Once joint member completes the checkout, her/his membership will be active.

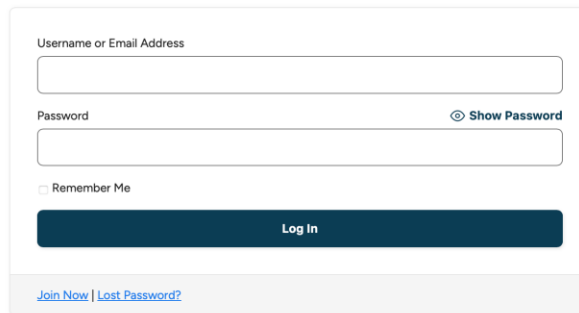
How to update your profile page

After you activate your membership, please update your profile page.
You can update your chapter, optional SIG, mailing address etc.,



Go to the JALT website home page.
<https://jalt.org/>
Click "Login" upper right corner of the screen

Log In

A screenshot of the JALT website login form. The form is white with a dark blue header. It contains the following fields and elements:

- A text input field labeled "Username or Email Address".
- A text input field labeled "Password" with a "Show Password" toggle icon to its right.
- A checkbox labeled "Remember Me".
- A dark blue "Log In" button.
- At the bottom, there are two links: "Join Now" and "Lost Password?".




Click "Membership Account"

If you are logging in for the first time please use the Lost Password function to create a new password.
To help protect your account, passwords must be 12 characters long and include Lower and Uppercase Letters [a-z | A-Z] and Must contain Numeric Digits [0 to 9]. If it doesn't, you'll be asked to update it next time you log in.

Membership Account

My Account

 Welcome, [redacted]


Username: [redacted]

Email: [redacted]

[Edit Profile](#) | [Change Password](#) | [Log Out](#)

Click here to choose your chapter and free SIG

My Memberships

 **Membership**

Expires
April 12, 2026

Teaching Younger Learners

Expires
April 12, 2026

The Membership Account page shows the ADDITIONAL SIG, but not the Chapter and Free SIG.

The Profile Page shows the Chapter and Free SIG.

You are able to change them when you renew your membership if you would like to.

Also you are able to change the mailing address etc.,

Your Profile

Account Information

First Name

Last Name

Display name publicly as

Email

JALT ID

JALT ID

Chapters & SIGs

Chapter

SIG

JALT membership includes the option to become a member of one SIG. Joining additional SIGs can be done online or via post office money transfer.

Please contact JCO if you would like to make changes to your chapter membership or free SIG.

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More Information

Please contact JCO if you would like to make changes to your chapter membership or free SIG.

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Scroll to the bottom of the page and click this button to save your information.

Update Profile

Cancel