

Instructions for 2009 MOPS International Charter Renewal

1. Go to www.MOPS.org/renewal and click through to *Charter Renewal*.
2. **Enter Your Email Address and Password** - All MOPS International members have been assigned a personal login. For help, click *Forgot Login*. Keep login handy for future use.
 - Contact the previous year's Coordinator or Finance Coordinator for login information.
 - If this is not possible, Contact your Council Coordinator.
 - If Council Coordinator cannot help, contact Service@MOPS.org.

NOTE: New leaders who have not logged into group management will need access permission!
3. **Group Summary Page** - This is your group's general information and some information from MOPS International.
4. **Choose *Charter Renewal*** - Click *Charter Renewal* from the left side tabs. Double check all of the information pertaining to your group on this page. Update as needed.
5. **Review Charter Documents** - You must review the *MOPS International Charter Agreement*, *Statement of Faith* and *Ministry Values*. Please review each document and check box to proceed.
6. **Special Renewal Products** - Order *Together on Planet Mom* theme pack here!
7. **Summary Page** - Double-check your order. Enter your credit card information. Complete the transaction by pressing the *Check Out* button. This completes your order – make sure everything is correct before proceeding!
8. **Receipt /Thank You Page** - Print this page for your records. A confirmation email will be sent when the transaction is complete.
9. **Complete Group Renewal Survey** - Please take a few minutes to fill out the *Group Renewal Survey*. This information is very important to the ministry of MOPS International. After completing the survey, download the *FREE New Leader Packet!*
10. **Register Group Leaders** - Click *Group Leaders* to register Group Leaders. Include all members of the Steering Team, MOPS Mentors and Discussion Group Leaders. As new leaders join, enter their information and keep all Steering Team information updated throughout the MOPS year.
11. **MOPS Mentor and Mom Membership Registration** - Click *Members* for Member Registration. Moms and mentors can be registered for membership throughout the MOPS year.