



# The St. Patrick's Day Parade and Celebration Committee

P. O. Box 295 Woodlawn Station, Bronx, NY 10470

Phone: 718-231-4400 Fax: 718-231-4401

NYCStPatricksParade.Org

*Marching On The Streets Of New York City Since 1762*



October 2019

## THE ST. PATRICK'S DAY PARADE AND CELEBRATION COMMITTEE

**SEAN LANE** - Committee Chair - Parade Board Chair / Foundation Vice-Chair

**KATIE BARRETT** - Co. Donegal / UIC

**HILARY BEIRNE** - Parade C.A.O. / Parade Board / Foundation Chair

**REILLY DUNDON** - Emeralds / A.O.H. / Parade Board

**EILEEN MACKELL** - Irish Institute (President) / Mayo Society

**RYAN HANLON** - Parade Board Vice Chair

**LT. JOSEPH LaPOINT** - F.D.N.Y.

**BRENDAN LYNCH** - Parade Board Vice-Chair / A.O.H.

**PATTI ANN McDONALD** - NYPD

**CONALL McGONAGLE** - Parade C.F.O. / Parade Board

**FRANCIS McGREAL** - Parade Board / A.O.H.

**BRIGET O'BRIEN** - LAOH/ UIC/ I.B.O.

**FRANK O'KEEFE** - Co. Kerry (President) / U.I.C. / Emerald

**WARREN REILLY** - Parade Judges / Parade workers

**COL JAMES TERNARY** - 69th Regiment

**TOM TUFFY** - Co. Sligo / U.I.C. (President)

**CATHY TULLY-MUSCENTE** - Molloy College/ Co-Chair Scholarship Committee

## PARTICIPATING ORGANIZATIONS

THE LADIES and MEN OF THE ANCIENT ORDER OF HIBERNIANS METROPOLITAN NEW YORK

CLAN-NA-GAEL OF GREATER NEW YORK

FRIENDS OF IRISH FREEDOM IN AMERICA

COUNCIL OF GAELIC SOCIETIES

GRAND COUNCIL OF UNITED EMERALD SOCIETIES, INC.

EMERALD SOCIETIES

UNITED IRISH COUNTIES ASSN. INC.

COUNTY ORGANIZATIONS and OTHER AFFILIATED IRISH SOCIETIES

METROPOLITAN NEW YORK

Dear President:

Your organization is invited to affiliate with the NYC St. Patrick's Day Parade and to march in the 259<sup>th</sup> Annual Parade on Tuesday, March 17<sup>th</sup>, 2020.

**NOTE: The preferred option for affiliating is online through our website, however, we are including a complete package which can be mailed, if issues arise.** Our website is NYCStPatricksParade.Org, and online affiliation instructions are included with this letter. If for any reason you have an issue with the online process, please contact our offices at 718-231-4400.

**Enclosed with this letter are the following affiliation materials which can be mailed to complete your affiliation, if necessary.**

1. Affiliation Form with return envelope (Please return this form so we can update our records and make sure you make a copy of the form for your records).
2. The Organization Form to be completed by the marching unit.
3. The Band Form to be completed by the person in charge of the marching band.
4. Marching Guideline Rules for marching units.

The President of the organization, the Principal, Headmaster or Dean of a school or college, must approve the online application / sign the Affiliation form, and he or she will be responsible for making all the arrangements for the marching unit

**The deadline for submission of all affiliation material is December 20, 2019.** It is necessary that all of forms are completed and **submitted with your affiliation fee** (\$200) to enable the Parade to make the necessary arrangements for television, the Parade Program, and mailings that have to be made for Parade activities.

**Any affiliations received after December 20, 2019 will be subjected to an additional late fee of \$50.**

Please do distribute the Marching Guidelines to everyone who will be marching with your organization.

**NOTE: Every organization is required to have a Delegate or Alternate present at all Parade meetings, so please ensure this section is completed.**

Should you have any questions regarding affiliations, you can contact our offices at 718-231-4400.

Sincerely yours,  
St. Patrick's Day Parade Inc.

## **ONLINE AFFILIATION REGISTRATION INSTRUCTIONS**

For online affiliation please use the same email address your organization used last year. You will need the email address to login to the online registration program.

If your group has changed its email address since last year, please call the office and let us know the new email address.

Directions for Online Affiliate Login and Payment:

1. Enter your organization's email address.
2. Check your organization's email, where you will find a login link. Click on the link.
3. Update your organization's profile page to include updates of officers, changes in addresses, phone numbers, emails, etc.
4. Click on "add to cart" link to pay affiliation fee online

**In the following page we have included online screen shots and arrows to show where to login to the website.**

When you have successfully logged-in, you will see PROFILE and PAYMENT on the page's top right menu. When you login, you should be directed to your organization's profile page. Please fill in all the blanks in the profile page. Please include an alternate delegate and that person's contact information.

Click on the UPDATE button, the profile will update and you will be directed to the PAYMENT page. On the PAYMENT page, click "add to cart" to pay your affiliation fee online. The receipt page should come up once you click "add to cart."

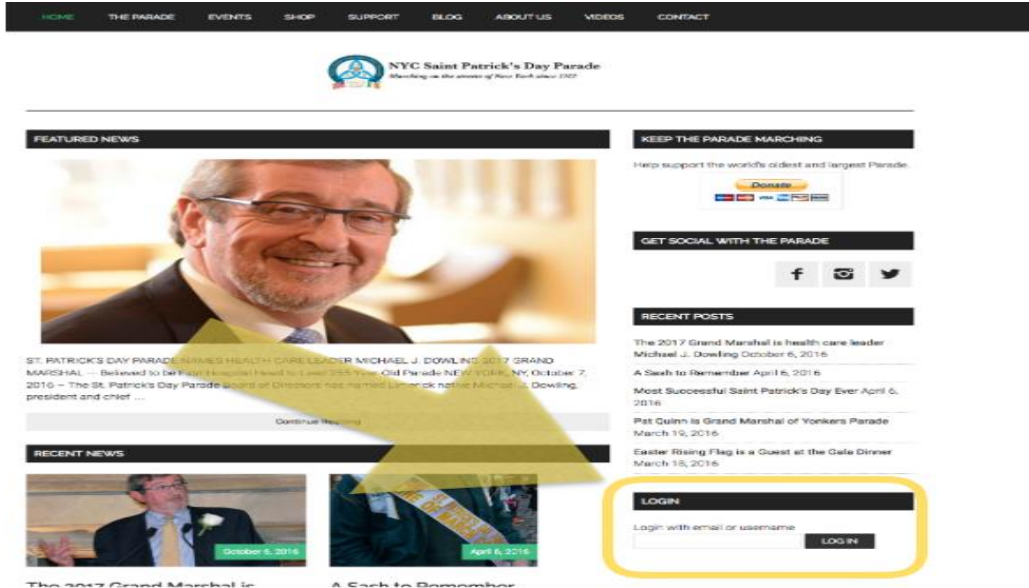
Click on the link at the bottom of the cart to pay the affiliation fee for The NYC St. Patrick's Day Parade®. We accept PayPal and most major credit cards.

Please consider registering early and allow for extra time when registering online if you are doing it for the first time. If you have any questions, please call the office at 718-231-4400 for assistance.

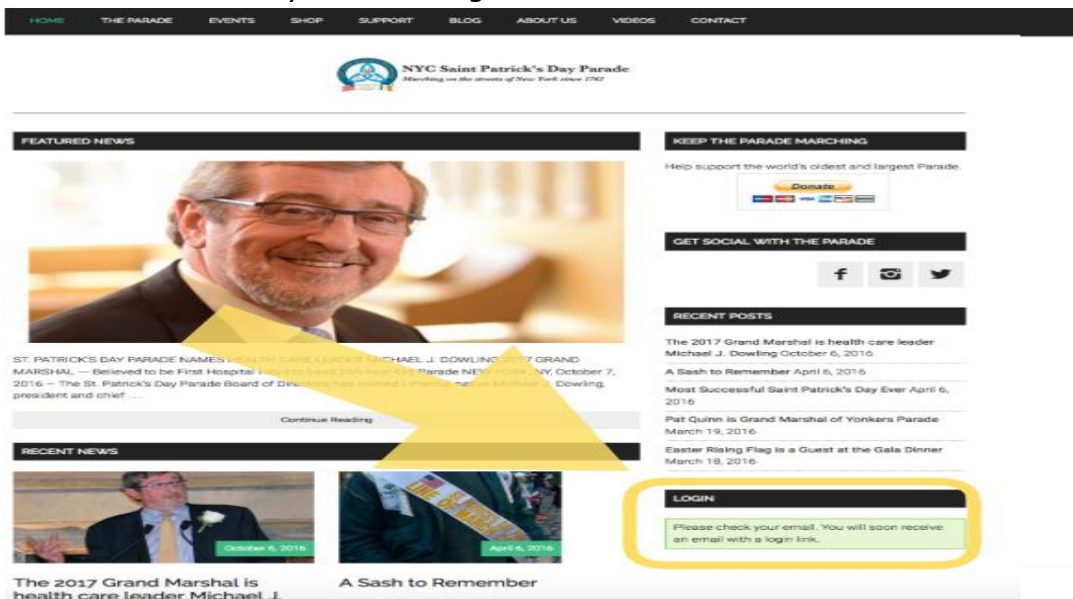
# Directions for Online Affiliate Login and Payment

1. Enter email address to login field on home page bottom right of page.
2. Check email to get login link, click on link
3. Update your profile page with your details
4. Add Affiliation Fee to the shopping cart
5. Check out through PayPal or with most major Credit Cards.

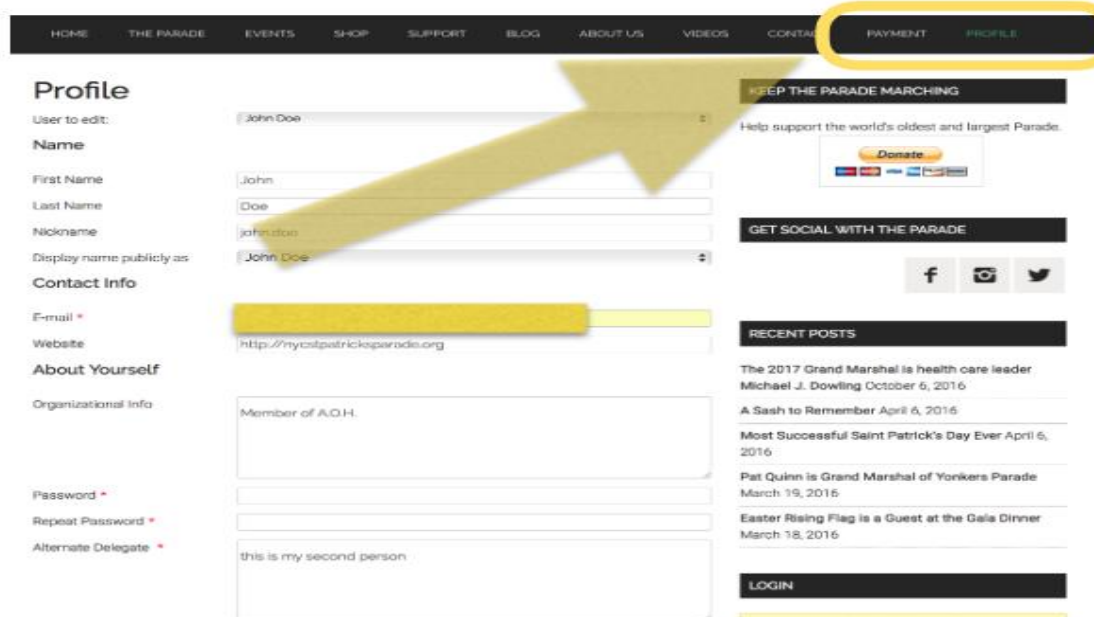
The screenshots show where to go on the page to login to the website.



Type in the email address you have previously submitted for your organization. The program will match your group's email address to the one we have on file. Click on login and this will generate a screen that looks like the one below. If you get an error message, please call the office at 718-231-4400. We will verify the email address you are using is the one we have on file.

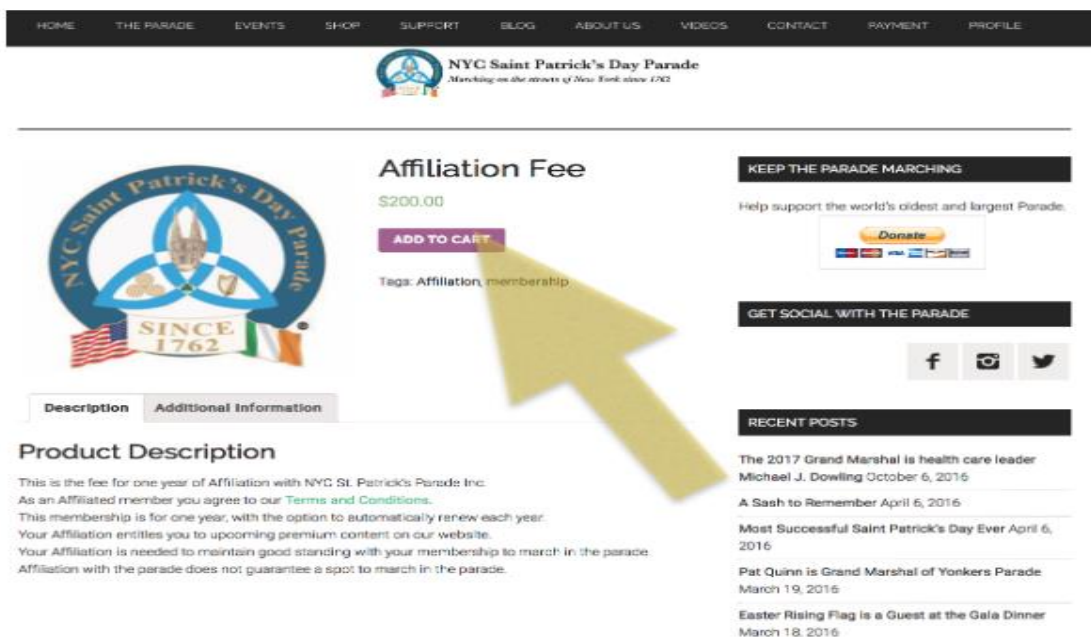


Once you have logged-in you will see PROFILE and PAYMENT on the page's top right menu. When you login you will be directed to your organization's profile page. Please fill in all the blanks on the profile page. Please include an alternate delegate for your group.



The screenshot shows a user profile page with a navigation bar at the top containing links for HOME, THE PARADE, EVENTS, SHOP, SUPPORT, BLOG, ABOUT US, VIDEOS, CONTACT, PAYMENT, and PROFILE. The PROFILE link is highlighted in yellow. The main content area is titled 'Profile' and includes fields for Name (John Doe), Contact Info (F-mail, Website), and About Yourself (Organizational Info: Member of A.O.H., Password, Repeat Password, Alternate Delegate: this is my second person). A yellow arrow points to a button labeled 'UPDATE' at the bottom right of the profile form. To the right of the profile form are sections for 'KEEP THE PARADE MARCHING' (with a 'Donate' button), 'GET SOCIAL WITH THE PARADE' (with social media icons), and 'RECENT POSTS' (listing several parade-related events).

When you click on the UPDATE button, the profile will update and you will be directed to the Payment page. On the Payment page, click "add to cart" to pay your affiliation fee. The receipt page will come up once you click "add to cart".



The screenshot shows the 'Affiliation Fee' page. The navigation bar at the top includes links for HOME, THE PARADE, EVENTS, SHOP, SUPPORT, BLOG, ABOUT US, VIDEOS, CONTACT, PAYMENT, and PROFILE. The main content area features the NYC Saint Patrick's Day Parade logo and the text 'Affiliation Fee \$200.00'. A yellow arrow points to a purple 'ADD TO CART' button. Below the button are tags for 'Affiliation, membership'. To the left of the main content is a 'Product Description' section with the following text: 'This is the fee for one year of Affiliation with NYC St. Patrick's Parade Inc. As an Affiliated member you agree to our Terms and Conditions. This membership is for one year, with the option to automatically renew each year. Your Affiliation entitles you to upcoming premium content on our website. Your Affiliation is needed to maintain good standing with your membership to march in the parade. Affiliation with the parade does not guarantee a spot to march in the parade.' To the right of the main content are sections for 'KEEP THE PARADE MARCHING' (with a 'Donate' button), 'GET SOCIAL WITH THE PARADE' (with social media icons), and 'RECENT POSTS' (listing several parade-related events).

Your cart page should come up automatically once you click "add to cart". Submit your payment via most major credit cards or PayPal. Click on the link at the bottom of the cart to complete your purchase.

Thank you for becoming an Affiliate of the NYC St. Patrick's Day Parade®



## Cart

✔ "Affiliation Fee" has been added to your cart. [CONTINUE SHOPPING](#)

	PRODUCT	PRICE	QUANTITY	TOTAL
	Affiliation Fee	\$200.00	1	\$200.00
				<a href="#">UPDATE CART</a>

### Cart Totals

<b>SUBTOTAL</b>	\$200.00
<b>TOTAL</b>	<b>\$200.00</b>

[PROCEED TO CHECKOUT](#)



[\(Edit\)](#)

### KEEP THE PARADE MARCHING

Help support the world's oldest and largest Parade.



### GET SOCIAL WITH THE PARADE



### RECENT POSTS

- The 2017 Grand Marshal is health care leader Michael J. Dowling October 6, 2016
- A Sash to Remember April 6, 2016
- Most Successful Saint Patrick's Day Ever April 6, 2016
- Pat Quinn Is Grand Marshal of Yonkers Parade March 19, 2016