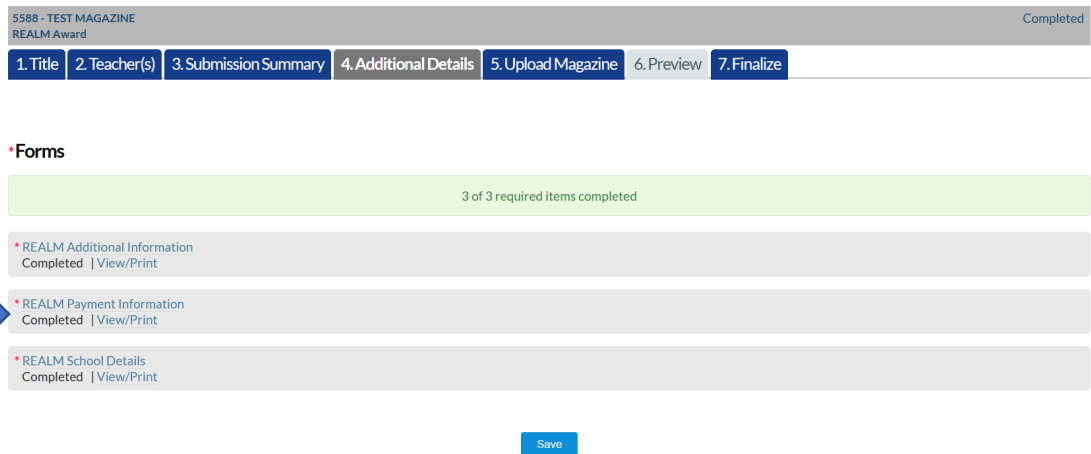


REALM Payment FAQ

This document will answer some common questions/issues people have when making REALM payments. It should be used as a reference when you get to the payment portion of the application, or if you did not see the payment details within the application. (Our application support/FAQ is in a separate document also linked on the webpage.)

Payment Information:

In the “Additional Details” section there are three separate sections to choose from. “REALM Payment Information” will include the two payment options and the option to waive of the \$25 fee for first time applicants.



5588 - TEST MAGAZINE
REALM Award Completed

1. Title 2. Teacher(s) 3. Submission Summary 4. Additional Details 5. Upload Magazine 6. Preview 7. Finalize

***Forms**

3 of 3 required items completed

- * REALM Additional Information
Completed | View/Print
- * REALM Payment Information
Completed | View/Print
- * REALM School Details
Completed | View/Print

[Save](#)

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To pay by credit card, choose that option on the page and click the blue “Save” button at the bottom.

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REALM Award

Completed

1. Title

2. Teacher(s)

3. Submission Summary

4. Additional Details

5. Upload Magazine

6. Preview

7. Finalize

*REALM Payment Information

* - indicates a required item.

* Please select your payment type below.

Please [click here](#) to pay by credit card.

- ☒ I will pay online by credit card.
- ☐ I will pay by check. Please mail your check, along with the following information: your name, school name, address, and an email for a receipt. You will be receiving an invoice via email with additional instructions on how to submit your payment in the next 48 to 72 hours.
- ☐ I have not submitted to REALM before and am eligible to waive the \$25 entry fee as a first time entrant.

Save

Credit card payments are made on the NCTE shop webpage, not in AI, so you will need to follow the link to that page.

There are two places you can find the link to the payment page.

1. Follow the link provided in the payment section of the “Additional Details” section...

5588 - TEST MAGAZINE
REALM Award

Incomplete

1. Title

2. Teacher(s)

3. Submission Summary

4. Additional Details

5. Upload Magazine

6. Preview

7. Finalize

**** YOU HAVE UNSAVED CHANGES ****

*REALM Payment Information

* - indicates a required item.

* Please select your payment type below.

Please [click here](#) to pay by credit card.

☒ I will pay online by credit card.

☐ I will pay by check. Please mail your check, along with the following information: your name, school name, address, and an email for a receipt. You will be receiving an invoice via email with additional instructions on how to submit your payment in the next 48 to 72 hours.

☐ I have not submitted to REALM before and am eligible to waive the \$25 entry fee as a first time entrant.

**** YOU HAVE UNSAVED CHANGES ****

Save

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2. In the “Finalize” section at the end of the application.

**** YOU HAVE UNSAVED CHANGES ****

*Finalize

Your submission is almost complete. Click the button below to finalize and submit your school's magazine. You will receive an email confirming your submission. Included in the email will be a link to return to the site to make changes to your submission, which you can do until the deadline.

The deadline for submissions is July 31, 2021 11:59pm ET. No changes can be made after that time. No late entries will be accepted. Results will be announced on January 31, 2022.

[Click here](#) to access the credit card payment page if you have not already completed this in step 4.

Are you ready to finalize and officially submit this proposal? Once finalized, a proposal submission can be edited up until the submission deadline.

☒ Yes, I am ready to submit my proposal.


**** YOU HAVE UNSAVED CHANGES ****

Finalize

(We provide the link twice so you can pay right after choosing your payment option and then return to the application later to finalize it, or you can pay after the application is complete.)

Either link will take you to NCTE's payment page. Once you are on this page and see the "2021 REALM Submission Fee" option, choose "Add to Cart".

Return to NCTE.org Books QRGs Journals Merchandise Learn Convention Donate Member



2021 REALM Submission Fee

Quantity:

- 1 +

Non-Member Price: \$25.00

Member Price: \$25.00

Chat





Add to cart

Note: You will need to be logged in to your NCTE account to make a credit card payment. You can log in to an existing account or create a new one.

Once you get to the cart and go to check out, you will be prompted to login.

Join

Donate



Login

To login, enter the email or username associated with your account. If you forgot your email or username, please contact NCTE Customer Service at 877-369-6283, Monday-Friday, 8:00 AM-4:30PM CT or email CustomerService@NCTE.org.

Email/Username

Password

Login

Cancel

Don't Have an Account? Join NCTE

[I forgot my password](#)

(If you have any trouble with an existing account and need your username or other information, email realm@ncte.org. Customer Service can help also but the realm email is more comprehensive.)

After you are logged in, go to your cart and then “Proceed to checkout” to make your payment.

Your Cart

Member prices are in red and will be reflected when you Proceed to Checkout

Item	Price	Quantity	Total	
2021 REALM Submission Fee	\$25.00 (\$25.00)	<div>- 1 +</div>	\$25.00	<div>Remove</div>

Subtotal \$25.00

Total \$25.00

Update cart

Proceed to checkout

Chat

Once you complete your purchase, you will receive a receipt via email. NCTE staff will reconcile payments to applications and reach out via email if we have any questions. Please keep your receipt for your records.

Payment by check or Purchase Order:

Please choose the second, pay by check option in the “REALM Payment Information” field and click the blue “Save” button.

to view the College and University Rubric [Click Here](#)

Select the next step using links below.

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REALM Award

Completed

1. Title 2. Teacher(s) 3. Submission Summary 4. Additional Details 5. Upload Magazine 6. Preview 7. Finalize

**** YOU HAVE UNSAVED CHANGES ****

*REALM Payment Information

* - indicates a required item.

* Please select your payment type below.

Please [click here](#) to pay by credit card.

- ☐ I will pay online by credit card.
- ☒ I will pay by check. Please mail your check, along with the following information: your name, school name, address, and an email for a receipt. You will be receiving an invoice via email with additional instructions on how to submit your payment in the next 48 to 72 hours.
- ☐ I have not submitted to REALM before and am eligible to waive the \$25 entry fee as a first time entrant.

**** YOU HAVE UNSAVED CHANGES ****

Save

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If you choose this payment option, once your application is finalized, you will soon receive an email from NCTE staff with more payment details and an invoice.

This process is manual, so you will not receive a check/PO invoice or receipt immediately upon completing your application. If you do not get an email within **one week**, please email realm@ncte.org and we will be sure to get you the information.

If you have any other questions or issues with making payments, please email realm@ncte.org. Thank you!