

AROW Member Registration “How-To Guide”

This step-by-step guide walks you through our process to **Join**, or to **Renew** your membership.

If you need any assistance, please call us at **715-343-0722**.

If you are registering on behalf of a member, but are NOT registering as a member yourself, please call us.

IMPORTANT PAYMENT INFORMATION!

GROUP memberships are one transaction that registers multiple members at one time.

*The Primary member receives one invoice (via email) that is paid either by **check** or **credit card** with one transaction paying for all members of the **GROUP**.*

SINGLE memberships are also one transaction, but for only one member at a time.

*Each member receives a separate invoice (via email) to be paid by **check*** or **credit card** with separate, individual transactions. This includes adding a **SINGLE Associate** membership.*

**Multiple invoices may be combined for one check payment from an Organization / Company.*

JOINING for the first time? *See the other side (page 2).*

RENEWING? *Thank you, we appreciate your continued support!*

1. Are you currently an **Associate Member** from your organization / company?
 - a. If your organization/company is **renewing with a GROUP** level membership, the Primary Member must first renew their membership. This will update all members that are part of the group.
 - b. If you want to **renew as a SINGLE: Associate**, your organization / company **must first have a member renew** under a SINGLE: Business/TA, or a SINGLE: Govt./ NP / Institution level membership. Then you may process your renewal as an Associate and await ‘administrative approval’ on our end.

Primary Member of GROUP level memberships and/or each SINGLE level memberships:

2. **Click** on the **Renew / Join** button located our website, and then **Login** to Wild Apricot, our registration program.
3. Enter your email address and password (if you forgot your password you can reset it by clicking on **Forgot Password**).
4. Your member profile page will appear.
5. **If nothing is changing** review the information under “Membership Details” then click on the “Renew to [date]” button. This will take you to your invoice and you can choose to pay online now or print off an invoice to pay with a check.
6. **If you need to make edits** click on the **Edit Profile** button at the top of the page.
 - a. If you need to make edits to members/associates for your Group, please call Karin at 715-343-0722.

JOINING for the first time:

1. **Click** on **Join / Renew** button on our website.
 2. **Click** on **Membership Level** of your choice.
 3. Enter your **email address** for the membership. *The majority of AROW's communication is via email.*
 4. Enter requested **Contact Information**.
 5. **Select Discussion Group Forums** that you'd like to participate in.
 6. If you selected a **GROUP level membership**, enter the **Contact Information** for every Associate member of your 'bundle', up to the maximum number allowed.
 - a. **Include:** FULL NAME, EMAIL ADDRESS, MAILING ADDRESS and PHONE NUMBER if different from Primary Member's information.
 - b. **Select** Discussion Group Forums for each Associate (if applicable).
 - i. If you do not know this at this time, or to make any additions / deletions, every member can log in later to edit their Profile, using their email address and their self-created password.
 - c. As '**Bundle Administrator**', you may add or delete Associate members at any time to your bundle (up to the maximum number allowed).
 7. **Review & Confirm** screen
 - a. A summary pops up for your review. **Click on 'Back'** to make changes or '**Confirm**' to complete the registration. After confirming, (2) separate emails are sent immediately to the primary member's email address. They include:
 - i. **Member Log-In information**, including a temporary password that you should reset.
 - ii. **Membership Invoice**. If desired, you may use this emailed invoice to process payments (via check or credit card), however the online process continues as follows.
 8. **Invoice** screen appears. You may pay by CHECK or CREDIT CARD.
 - a. **PAYMENT BY CHECK:** Print this page for your records and processing.
 - b. **PAYMENT BY CREDIT CARD:** **Click** on the **Pay online** button (left-hand of screen).
 - i. We use Wild Apricot's AffiniPay system to process credit cards.
 - ii. **Click Confirm** to confirm that membership information provided is correct.
 - iii. Follow the prompts. You will receive an email with your payment details to serve as a receipt.
 9. **Click 'Back'** if you wish to make any edits to the membership Profile at this time, or...
 10. **Log out** and **Close** your browser.
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