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.