LGGMC Membership Website Instructions

LGGMC is introducing a new website this year to manage field trips and online membership payments. All current/upcoming members will be able to create an account, fill out the membership application, and pay the membership fee online. This is not obligatory - paper applications are still available if you prefer them.
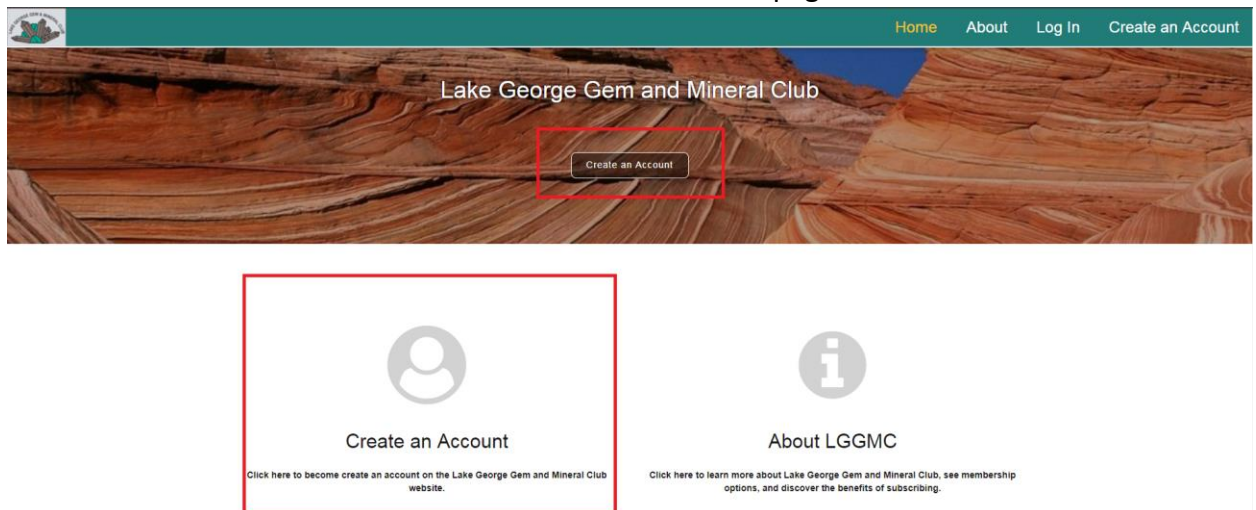
There is a link to the membership website on the main LGGMC club website, http://lggmclub.org. Or, you can get to the membership website by going directly to this URL:

https://lggmcfieldtrips.com

All members will receive an email in March/April with instructions on how to log in to your account and review/register for field trips.
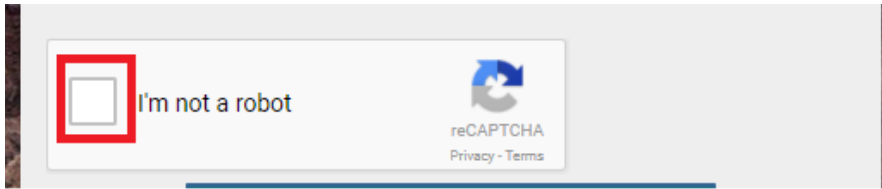
Creating an Account:

Before you can fill out a membership application, you must create an account on the website. If you filled out a paper application for 2018, you do not need to complete this step - your account will be automatically created for you.

1. Go to the URL above to access the membership website.
2. Click either of the Create an Account buttons on the home page of the website:

3. Fill out the information on the Create an Account form. Make sure to click the box next to the "I'm not a robot" text.
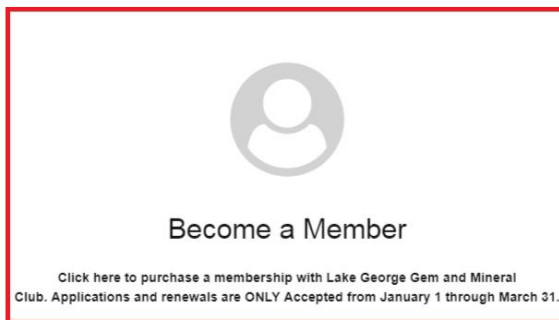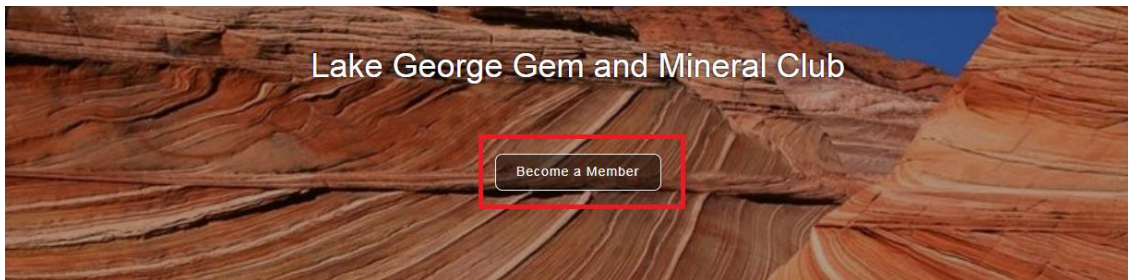
4. Click the "Create Account" button. Once the account has created, you will see a success notification on the top right corner of the page, then you will be redirected to the login page.

Becoming a Member:

Once you have an account created on the website, you can subscribe to become a member of LGGMC. Follow the instructions below to do so.

1. Go to the URL above (https://lggmcfieldtrips.com).
2. Click either of the "Become a Member" buttons.

3. On the "Become a Member" page, click the membership type that you would like to purchase (Individual or Family).
4. Fill out the membership application's first page, then click "Next".
5. If you chose a family membership, you can list family members on the next page. Click the "+" icon above the table to add more family members, and fill in their names and ages. You can remove rows from the table by clicking the "-" button.

Full Name		Age		+
		0-11 ▾		—

6. Type your first and last name in the signature box. By adding your name and clicking next, you are agreeing to the club rules and bylaws. You can view those rules and bylaws by clicking the link above the signature box.
7. On the "Payment Details" page, enter in your credit card information that you want to use to pay for the membership. The information you need to enter is, in order:
    a. Credit card number
    b. Expiration month/year
    c. CVC number
    d. ZIP code
8. Type an email address into the "Email receipt to:" box. This email address will be sent the payment information and receipt.
9. Click the "Submit" button.
10. The payment may take a few seconds to process. Once it finishes, a success message will appear at the top right of the screen. You can click the "Back to Home Page" button on the notification message to be sent back to the home page of the website.

Setting up Account (with paper application):

If you submitted a paper application to become a member, you will automatically have an account be created for you. It may take some time for everything to be processed, but once your account is ready, you will receive a notification email.

1. Open the notification email. It will be sent to the email address listed in your application.
2. In the email, there will be a button or link to set your password. Click that link and you will be brought to a page where you can enter a password.
3. Type in a password for your account and hit the "Reset Password" button.
4. You will see a success message and be brought to the "Login" page.
5. You can now log in with your email address (where you received the account creation email) and the password you just set.

Credit Card Processing Provider (Stripe)

We use a credit card payment gateway called Stripe on the membership website. Stripe is the company that will actually charge your credit card with the amount due for the different membership types. Stripe provides a very safe and secure way to process transactions - all of

the credit card information is handled by them, so that the website itself will never see any of the payment information except for price and email.

We never store (or have access to) any of your credit card information. If you have any questions about any of this, feel free to email me at lggmcfieldtrips@gmail.com.