

Mt. Washington Rod & Gun Club

New Member Profile Creation & Dues Payment Process

Figure 1

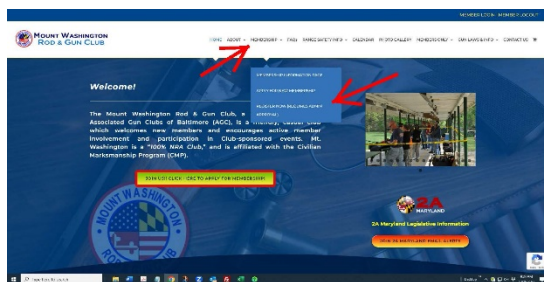


Step 1

Go to the Club website Home Page:
www.mtwashingtonrg.org

Most of the website is “open access” to the public. However, as a member you need access to the restricted areas to perform certain required actions and to view or download “members only” Club information and documents.

Figure 2



Step 2

Click on the “Membership” tab to open the menu pull down.

Click on “Register now” to open the new member registration page.

Figure 3

A screenshot of the 'CLUB MEMBER DATA ENTRY FORM'. The form has a title bar and a main content area with various input fields for member information. The fields are organized into sections: 'Personal Information' (Name, Address, City, State, Zip, Phone, Email), 'Membership Information' (Membership Type, Expiration Date, AGC Badge Number), and 'Other Information' (Comments, Date of Birth, etc.).

Step 3

Read all the notes at the top of the page. Enter all your data, do not leave any fields blank. If you do not have your NRA member number, expiration date or AGC badge number, input “pending” and **REMEMBER** to login and **UPDATE** your profile when you have the information. Click the Register button when complete.

Figure 4



This is a good opportunity to explore the many features of your Club’s website....

Step 4

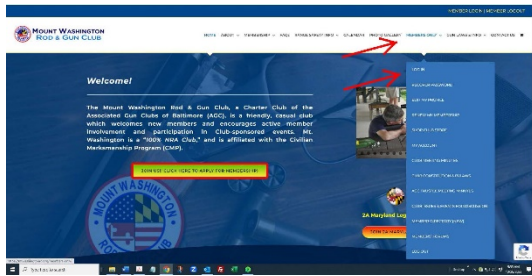
Take a break! The website administrator has been notified that your member profile has been created and is pending approval. Be patient, we are volunteers!

Once approved, you will receive an approval email that you have access and can now pay your membership dues.

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Figure 5



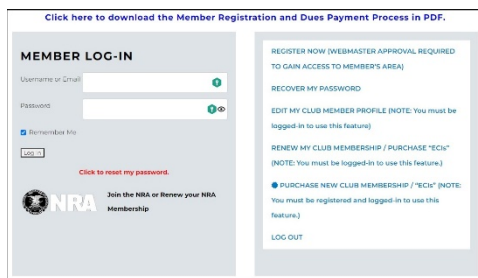
Step 5

Go to the Club website Home Page:
www.mtwashingtonrg.org

Click on “Members Only” tab to open dropdown menu.

Click on “Log in”

Figure 6



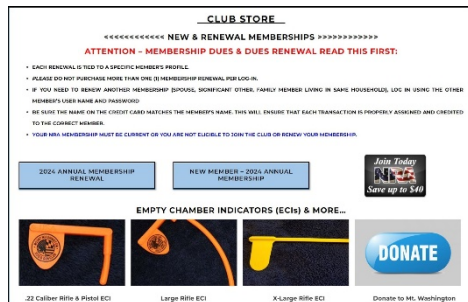
Step 6

Log in with your username and password.

If you forget your personal password, use the password recovery link provided. We cannot see passwords, so please don't ask us to provide it to you.

Click on “Purchase new club membership.”

Figure 7

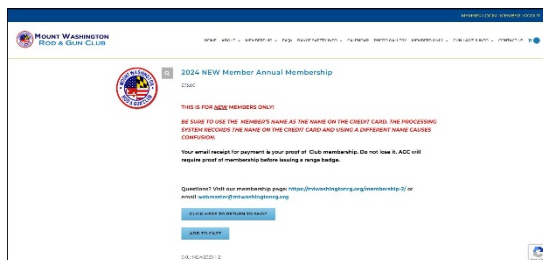


Step 7

Click on “New Member 2024 Annual Membership” tab to select this item.

This will open the new membership product page.

Figure 8



Step 8

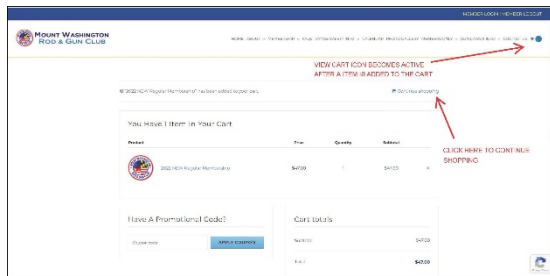
Click the “Add to Cart” tab to add your new membership dues to the shopping cart. A “view cart” icon will appear in the upper right area. This will take you to the shopping cart.

You can either proceed to the cart or click the “Return to Shop” tab to purchase additional items.

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Figure 9

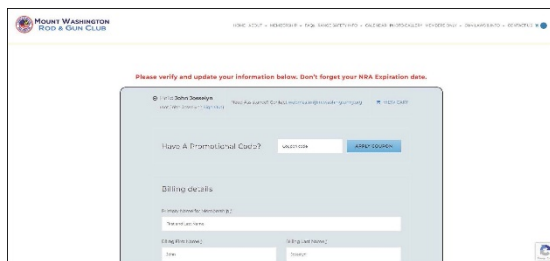


Step 9

Once in the cart, you have options:

- Proceed to checkout or
- Continue shopping to add items to your cart. Donations, ECIs, Patches etc.

Figure 10

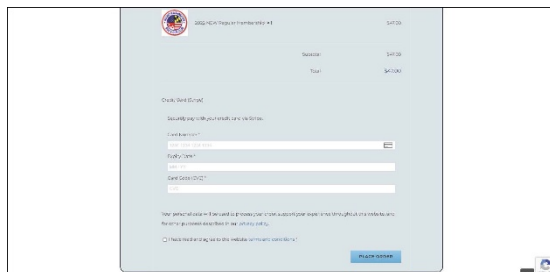


Step 10

In checkout you will find all but the top field pre-filled from your personal profile data. (You can make changes here if needed)

Fill in all the fields as needed.

Figure 11



Step 11

Input your credit card information

Click the accept terms & conditions box

After the transaction is complete, log off the system.

Watch for a confirming email.

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Figure 12

Step 12

**MOUNT WASHINGTON
ROD & GUN CLUB**

Thank you for your order! See product information below.

Hi Your name,

Just to let you know — we've received your order #15554, and it is now being processed:

Product	Quantity	Price
2024 NEW Member Annual Membership	1	\$73.00
Donation	1	\$7.00
Subtotal:		\$80.00
Payment method:	Credit Card (Stripe)	
Total:		\$80.00

Primary Name for Membership: Your name

Your name
Address
City
State
Zip code
email address

Thank you for your order!

If this order is for your membership dues in Mt. Washington, please print and keep a copy of this email. It is your proof of Mt. Washington membership for 2024. You will need it when you pick up your 2024 AGC Range Badge.

You will receive a confirming email **similar** to the one shown in Figure 15.

Do not lose this email. It is your proof of membership in Mt. Washington and you will need it when you purchase a Range Badge from the AGC.

Welcome to Mt. Washington!!