FAQ: NEWCOMERS ONLINE MEMBERSHIP SYSTEM

How do I find the Membership Directory? You can access the Member Directory from the Newcomers Webpage. Under the Membership tab, there is a drop down to the Membership Directory. This takes you to the Member Log-In box in Join It. **Enter your email and password** to reach your Membership Information page.

If you are already logged in to Join It, the Membership Directory dropdown will take you directly to your Membership Information page. Click on "POSTS" below the Newcomers logo then follow the prompts to the directory.

If you have an Individual membership, there is a link to the Directory in the Membership Details box on your Membership Information page.

How do I use the Membership Directory? Use the "Search" box to find Newcomers Members. First Name, Last Name and Email Address are searchable fields. Search is not case sensitive. It's probably best to start your search with Last Name. You can search using whole words or partial words, e.g., Su will return Susan and Su (and Jessup, which contains the letters "su"). Play with it!

Can I click on an email address or a name in the Directory and send a message? No. The directory does not have live links. To send an email message you would copy the email address, then paste it into the message.

How can I easily return to the Newcomers webpage when I'm in Join It? Look for this icon

in the upper right portion of the screen. Clicking on it will return you to the webpage.

Why doesn't the system recognize my email address even though I'm a member? If you are part of a couple membership, your partner is probably the "owner" of your membership account. You will need to use your partner's email and password to access the system, including the directory.

How do I add a photo to my membership profile? First, save the photo you want to use on your computer. Then, access your Membership Information page using the Membership Directory link on the Newcomers webpage. Click on the round image field. Use "Browse" to locate your saved photo and upload the photo. You can use "Crop" to select the portion of the photo you wish to display. Click "Crop" again to add the photo to your membership page.

What if I move or change my email or phone number? You can make changes to your contact details on your Membership Information page. Go to that page using the drop down under "Membership" on the Newcomers webpage. Scroll to the bottom of your information and

click "Edit Membership Info". Make any required changes and be sure to click the green box to "Update Information".

How do I know when my membership needs to be renewed? You can see this on your Membership Information page. Go to that page using the drop down under Membership on the Newcomers webpage. At the top of the information box you'll see both Joined and Expiration Dates.
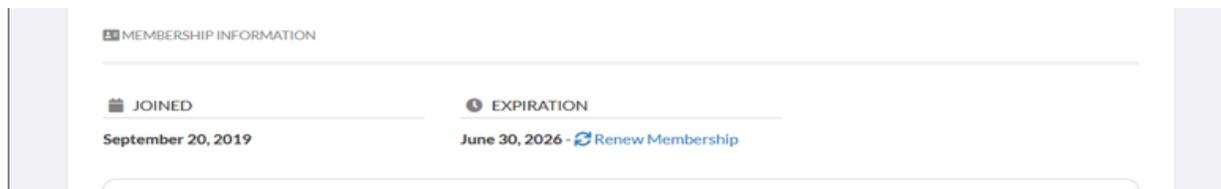
How do I renew my membership? You can renew your membership from your membership information page (Note the Renew Membership link above). However, <u>it is much easier to let the system do all the remembering and most of the work for you!</u> Join It automatically sends email reminders 30 days and 7 days before your membership is due to expire. There is a green button in the email that you can click on that will take you to your Membership Information page where you can review and update your contact information.

How do I pay for my membership renewal? You can pay your membership fee online with a credit card, or if you prefer to mail a check or pay via Venmo, select "Switch to Offline Payment" below the credit card box. Mail a check to: Newcomers Club of Greater Park City, Attn: Membership Chair, P.O. Box 980235, Park City, UT 84098. Or Venmo: @PC_Newcomers. Your membership will not renew until we receive your payment.

What is this **?** You'll see this icon at the top left of the screen when you are in Join It. It is a link to their webpage. If you click on it for some reason, you can return to our system by hitting the back arrow on your browser.

Who should I contact with problems or questions about the online membership system? Contact our membership chairs at: membership.ncgpc@gmail.com.

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