

Instructions for adding new members online

Step 1 Go to www.amvetsmembers.org.

Step 2 Log in.

Step 3



Step 4

personal information

prefix: **first name:** middle name: **last name:** suffix:

designation:

gender: date of birth: spouse's first name:

nickname:

address information

organization:

title:

mailing address:

city:

state/zipcode:

country/province:

contact information

primary number: ext.:

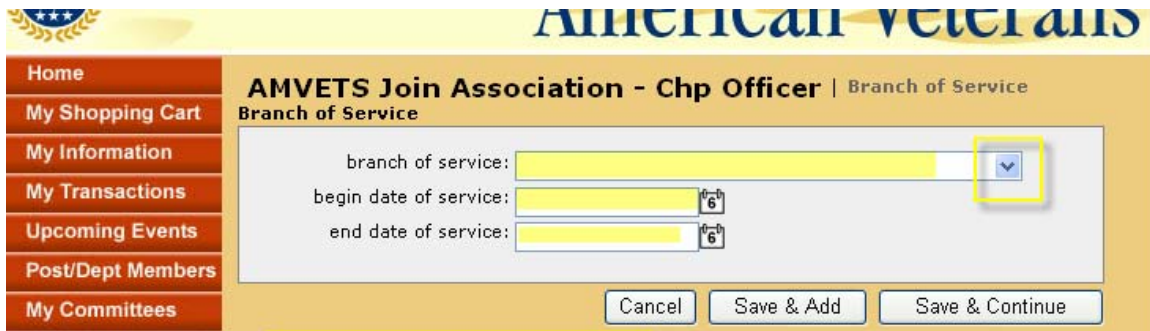
primary fax: ext.:

preferred comm.:

im name:

Step 4 - Complete the required fields.

Step 5



The screenshot shows the AMVETS website interface. On the left is a navigation menu with items: Home, My Shopping Cart, My Information, My Transactions, Upcoming Events, Post/Dept Members, and My Committees. The main content area is titled "AMVETS Join Association - Chp Officer | Branch of Service". Below the title is a form section labeled "Branch of Service" containing three input fields: "branch of service:" with a dropdown menu, "begin date of service:" with a date picker, and "end date of service:" with a date picker. A yellow box highlights the dropdown menu. At the bottom of the form are three buttons: "Cancel", "Save & Add", and "Save & Continue".

Step 5 - Select Branch of Service from the drop down box. Enter Begin and End dates in the following format: MM/DD/YYYY. Use 01 for the

Step 6



The screenshot shows the AMVETS website interface. On the left is a navigation menu with items: Home, My Shopping Cart, My Information, My Transactions, Upcoming Events, Post/Dept Members, My Committees, Post/Dept Payment, Logout, Renew Membership, and Member Roster. The main content area is titled "AMVETS Join Association - Chp Officer | Add Membership". Below the title is a form section labeled "payment information" containing several fields: "member name:" with the value "Mark D Del Piano", "member package:" with a dropdown menu showing "1 year Member Dues", "post:" with a dropdown menu, "department:" with a dropdown menu, and "invoice amount:" with the value "\$11". A yellow box highlights the "member package:" dropdown menu. At the bottom of the form are three buttons: "Back", "Cancel", and "Add Membership".

Step 6 - Select the Membership Type, the Post and the Department. Then click "Add Membership."

Step 7

American Veterans

AMVETS Join Association - Chp Officer | Thank You

Thank you for your registration.

You will receive your membership confirmation shortly.

We appreciate your continued support.

net:FORUM from Avectra

Step 7 After you have clicked on Add Membership you will see this screen. Click "Done."

Done

Step 8

My Committees

Post/Dept Payment

Logout

Renew Membership

Member Roster

Department Roster

Dept/Post Join

Step 8 - then click on Post/Dept payments.

Step 9

<input type="checkbox"/>	DePano Mary (id# 2296452)	\$11.00	\$2.00	\$0.00	\$13.00
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Step 9 - Find the new member. Click the box next to their name. Make sure to write down their member number.

Step 10

Retrieve Open Invoices for All Members

controls		actuals
<input type="text" value="0"/>	← #of new members	0
<input type="text" value="0"/>	← Dollar amount.	\$0.00

recalculate totals

payment method:

card number:

expires:

cardholder name:

apply payments

Step 10 - The complete the form as you would when renewing - the first box under Controls contains the number of members you are renewing during this session. The second box contains the dollar amount. Fill out the credit card information and click apply payments.