KEEP FOR FUTURE USE— INSTRUCTIONS FOR ONLINE RENEWAL — Begins April 1st each season

1. Go to **www.minnewaskaswimmers.org** and click on the tab at the top right **Current Member Login** (2nd button from the right, next to "MDSA on Facebook").

2. FILL IN YOUR EMAIL ("Username", and be sure it is the email MDSA currently has for you) AND PASSWORD and click Submit. If you forgot your password, click on "Forgot Password?" to obtain a new one (be sure to use the email MDSA currently has for you and check your "Spam" folder" for the password just in case). You can change the temporary password when you EDIT your info.

3. Your MDSA member address and info will come up under MY INFO. Click EDIT for the screen that allows you to make changes, to check to volunteer, or to check "Volunteer, Other" and add "8 hours 20XX (for the past season)" in lieu of payment. You must also check "I agree to terms of service" (see #4 below), then click on "Edit Account Details" and on next screen click on "Back to Main Account Screen.

If you have no changes or are finished editing, you can scroll down to and click on PAY NOW (see #6 below). If you want TO MAIL IN PAYMENT, scroll past PAY NOW, click on the 3 pp Renewal PDF to print, fill in & mail.

Please remember to **CHECK ANY VOLUNTEER BOXES**. If you have volunteered in the past, a check mark will appear in the appropriate box and can be left as is. When you check OTHER, space will appear to type. If you need to, you can click on a checked box to "uncheck" it. We need volunteers, especially for swim tests and weekend guides, so please consider volunteering. Uncheck boxes that no longer apply as well as "8 hours" if you did not volunteer for at least 8 hours last season.

IMPORTANT FOR PAST VOLUNTEERS: The honor system is still in play. If you volunteered for 8 hours or more last season, you are entitled to free membership this season. CHECK the volunteer BOX FOR OTHER and TYPE THE FOLLOWING text all lower case: 8 hours _____. Please also delete the past season reference if no longer valid. We appreciate your honesty. year

4. Scroll down and be sure to check the box **I AGREE TO TERMS OF SERVICE** for the NYS Risk Release Statement (this is the same agreement that we've all been signing for the state in the past). You cannot renew without checking this box when you edit changes. If you skip EDIT and click PAY NOW you automatically AGREE.

5. Click **EDIT ACCOUNT DETAILS** toward the bottom; this will update your info in our database. At this point VOLUNTEERS with 8 hours or more service last season do not have to go to the Pay section and can click on Log Out (way upper right of the screen).

6. Click PAY NOW (scroll down under Status)**.** This will bring you to a PayPal screen for payment. **You do NOT have to have a PayPal account and you can pay by credit card.** Just click on "Don't have a PayPal Account?" for the credit card payment screen and *continue.* MDSA will not be storing any credit card information (as can be done with many other online payments). This is a secure site.

Your address info and phone number will come up along with $20.00 ($25 as of June 1st) showing for MDSA annual membership. Fill in your credit card info (you can edit your credit card & address info) and *continue.*

VERY IMPORTANT: To ensure your payment registers in the MDSA database, PLEASE WAIT WAIT WAIT after you submit your payment for the screen to come back to the MDSA website with a message "Thank you for your payment". Seeing the "Thank you," ensures your payment registers with MDSA.

If you do not want to pay online, scroll past "PAY NOW" and click on "Current Member Renewal forms" for a 3 page PDF to print and mail.

7. Once you have paid, your renewal will show up in the database of our MDSA members and you will receive your new sticker in the mail (i.e., via US Postal Service).

8. Renew early so the first packet party can accommodate the majority of members.