



Online Memberships

To reduce a great deal of manual work and volunteer effort, we've converted to an online system for maintaining your PM&L Membership. We'd like to give you an overview of how the new process works.

Current Member Subscription Renewals

- All current members will be sent a link to the PM&L website to purchase their membership subscription.
- All three membership levels will be available:
 - Single
 - Family
 - Youth
- Due to the COVID-19 pandemic, the Board decided to only accept credit/debit cards for membership payments at this time. We would recommend the purchase of a reloadable debit (gift) card for any member without a credit or debit card. These can be purchased at virtually any retail store.
- Memberships will now renew annually for each membership instead of on the same date for all members every year. This will simplify things for members who join mid-year.
- Any member who is a life member or otherwise is entitled to a free membership will be provided with a coupon code for that membership that can be redeemed at

checkout. We will be reaching out to these members with their codes, please [contact the Membership Committee](#) with any questions.

- We invite members to assist other members who may not be online or have an email address set up their membership. Please [contact the Membership Committee](#) in order to get any assistance in setting this up for them. We can assign PM&L email addresses for any member without an email address.
- Each member should have their own login to the website.

Family & Youth Accounts

Both of these account types require multiple users to share an account (family members for families and parents for youth accounts). This is handled by means of “family managers.”

- Each family or youth account will have an initial family manager, this is the first person who signs up and pays for the membership.
- After payment is completed, a link is displayed for inviting other family members to the account.
- The family manager should put in the email addresses of the other family members to invite them to the account. The family manager can also make other family members managers as well at this time.
- The family member will then get an email from the website with their new account information and instructions to sign in to the website in order to complete setting up their account.
- Family managers can change and update family members at any time from the Family option on the [My Account page](#) on the website.
- It's up to you to invite other members of your family so they may access members-only sections of the website, receive email communications, select their committees, and participate in member surveys and voting.

Renewals

- After your initial registration and payment, your membership subscription will automatically renew each year.
- Your credit card details are kept securely by our credit card processor, we never have access to them.
- You may disable auto-renewal at any time from the My Subscription option on the [My Account page](#).
- You may delete and update your payment information at any time from the Payment Methods option on the [My Account page](#).

- If, at any time, your membership lapses. your access to members-only portions of the website and receipt of email communications will be lost until you renew.

Account Maintenance

You will also use your account to keep your mailing address, phone numbers, and email address updated with us.

- Your name, email address, and password are maintained on the [Account Details page](#) which is linked from the main menu as well as the Member Dashboard.
- Your mailing address and phone numbers are maintained from the My Profile option on the [My Account page](#).
- Your billing address is maintained from the Address option on the [My Account page](#).
- Your email address is automatically sent to our email platform in order to send you member communications. Once you change your email address on the [Account Details page](#) that change will also change where you receive your member communications.

Members-Only Website Area

Access to members-only information will be completely controlled through your own account. There will no longer be a page with a password known by everyone for access. For this reason, it's important that each member have their own account.

- The **Member Dashboard** is our initial effort in putting important membership information into one place on the website. This will evolve and change as time goes on.
- The **Document Library** is available on the Member Dashboard as well as its own page and is where we will maintain important documents members need access to.
- **Committee Selections** is a form that each member will be reminded to complete around the time of the annual meeting for committee selections for the next season. Again, each member should complete their own form for this.

New Members

The process for new members, as they need to be approved by the Board, works a little differently.

- New members will submit their applications for membership on the [Membership page](#) on the website.

- Once a member has been approved by the Board, he/she will be sent the link to sign up for their account and purchase their membership.

Questions & Issues

If you have any questions or are running into any issues setting up your account, please reach out to [Guy Finley](#) for assistance.