

Purpose..... 1
Creating a Membership..... 1
Member Card..... 8
Adding Payment Type..... 9
Renewing Your Membership..... 12
Updating Personal Information (Phone, E-mail, Address, etc)..... 16
Guest Memberships..... 18

Purpose

This guide is meant to assist new and existing Members in creating a membership with the East Grand Forks Rod & Gun Club, renewing their membership, obtaining member cards and other functions within the Club.

Creating a Membership

First step in creating a Membership with the East Grand Forks Rod & Gun Club is to navigate to the Club's website at www.egfgunclub.org and click the "Membership" tab at the top of the page. Next, click the "Join Today" button near the bottom of the page which will bring you to the Club's online Waiver of Liability and Hold Harmless agreement.



Club Website - Homepage



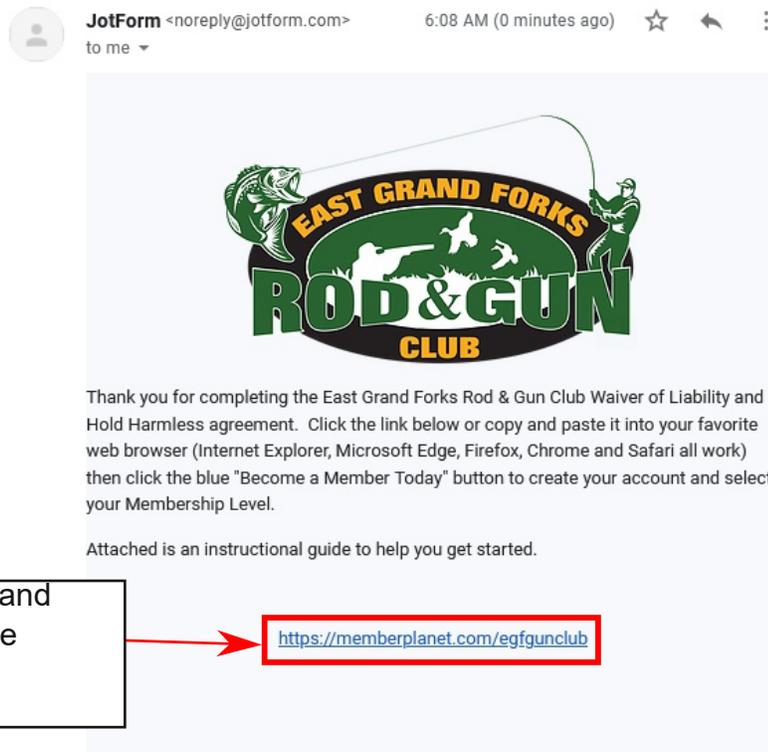
Click Here to Display the Club Waiver

Click Here to Display or Download User Guides

Club Website - Membership Page

An E-mail with a link to Memberplanet will be sent to you after completing the online waiver. Memberplanet is our online Member Management system which we use to maintain our Membership database, collect dues and other payments as well as broadcast messages to our Members.

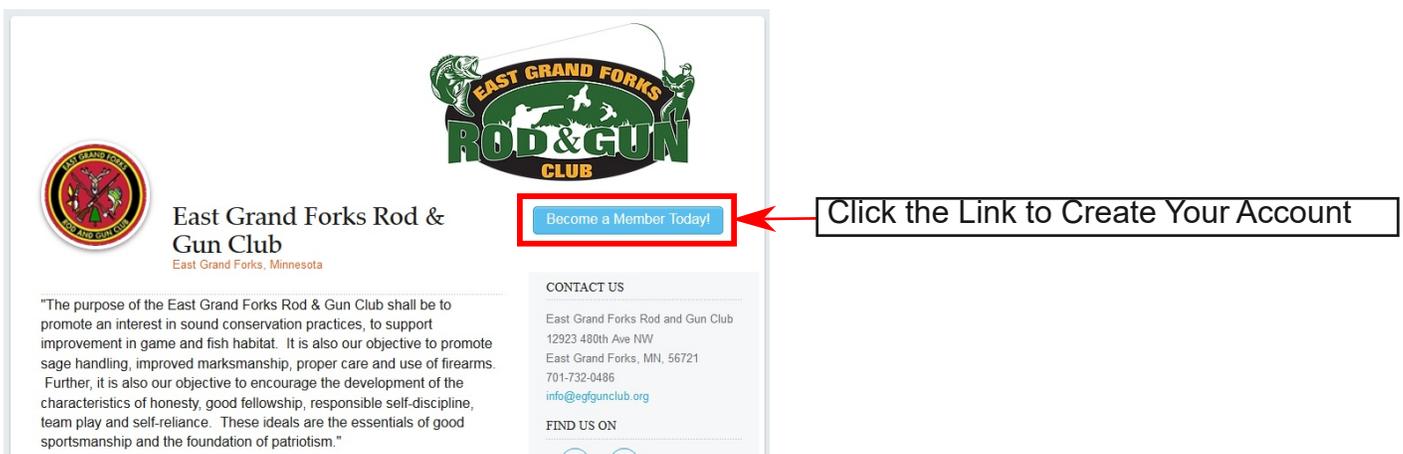
Click the link in the E-mail or copy and paste it into your favorite web browser (Internet Explorer, Microsoft Edge, Firefox, Chrome or Safari will all work) which will bring you to the Club's Memberplanet landing page. Click the blue "Become a Member Today!" button, then fill in your information on the following screen to create your account.



Click the Link or Copy and Paste it to Your Favorite Web Browser

<https://memberplanet.com/egfgunclub>

Sample E-mail



Click the Link to Create Your Account

Memberplanet - Club Landing Page

Joining East Grand Forks Rod & Gun Club

Create an account

First name Last name

Email

Re-enter email

Choose a Password

By creating an account, you agree to our [Terms & Conditions](#)

[Create my account »](#)

Log in to Mem

Username/Email

Password

[Log in »](#)

[Forgot your passw](#)

Enter Your Information to Create Your Account

Memberplanet - Account Creation

After creating your account you will be presented with your profile page. **Enter as much or as little information as you would like then click continue. Your Name, E-mail, Cell Phone Number and Physical Address (no P.O. Box numbers) are the only pieces of information required.**

Joining East Grand Forks Rod and Gun Club

Please complete your member profile to help us have the most up-to-date contact information.

My Profile [« Go Back](#)

 **Josh Johnson**
DOB *none provided* [Edit](#)

CONTACT [Edit](#)

Primary email * josh85767658494957867@gmail.com

Email address (secondary) *none provided*

Mobile *none provided*

Home *none provided*

Work *none provided*

Website *none provided*

Social media profiles *none provided*

LOCATION [Edit](#)

Address *none provided*

Time zone (GMT-08:00) Pacific Time, US & Canada

Hometown *none provided*

[Continue »](#)

Memberplanet - Profile Page

Click Continue to Move to the next Step

Next screen shown will be the Membership Level page which shows the available membership levels as well as cost (annual dues). Click on the blue "Choose" button next to the Membership Level that suits your needs. Shown below each level is a brief description. After selecting your Membership Level, click the blue "Continue" button at the bottom of the page to continue to the payment page.

Membership Level « Go Back

If you have a private level access code, type in the box below:

Level *	Price		Subtotal
East Grand Forks Rod & Gun Club			Choose one
Annual Individual Membership Membership period: Annually Individual Memberships are offered to Individuals 18 years of age and older. Annual Membership periods run from April 1st to March 31st of the following year. **New Members must attend an orientation before receiving gate code**	\$105.00	<input type="button" value="Choose"/>	\$0.00
Annual Family Membership Membership period: Annually Family Memberships include your spouse and dependents 18 years of age or under or 21 years of age or younger if enrolled full time in post secondary education. Annual Membership periods run from April 1st to March 31st of the following year. **New Members must attend an orientation before receiving the gate code**	\$125.00	<input type="button" value="Choose"/>	\$0.00
Total			\$0.00

Memberplanet - Membership Levels

Click Either Button to Select Your Level

Click Continue to Proceed to Checkout

After selecting a Membership level, you will be presented with the Checkout page. Submitting payment can be done by two methods; 1. Credit/Debit card and 2. Pay with Bank. All major Credit/Debit, Mastercard, Visa, American Express and Discover (cards are subject to change without notice) are accepted. If selecting Pay with Bank, click the "Add Bank Account" and follow the prompts.

Checkout « Go Back

East Grand Forks Rod & Gun Club

Membership Level
Annual Individual Membership \$105.00
Membership period: Annually

Payment Methods

Use a New Payment Method

Credit card Pay with Bank

Card number

Month Year CVV ZIP

Dan Danielson FULL NAME dan@engelstadsonline.com EMAIL (receipt)

If you're making a payment today, you'll be charged when you click the Pay Now button. By continuing, you agree to the memberplanet [Terms & Conditions](#).

Pay Now

Memberplanet - Checkout

Pay with Credit Card

Credit card Pay with Bank

Card number

Month Year CVV ZIP

Dan Danielson FULL NAME dan@engelstadsonline.com EMAIL (receipt)

If you're making a payment today, you'll be charged when you click the Pay Now button. By continuing, you agree to the memberplanet [Terms & Conditions](#).

Pay Now

Enter Card Info

Checkout - Credit/Debit Card

Complete the Transaction by Clicking "Pay Now"

Pay with Bank

Credit card Pay with Bank

ADD BANK ACCOUNT

Linking your bank account reduces the probability of a returned payment due to invalid account information or insufficient funds. If you do not wish to link your bank account manually, you may [add a bank account manually](#).

If you're making a payment today, you'll be charged when you click the continuing, you agree to the memberplanet [Terms &](#)

Pay Now

Click "Add Bank Account"

Checkout - Pay with Bank

Complete the Transaction by Clicking "Pay Now"

Payment of dues completes the second stage in the process. Next, you must attend a New Member Orientation where Range rules and procedures will be explained. After completing the orientation we will E-mail your Member Card, which has the the gate combination printed on it. Please reference the Club Calendar (www.egfgunclub.org/news-events) to find an orientation date that works with your schedule. If the scheduled orientations do not fit into your schedule, please send an E-mail to **orientation@egfgunclub.org**, state the times and days you are available and somebody from the Orientation Committee will work with you to setup a better time and date for an orientation.

After completing your payment, you will be presented with a Memberplanet confirmation of payment page. From here you can click the "Go to my homepage" button and explore Memberplanet or you can close the web page.

Joining **East Grand Forks Rod & Gun Club**

Thank you for your payment and welcome to the East Grand Forks Rod and Gun Club! Go to the Events Calendar to find the next available orientation date and time.

East Grand Forks Rod & Gun Club

TestAnnual Individual Membership
Paid **\$0**
Renewal amount **\$1.00**
Renewal date **11/01/2017**
Renewal type **n/a**

Total \$0

You're done!

Click Here to Explore Memberplanet like to do next?

Go to my home page

Go to my profile

Go to the group's profile

Memberplanet - Payment Confirmation

A confirmation of payment E-mail will also be E-mailed after payment has been completed. You must have the confirmation of payment E-mail, either a digital copy on your mobile device or a printed copy, available to show the Orientation Leader.

****If you do not provide the confirmation of payment E-mail you will not be able to complete the orientation.**



East Grand Forks Rod & Gun Club

Your membership payment has been processed.

Total paid	\$125.00
------------	----------

Annual Family Membership
Scott Scotcherson
Your next membership payment of \$125.00 is due on 04/01/2020

To change your membership level or renewal setting [click here to log in to your account](#)

Powered by
memberplanet, LLC 23224 Crenshaw Boulevard, Torrance, CA 90505

E-mail - Confirmation of Payment

Member Card

All Members must have their member card with them at all times while on the Range. You do not have to display the card at all times but you must have it available when asked to present it.

Your member card will be E-mailed to you after you complete your New Member Orientation.

Future cards will be sent via e-mail on the first day of our membership period in the spring, April 1st. The E-mail will come from *member@egfgunclub.org* and will have the gate combination in the upper right corner. If you cannot find the E-mail in your inbox please check your spam/junk folder.

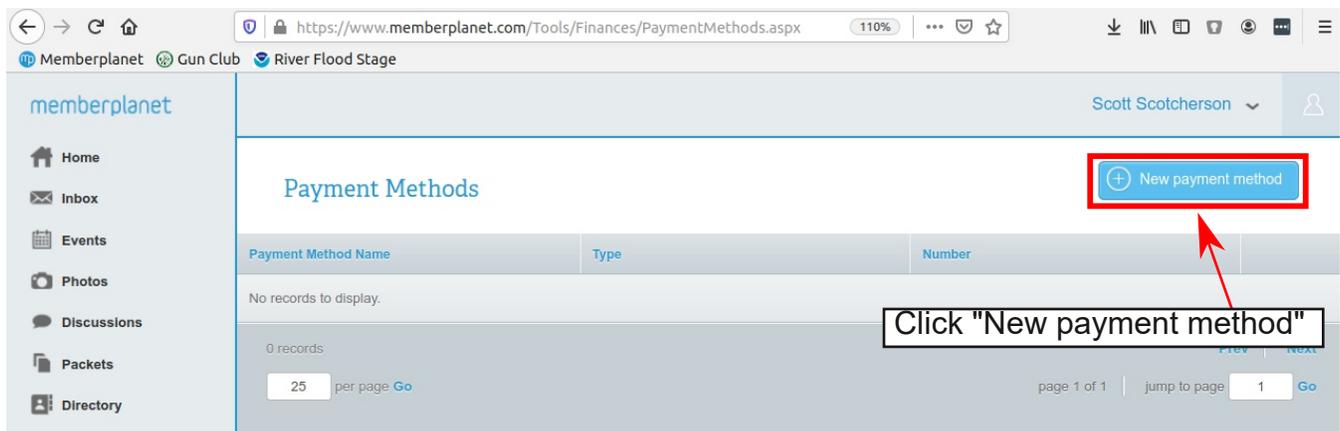
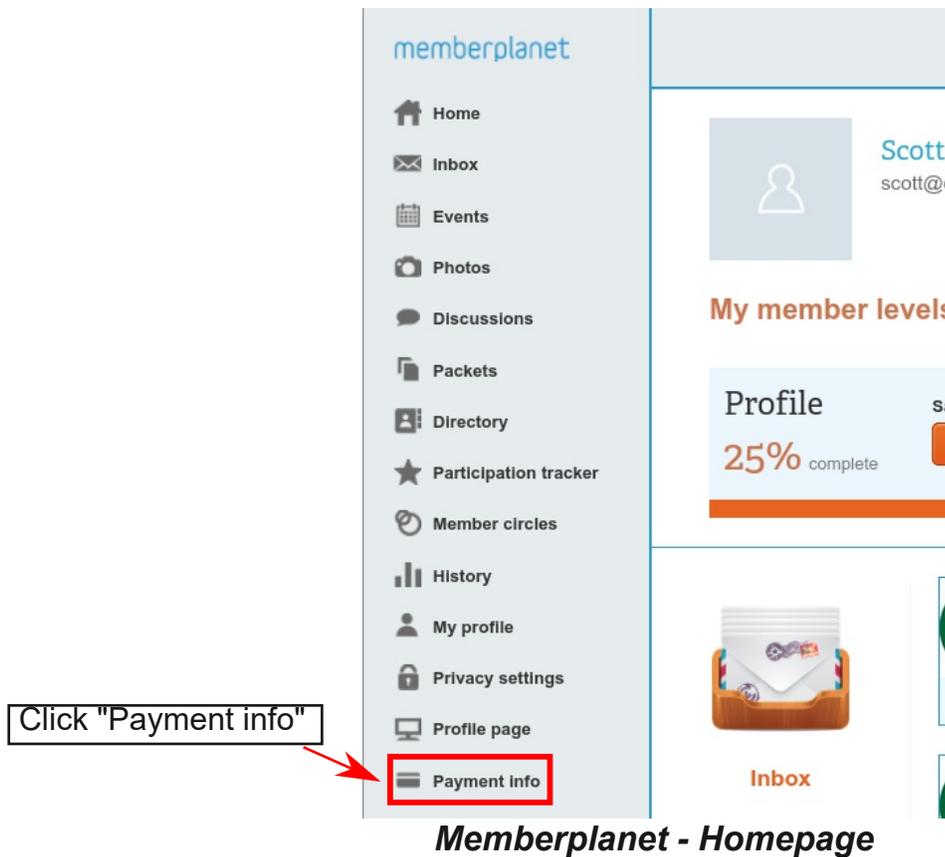
If you lose your Member card please report it missing as soon as possible by sending an email to *member@egfgunclub.org*. Only Members of the Club are entitled to use our Range, a missing member card will give the gate code to others.

	Gate Code: XXXX
2021 - 2022	
Name: First Last Name Membership Level: Annual Membership Member I.D.: 12345678	

Membership Card

Adding Payment Type

Login to your Memberplanet account (<https://memberplanet.com/Login.aspx>) using your favorite web browser (Microsoft Edge, Firefox, Safari and Chrome all work), then click "Payment info" in the menu bar on the left side of your screen. Memberplanet accepts all major Credit/Debit cards from American Express, Mastercard, Visa and Discover (cards are subject to change without notice) as well as E-Checks (Bank Account information). Next you will be presented with the "Payment Methods" page. Click the blue "New payment method" button on the right to continue adding a payment method.



Enter the details for the method of payment chosen as shown below.

You can add multiple payment methods (multiple credit/debit cards and bank accounts, etc) to your account. If you are entering multiple payment methods, make sure you designate one method as your primary payment method by checking the box next to *"Make this my primary payment method"*. If you don't want a payment method to be the primary payment method, make sure that check box is un-checked. To finish adding either payment method, click the "Save" button in the lower right corner of the screen.

memberplanet Scott Scotcherson

Payment Method Details (All fields are mandatory)

Payment Method Type*

Payment Method Nickname*

Name on Card* Enter Card Details Here

Type*

Card Number*

Expiration (month & year)*

CCV/Security Code *

Make this my primary payment method

Memberplanet - Payment Details - Credit Card

Click "Save" to Finish Adding Payment Method

memberplanet Scott Scotcherson

Payment Method Details (All fields are mandatory)

Payment Method Type*

Click "add a bank account manually"

Linking your bank account reduces the probability of a returned payment due to invalid account information or insufficient funds. If you do not wish to link your bank account, you may [add a bank account manually.](#)

Make this my primary payment method

Memberplanet - Payment Details - E-Check

memberplanet Scott Scotcherson

Payment Method Details (All fields are mandatory)

Payment Method Type*

Payment Method Nickname*

Account Name*

Account Type*

Account Number*

Routing Number*

Enter Account Details

Make this my primary payment method

Default Payment Method

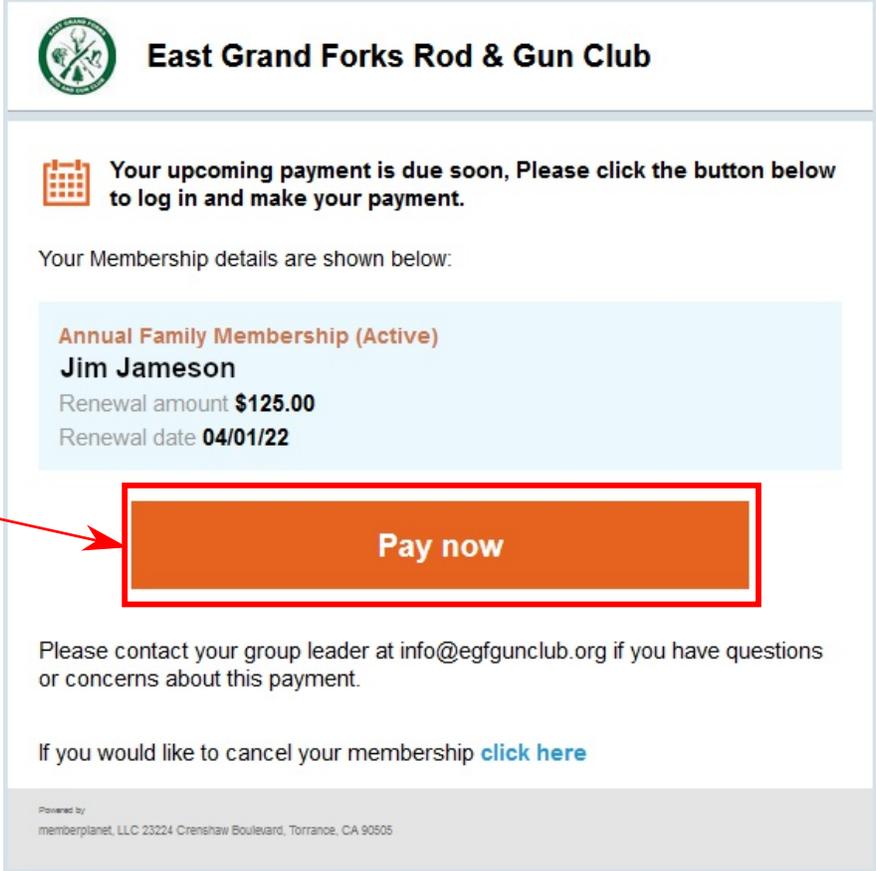
Memberplanet - Payment Details - E-Check

Click "Save" to Finish Adding Payment Method

Renewing Your Membership

Our Membership period runs from April 1st to March 31st of the following year, but you can renew your Membership at any point before March 31st. You can also renew your Membership for multiple years in the future.

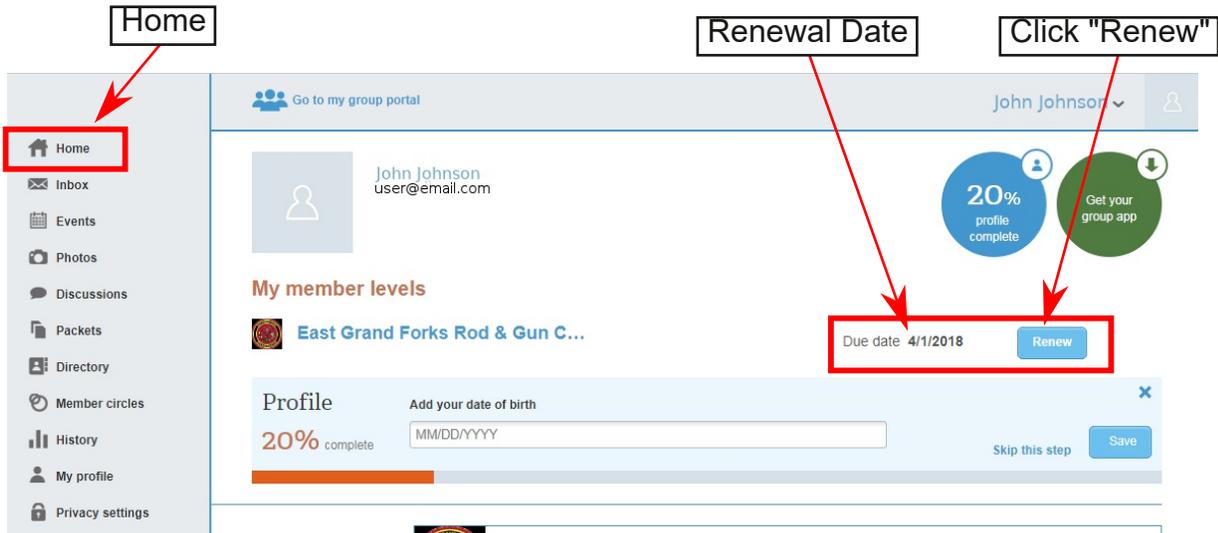
There are two ways to renew your membership. 1.) automated reminder E-mails, with a "Pay Now" button, are sent to every Member 30 days, 14 days and 1 day before March 31st. Clicking the button will bring you to the Membership Levels detail page in Memberplanet.



The screenshot shows an email reminder from the East Grand Forks Rod & Gun Club. At the top left is the club's logo, a circular emblem with a tree and a gun. To its right is the club's name, "East Grand Forks Rod & Gun Club". Below the logo and name is a calendar icon followed by the text: "Your upcoming payment is due soon, Please click the button below to log in and make your payment." Underneath this is the text: "Your Membership details are shown below:". A light blue box contains the following information: "Annual Family Membership (Active)", "Jim Jameson", "Renewal amount \$125.00", and "Renewal date 04/01/22". Below this box is a large orange button with the text "Pay now" in white. A red box highlights the button, and a red arrow points from a box labeled "Pay Now" to the button. Below the button is the text: "Please contact your group leader at info@egfgunclub.org if you have questions or concerns about this payment." At the bottom of the email content is the text: "If you would like to cancel your membership [click here](#)". At the very bottom of the email is a small footer: "Powered by memberplanet, LLC 23224 Crenshaw Boulevard, Torrance, CA 90505".

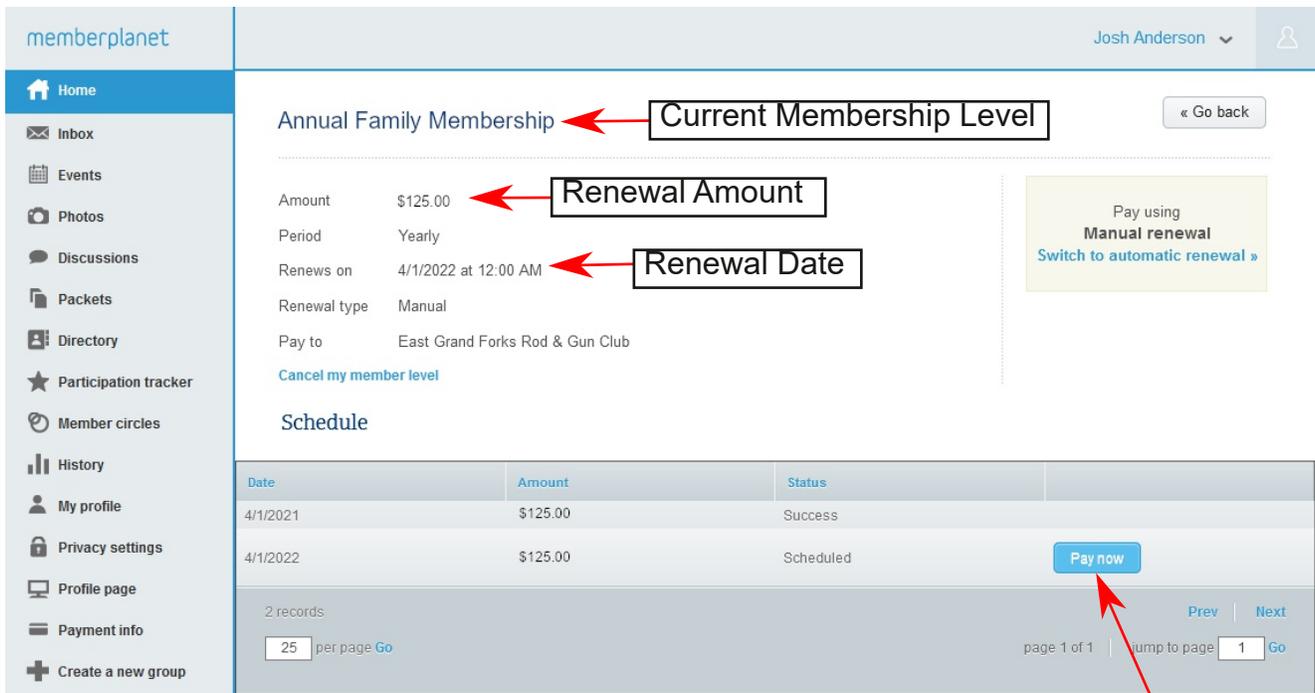
Renewal Reminder E-mail

2.) Login to your Memberplanet account (<https://memberplanet.com/Login.aspx>) using your favorite web browser (Microsoft Edge, Firefox, Safari and Chrome all work), click "Home" on the left side of your screen, then click the "Renew" button on the right side of the next screen to continue to the Membership Level Details page.



Memberplanet - Home Page

The Membership Level Details page will show you your current Membership Level and renewal amount. Click Pay now to continue on to the payment page.



Memberplanet - Membership Level Details

Click "Pay now"

At the Checkout page, you can select a saved payment method to pay your dues or use a new payment method. To use a saved payment method, click the drop down menu and select your saved method or to use a new method, simply click on the "Credit card" or "e Check" button. After you have selected a payment method or entered your information for a new payment method, click "Pay now" to complete your payment.

Go to my group portal New User

Checkout « Go Back

East Grand Forks Rod & Gun Club

Membership Level
Annual Family Membership \$100.00
Membership period: Annually

Total \$0.00

Use a New Payment Method

New Payment Methods

Card number

Month Year CVV ZIP

New User FULL NAME user@email.com EMAIL (receipt)

If you're making a payment today, you'll be charged when you click the Pay Now button. By continuing, you agree to the memberplanet [Terms & Conditions](#).

Memberplanet - Checkout

After completing your payment, you will be automatically returned to the Membership Information page as before. Please be aware that this page will look similar to what it did before you submitted a payment.

**** PLEASE NOTE: Memberplanet will allow you to renew as many times as you wish and the "Pay now" button will continue to show up giving some Members the impression their payment didn't go through or was canceled.**

If you are unsure if your payment was successful or not, Check the "Renews on" date. If that date is the start of a Membership period out in the future that means your dues are paid up and you are current until the next Membership Period. If you are still un-sure, wait a few days to make sure the payment posts to your bank account. You can also check your payment history to see if your payment was successful. Click on the "History" button found on the left side of your screen then click "Payment history" to display your payment history.

memberplanet Josh Anderson

Home

Inbox

Events

Photos

Discussions

Packets

Directory

Participation tracker

Member circles

History

My profile

Privacy settings

Profile page

Payment info

Create a new group

My groups

Annual Family Membership

« Go back

Amount \$125.00

Period Yearly

Renews on 4/1/2023 at 12:00 AM

Renewal type Manual

Pay to East Grand Forks Rod & Gun Club

Cancel my member level

Pay using Manual renewal

Switch to automatic renewal »

Schedule

Date	Amount	Status
4/1/2021	\$125.00	Success
4/1/2022	\$125.00	Success
4/1/2023	\$125.00	Scheduled

3 records

25 per page Go

page 1 of 1 | jump to page 1 Go

Pay now

History

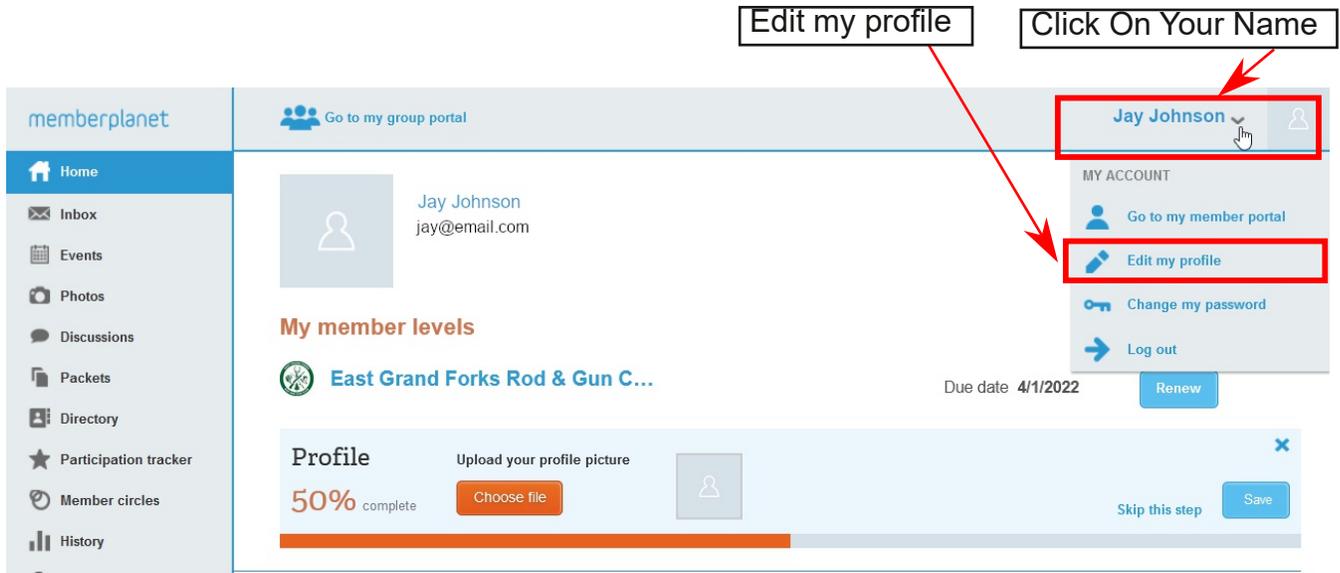
Memberplanet - Membership Level Details

New Payment Method

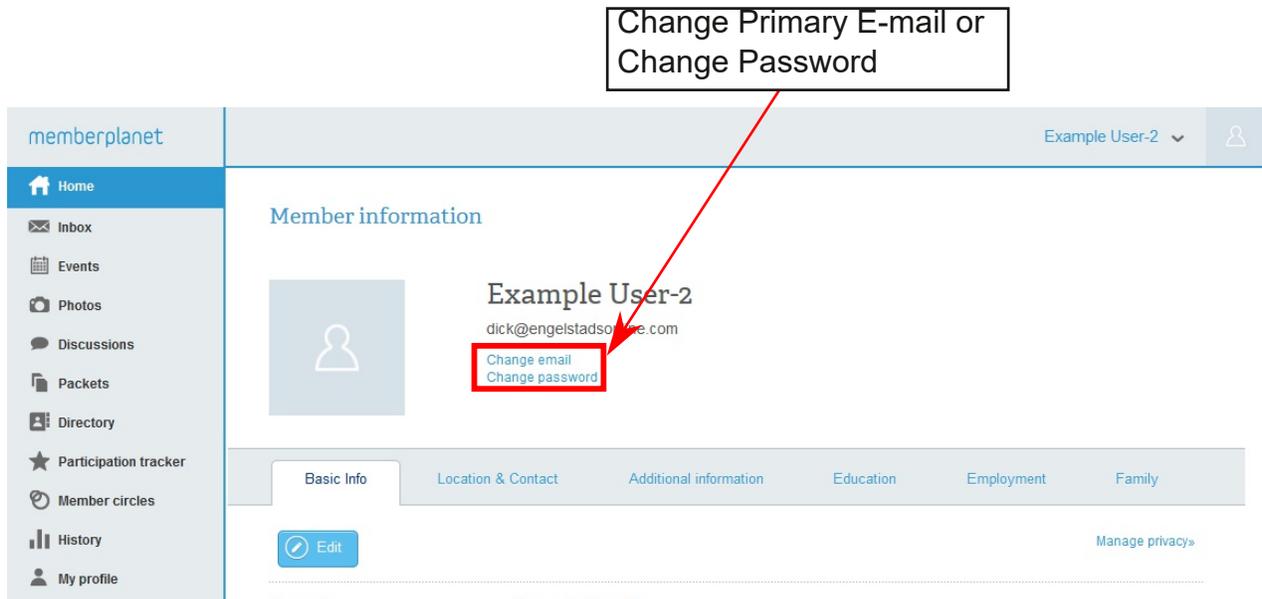
Updating Personal Information (E-mail, Password, Phone Number, etc)

Should you ever need to change your E-mail Address, Password, Phone Number or Physical Address, login to Memberplanet (www.memberplanet.com/Login.aspx) using your favorite web browser (Microsoft Edge, Firefox, Safari and Chrome all work), click on your name at the top right of your screen, then click "Edit my profile". From the Member information page you will be able to change your password or change your primary E-mail address. To change your phone number, add a secondary phone number/E-mail address or change your physical address click the "Location and Contact" tab, then click the blue "Edit" button.

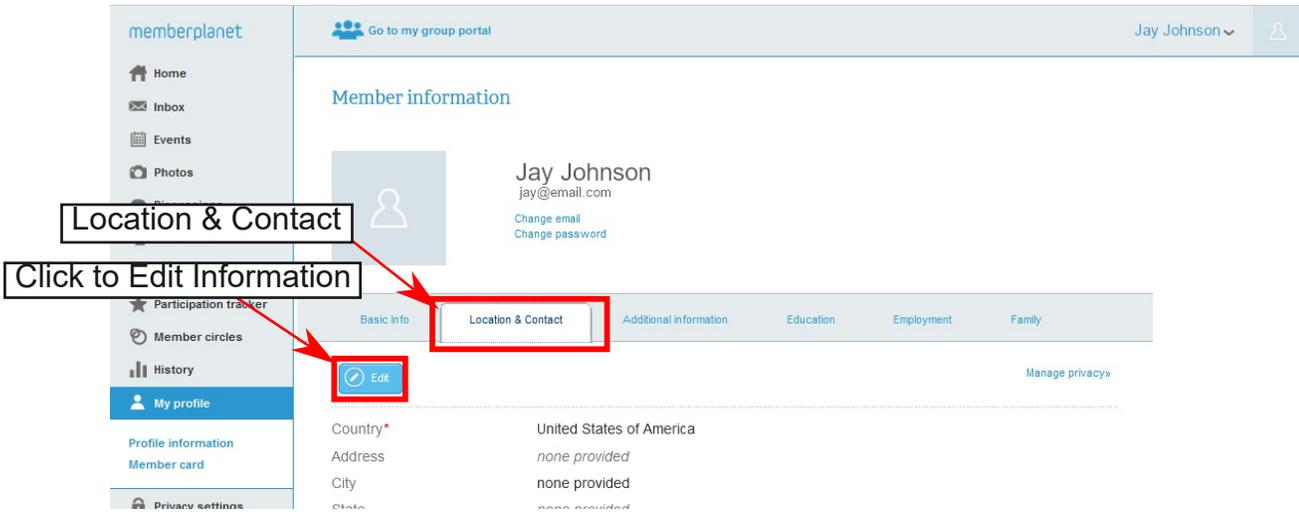
****If you change your primary E-mail address, that will become your new username to login to Memberplanet.**



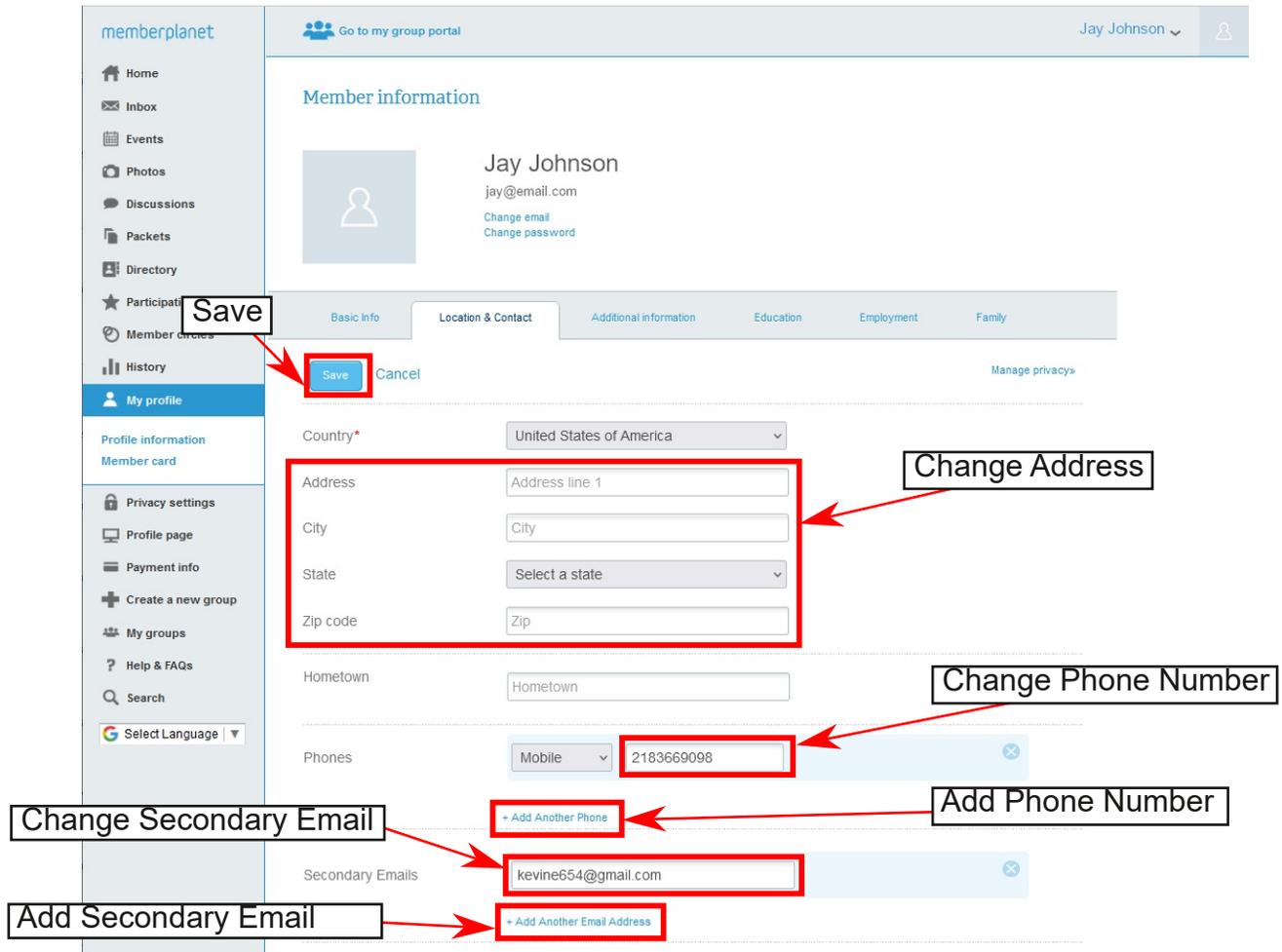
Memberplanet - Home Page



Memberplanet - Member Information



Memberplanet - Member Information



Memberplanet - Profile Page

Guest Memberships

Guest memberships are temporary memberships good for one calendar day at the Range for non-members. Guest memberships give non-members a chance to experience our facilities first hand along with the prospect to transition into a full membership.

****All Guests must be accompanied by a Member in good standing with the Club.****

The number of Guests a Member can accompany is unlimited, however, one Guest Membership does not cover a group of Guests (with the exception of dependents as explained below). Each INDIVIDUAL adult Guest must complete, with payment, the Guest Membership form.

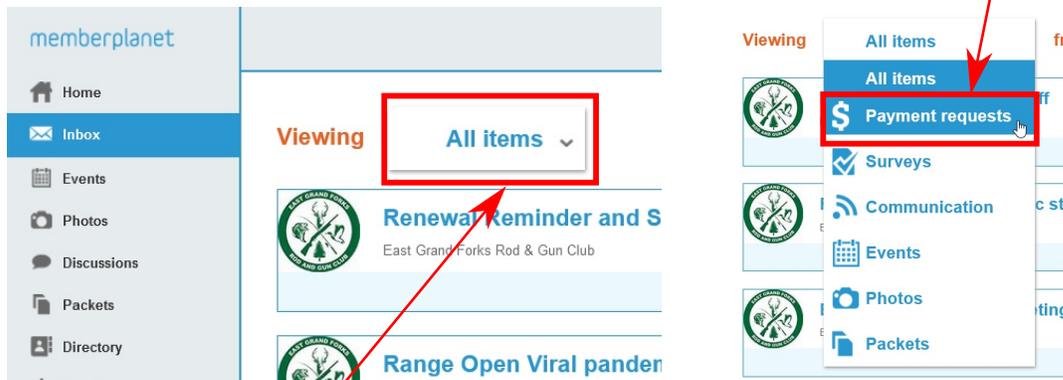
To start, the Member must login to their Memberplanet account, then click the "Inbox" in the tool bar on the left side of the screen. At the Inbox page, click on the "Viewing" menu and select "Payment requests".



Club Website - Homepage

Click Here to Start

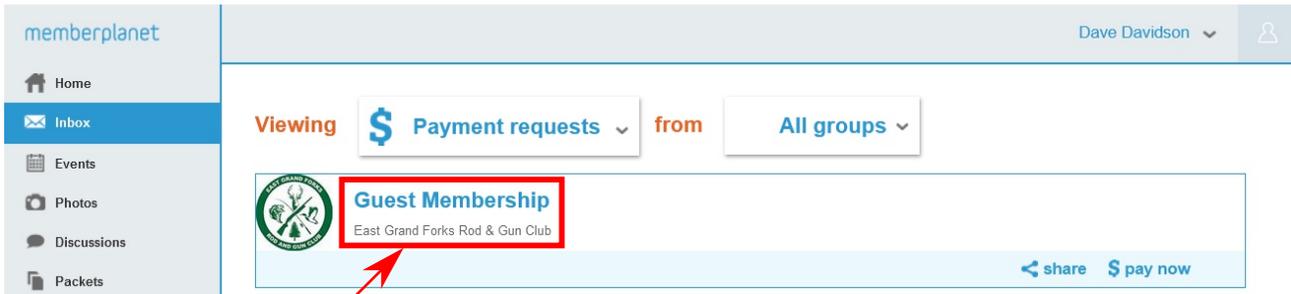
Select Payment Requests From Menu



Inbox - Viewing Menu

Viewing Menu

Next, a list of payment forms available will be presented. Click "Guest Membership" to bring up the Waiver of Liability and Hold Harmless Agreement, which must be read and acknowledged by the Guest. The Accompanying Member Agreement must be read and acknowledged by the Member. Guests will have the option to bring any dependents, 18 and under or 21 and under if enrolled and attending full-time for post-secondary education, with on their visit. Dependents must be listed in the space provided. Final step is the payment section. Payments can be submitted in the form of Credit/Debit cards or e-Checks.



Click "Guest Membership"

Payment Requests

An E-mail for confirmation must be included on the Payment page, either E-mail of the Guest or Member can be used. After submitting payment, two E-mails will be sent, one E-mail will show payment confirmation and the other will show Guest Membership confirmation, which will list the Guest's name, Member's name, date of Range visit and any dependents that will accompany the Guest. **This Guest Membership confirmation E-mail must be accessible the day of the Range visit, either a digital copy on a mobile device or a printed copy, in case of a membership check.**

Payment

Guest Membership \$25.00

Total amount \$25.00

Use a New Payment Method

Credit card Pay with Bank Log in to use a saved payment method

Card number

1234896595748852

09-September 2021 123 cvv 58201 ZIP

(NAME ON ACCOUNT) FULL NAME (EMAIL FOR CONFIRMATION) EMAIL (receipt)

Today's payment : \$25.00

Pay now

By making a payment you agree to the memberplanet Terms & Conditions

Confirmation E-mail Address

Payment Section



East Grand Forks Rod & Gun Club
Guest Membership for Josh Jefferson

This Guest Membership entitles Josh Jefferson (and Dependents if applicable, listed below), accompanied by Dave Davidson for a day at the Range on 05/22/2020

=====

Dependent Names:
Billy sally apple

East Grand Forks Rod & Gun Club
 12923 480th Ave NW
 East Grand Forks, MN 56721
[Add us to your address book](#)

powered by **memberplanet**

You may [unsubscribe](#) if you prefer not to receive future emails from us | [Privacy Policy](#)

Email - Guest Membership Confirmation

Login

Your form & payment information have been submitted

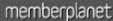
 Share on Facebook
 Tweet
 Share on LinkedIn
 Email

Summary

Payment date	2/20/2020	Name on Card	Dave Davidson
Payment method	Credit Card	Card Number	9999
Payment amount	\$25.00		
Approval code	467432		

Guest Membership	x1	\$25.00
Total:		\$25.00

[Print this page](#)

Powered by  Terms & Conditions | Privacy Policy | Support | © memberplanet 2020

Email - Payment Confirmation