



THE SARATOGA LAKE SAILING CLUB

SLSC Membership Renewal Walkthrough - 2021

If you have any **boat changes** to your account that our Flag Lieutenant of Grounds is not aware of, please send an email with your changes to [James Symon \(grounds@sailsaratoga.org\)](mailto:grounds@sailsaratoga.org) **prior** to your renewal. Board approval is required for any boat changes going forward.

If you have not logged into your account on our new website yet, see the online guide “Logging in for your first time” on our website <https://sailsaratoga.org/guides>. You’ll be directed to enter your email the Club has on file. This may be an old email if you have changed your contact information and not notified our [Membership Chair \(membership@sailsaratoga.org\)](mailto:membership@sailsaratoga.org), Ann Seidman.

This renewal process will **begin with an email link** that our Membership Chair, Ann Seidman, will send to all members on March 1st, 2021. Only the primary member needs to renew for your family.

1 Open the renewal link that was emailed to you. This will take you to our renewal page. Note: Use your browser back button to navigate back to a specific page if needed.

2 Click the dropdown arrow first. Then click on the **RENEW** button.

3 Review your boats and Add ons. You are NOT allowed to change your boats or winter storage if those are associated with your account. If you see any issues with your Add ons, please stop here and contact [James Symon](#) on Grounds. Please note: The numbering system you may see on your boat assignment location is random and does not correlate with any assigned spaces.

If you wish to join or continue your US Sailing membership with a discount through SLSC, indicate the quantity for your US Sailing membership type. After your review, press **CONTINUE**.

Step 2: Click this dropdown arrow in black first to show the RENEW and EDIT DETAILS buttons.

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Review your member details, address, and additional information. In particular, **EDIT** your Additional Information (highlighted in the red box to the right), add any notes and select your preferences. After your review, go to the **NEXT STEP**.

The screenshot shows a form titled "Additional Information" with several fields, each followed by the text "Not provided":

- Profession, occupation, or skills and experience that may be helpful to the Club
- Please check those areas in which you'd like to help out
- Please list the names of any US Sailing memberships
- Please list any notes for your membership
- Do you want a black-and-white copy of the Telltale mailed to you even though a beautiful color version is emailed and available at the Club website? (with a "No" response)

A red box highlights the "EDIT" button at the bottom right of the form. A red arrow points from a callout box to this button. The callout box contains the text: "Click this *EDIT* button to select your preferences."

At the bottom of the form is a blue button labeled "NEXT STEP".

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If you would like to make a donation to the Saratoga Lake Sailing Foundation or to the Club, please enter your donation amount and select which account you would like to direct it to. If you want to make a donation to both the Club and the Foundation, please tell us how to direct your funds into each by filling in the optional Notes section.

Once you are ready, click on **NEXT STEP** to continue.

The screenshot shows a form titled "OPTIONAL" with a sub-header "Donations". It contains three input fields:

- DONATION AMOUNT
- CAMPAIGN / FUND
- NOTES (OPTIONAL)

At the bottom of the form is a blue button labeled "NEXT STEP".

6

If your browser does not pop up with three payment method options, select the **EDIT PAYMENT METHOD** button. If you see the three payment options already, move to the next step.

*Click this **EDIT PAYMENT METHOD** button to select your payment preference.*

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Select your **payment method**. There is **no cost to the member** for any option. The Club does incur an expense for some of these options, so please read carefully below. Once you have selected your payment method, select **UPDATE**.

For further details on setting up the various payment methods, review the Payment Methods and Security Information document found on our website <https://sailsaratoga.org/guides> (under Renewal Information).

Preferred payment options to reduce expense to the Club

Bank Transfer (ACH) - This is a secure method to connect with your bank account. The expense to the Club is minimal and is the most time efficient and cost effective online payment for the Club with a 0.8% fee per transaction capped to \$5 maximum.

Pay Offline - This option is for mailing a check directly to our Treasurer. There is no cost to the Club with this payment method.

Credit/Debit Card - Enter your credit card details. There is a 3% expense incurred by the Club with this option.

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After you have successfully entered your payment method, you can simply click on the **PAY** or **SEND INVOICE** button and this will complete your renewal. Please note: If you selected to pay offline, instead of the PAY button you will see a SEND INVOICE button as shown in step 6.

Billing details

Payment Method

Billing Email

[EDIT PAYMENT METHOD](#)

PAY \$825.00

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You have successfully renewed. **PLEASE PRINT THIS PAGE** (or save as a PDF). A few things to expect about your payment:

The bank transfer or credit card billing will not occur until March 31st. You will receive an emailed receipt on that date showing the automatic payment for your payment method. If you renew following March 31st, your Dues will be processed immediately.

Donations will be processed immediately if you have paid by bank transfer or by credit card.

Offline payment is handled by the member. Please **IGNORE** the first invoice that is sent to your email address if you renew prior to March 31st. **INSTEAD**, print and mail the payment page to Jeff Robinson, our Treasurer, with your check.

SUCCESS

Membership renewed



Your membership has been renewed. You can always find and update your membership directly from your account.

[SEE YOUR ACCOUNT](#)

For Offline payments, please make checks payable to **Saratoga Lake Sailing Club**

Send to:

Jeff Robinson, Treasurer
5 Tomaselli Ct
Ballston Spa, NY 12020