

Tutorial

How To: Renew your membership online

Login

- <http://cfuwburlington.wildapricot.com>
- enter your email address and password

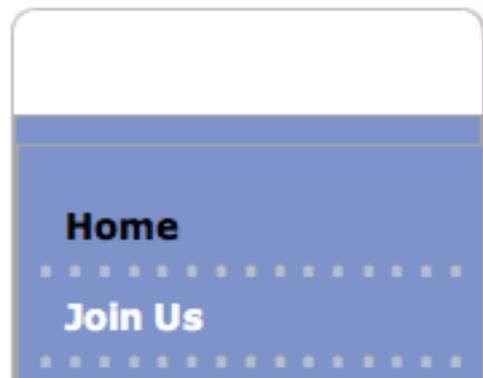


**Canadian Federation of University Women
Burlington, Ontario**

Email
Password

Remember me

Login [Forgot password](#)



This site is now on its way to becoming our club's main website.

We are in transition.

If you don't see something here, please check cfuwburlington.ca

When the transition is complete, the address of this site will become

View Profile

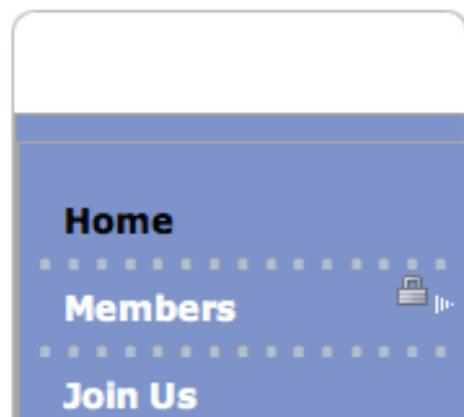
- Click on “View Profile”



Switch to a

Nancy Hubbard
[View profile](#)
[Change password](#)
Logout

Canadian Federation of University Women
Burlington, Ontario



Home
.....
Members
.....
Join Us

This site is now on its way to becoming our club's main website.

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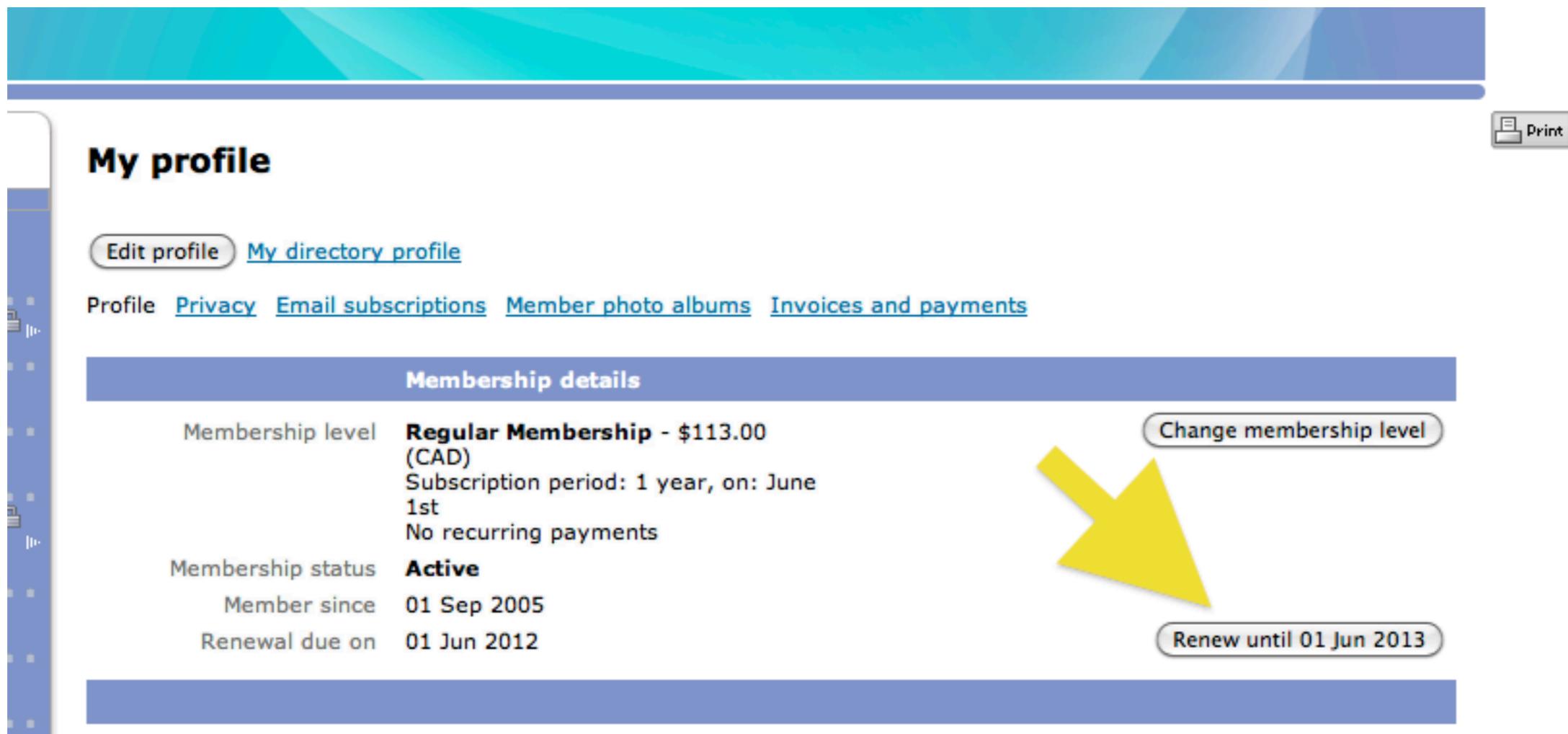
When the transition is complete, the address of this site will become

www.cfuwburlington.ca



Renew Button

- membership years run from June 1 to May 31
- find the link called “Renew until 01 Jun 2013”
- click this box to renew for the 2012-2013 membership year



The screenshot shows a user profile page with a blue header and a sidebar on the left. The main content area is titled "My profile" and includes a "Print" button in the top right corner. Below the title are two buttons: "Edit profile" and "My directory profile". A navigation bar contains links for "Profile", "Privacy", "Email subscriptions", "Member photo albums", and "Invoices and payments". The "Membership details" section is highlighted with a blue background and contains the following information:

Membership level	Regular Membership - \$113.00 (CAD) Subscription period: 1 year, on: June 1st No recurring payments	Change membership level
Membership status	Active	
Member since	01 Sep 2005	
Renewal due on	01 Jun 2012	Renew until 01 Jun 2013

A large yellow arrow points from the "Change membership level" button down to the "Renew until 01 Jun 2013" button.

Update

- You are now on “Membership Renewal” screen
- This is where you make updates
- Check and correct
 - Contact Data
 - Upload a picture for your Member Photo
 - Complete the Membership History section
 - Optional: Add Networking Information (for use by fellow members)
- Tick Interest Groups you might join this year.
- Tick Club Appointments

The screenshot shows the 'Membership renewal' page for Nancy Hubbard. The page header includes the CFUW logo and the text 'Canadian Federation of University Women Burlington, Ontario'. A user profile summary shows 'Nancy Hubbard' with links for 'View profile' and 'Change password', and a 'Logout' button. A navigation menu on the left lists: Home, Members, Join Us, Events, Executive Committee, e-learning, Contact Us, and Scholarship Donation. The main content area displays membership details: 'Renewal until: 01 Jun 2013', 'Level: Regular Membership - \$113.00 (CAD)', 'Subscription period: 1 year, on: June 1st', and 'No recurring payments'. The 'Current status' is 'Active'. There are 'Cancel' and 'Update and next' buttons. Below this is a 'Your profile' section with input fields for 'First name' (Nancy) and 'Last name' (Hubbard), with a 'Mandatory fields' indicator.

Renew

- After updating your profile
- click “Update and next”

Canadian Federation of University Women
Burlington, Ontario

Nancy Hubbard
[View profile](#)
[Change password](#)
[Logout](#)

Membership renewal

Renewal until	01 Jun 2013
Level	Regular Membership - \$113.00 (CAD) Subscription period: 1 year, on: June 1st No recurring payments
Current status	Active

[Cancel](#) [Update and next](#)

Your profile * Mandatory fields

First name: Nancy

Confirm

Clicking this button will:

- confirm your updates
- confirm your membership renewal
- take you to the “Invoices and Payments” screen

(you are not committed to paying online at this stage)

The screenshot shows the website header for the Canadian Federation of University Women Burlington, Ontario. The user is logged in as Nancy Hubbard. The main content area is titled 'Membership renewal' and contains a 'Review and confirm' section. A yellow arrow points to the 'Confirm and proceed with payment' button.

Canadian Federation of University Women Burlington, Ontario

Nancy Hubbard
[View profile](#)
[Change password](#)
[Logout](#)

Membership renewal

Review and confirm

Total amount **\$113.00 (CAD)**

Renewal until 01 Jun 2013
Regular Membership - \$113.00 (CAD)
Subscription period: 1 year, on: June 1st
No recurring payments

Current status Active

Payment instructions Payment instructions for donations, member applications and renewals:
Use PayPal
OR
Mail cheque payable to "CFUW Burlington" to:
Linda Heaver
Treasurer CFUW Burlington
235 Main St. S.
Waterdown, ON L0R 2H0

[Cancel](#) [Back](#) [Confirm and proceed with payment](#)

Your profile

First name Nancy
Last name Hubbard

Invoices and Payments

- Pay Online (recommended) with:
 - ★ Credit Card (secure site)
 - ★ or your personal PayPal account
- Pay by cheque:
 - ★ drop off at general meeting or Banquet
 - ★ mail to Treasurer

The screenshot shows the website for the Canadian Federation of University Women (CFUW) in Burlington, Ontario. The user is logged in as Nancy Hubba. The page displays the user's profile and a balance due of \$113.00. A yellow box highlights the 'Pay online' button, which is pointed to by a yellow arrow. The page also includes a search bar and a table of transactions.

Canadian Federation of University Women Burlington, Ontario

Nancy Hubba
View profile
Change password
Logout

My profile Balance due: **\$113.00**

Edit profile My directory profile

Profile Privacy Email subscriptions Member photo albums Invoices and payments

Balance due (1 items): \$113.00

Two ways to pay your invoice:
1. Pay Online: click the button below. You will be redirected to the PayPal payment page. You can use your PayPal account to pay OR you can use a credit card on the secure PayPal site. Your credit card will show payment was made to "CFUWBurling"
OR
2. Write a cheque payable to CFUW Burlington and mail it as instructed on the registration form. Upon receipt it will be recorded and you will see your invoice marked paid.

Pay online

Search [] Records found: 3

Date	Transaction	Balance due
05 May 2012	Invoice #00066 Member renewal Regular Membership	\$113.00

Payment instructions for donations, member applications and renewals: Use PayPal OR Mail cheque p...

Questions

- webadmin@cfuwburlington.ca

Membership Renewal

End of tutorial