



VERMONT MOUNTAIN BIKE ASSOC.
SINCE  1997

On-Site VMBA/Chapter Membership Sign-Up Instructions

VMBA is eager to ensure we are doing everything we can to help you make the most of your chapter's events through supporting you in signing up and renewing members. To that end, we've put together this tip sheet in combination with a new paper VMBA Membership Form and an On-site Membership Spreadsheet, for use at trailhead sits, season kick-off parties, group rides, trail days, and other events.

- 1) Print and use the attached paper VMBA Membership Form to sign-up and renew members, accepting payment by check, credit card, or cash.
- 2) Following the event, enter the information on the On-site Membership Spreadsheet.
- 3) Email the On-site Membership Spreadsheet to allison@vmba.org.
- 4) Mail VMBA's portion of the membership payments via check to:
VMBA, P.O. Box 2055, Burlington VT 05407 within 5 business days of the event.

Instruction sheet, paper VMBA Membership Form and On-Site Membership Spreadsheet are available at: VMBA.org > About > Resources > Chapter Documents. Members will receive their membership packet within 10 days of VMBA's receipt of the On-Site Membership Spreadsheet.

Chapters can accept cash, check, and credit cards. We recommend setting up a Squareup.com account with a credit card swiper to easily process credit cards on-site. Square allows you to process transactions with or without a wi-fi signal. Paypal also can provide a swiper, but a wi-fi signal is required. You can use the wi-fi from a cell phone hotspot with Paypal. Add 3% for all credit card transactions, see prices below.

How Much to Charge

In Square, you can set-up membership prices, and add your chapter's merchandise items pricing. The Square and Paypal apps can be used to log cash and check transactions, as well as credit card.

These are the prices to charge riders for membership:

Individual Membership \$49.00 (\$50.47 with credit card fee)

Family Membership \$98 (\$100.94 with credit card fee)

Additional Child \$15 (\$15.45 with credit card fee)

Individual Chapter Add-on \$24.50 (\$25.24 with credit card fee)

Family Chapter Add-on \$49 (\$50.47 with credit card fee)

In Square, we recommend setting-up a 3% discount setting to use for cash or check, since most transactions will be via credit card.

Ready, Set, Go!

Ask member to fill out the the top portion of form including name email, phone and mailing address, even if renewing.

Then ask... "Who's going to be your primary chapter and which chapters do you want to add?"

Assist member with the remainder of the form, including choosing a primary chapter and add-on chapters. Family membership is best for 2 adults in same household with at least 1 child. If they choose not to identify with a chapter, they can choose VMBA as their primary chapter, which feeds the Trail Grant.

Always ask if they would like to support additional chapters by asking, where else do you ride? Remember, your neighboring chapters are doing the same for your chapter!

Enter the membership items into your Square reader to total, using the 3% discount setting if member is paying by cash or check.

Save paper sheets for later reconciliation to On-Site Membership Spreadsheet.

Submitting On-site Membership Spreadsheet and Payment to VMBA:

Following each event, chapter will total the amount owed to VMBA for Memberships and Chapter Add-ons using the On-site Membership Spreadsheet. Members will receive their membership packet within 10 days of the On-site Membership Spreadsheet being submitted to allison@vmba.org . Payment by check for VMBA's portion of the memberships must be received by VMBA with 5 business days of your On-site Membership Spreadsheet submission.

Chapters pay VMBA:

Individual Membership \$24.50

Family Membership \$49

Additional Child \$7.50

Individual Chapter Add-on \$24.50 (funneled to the added chapter)

Family Chapter Add-on \$49 (funneled to the added chapter)

Always retain the completed paper VMBA Membership Forms for reference in the event of error.

