



VERMONT MOUNTAIN BIKE ASSOC.
SINCE  1997

On-Site VMBA/Chapter Membership Sign-Up Instructions

VMBA is eager to support all Chapters in signing up and renewing members when a VMBA staff member is not available. We have put together this instruction sheet on How to Sign Up Members at Chapter Events.

You will need the following items to make this process work smoothly.

- The VMBA On-Site Membership Form
- A method of processing credit card payments. We suggest squareup.com
- An electronic device for processing credit cards, plus a credit card swiper
- A cash bank to make change

Instructions:

- 1) Print the 2020/21 VMBA Membership Form.
- 2) Set up your payment method, be sure you have a credit card swiper. See below for more information on pricing and VMBA's recommended processing platform.
- 3) Following the event, please mail the completed forms to the office - PO Box 2055, South Burlington, VT 05407 or you can drop them off at the office - 55 Leroy Road, Williston, VT
- 4) Members will receive their packets within 10 business days of submission.
- 5) Krys will send an invoice to the Chapter for what is owed to VMBA.

This Instruction Sheet and VMBA Membership Form can be found at:

<https://vmba.org/chapter-documents/>

Credit Card Processing Platforms:

VMBA recommends using squareup.com. Square allows you to process transactions *with or without a wi-fi signal*, which is a great benefit for places with limited cell service. Square also charges a flat processing fee of 2.75% per swiped transaction, which makes it easy to determine what fees to enter into each item.

Square credit card swipers can be used with most phones and tablets and are available for ~\$12.00 at Staples or Amazon. (Please note the swipers are specific to lighting port or headphone jack connection. Be sure to purchase the swiper that works with your device or purchase an adapter.)

There are other credit card processing platforms available, but their fees are different, some do not have a swiper option and, to our knowledge, Square is the only one which can process transactions offline. (Transactions need to be downloaded within 72 hours or time processed or all information is lost.)

Pricing Set Up:

Prices below are for cash/check (no fee) or includes a 2.75% processing fee.

Individual Membership \$55.00 (\$56.56 with credit card fee)

Family Membership \$110 (\$113.11 with credit card fee)

Family of 5 Membership \$125.00 (\$128.53 with credit card fee)

Family of 6 Membership \$140.00 (\$143.96 with credit card fee)

Individual Chapter Add-on \$27.50 (\$28.28 with credit card fee)

Family Chapter Add-on \$55 (\$56.56 with credit card fee)

There is an option to set a 2.75% discount, which can be used when members pay with cash or check.

Ready, Set, Go!

Now you are prepared to sell membership at all events, including trail days, group rides, or kick off parties! Even the most dedicated riders appreciate the convenience of on-site sign-up.

PLEASE REMEMBER:

1. If you can not read the writing, we cannot either. Ask the member to CLEARLY fill out the top portion of the form including name email, phone and mailing address.
2. Please be sure all members provide all mailing information. Further, we MUST have an email address for them.
3. Be willing and able to assist members with the remainder of the form, including choosing a Primary Chapter and/or Add-On Chapters. 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!
4. Enter the membership items into your Square reader, and use the 2.75% discount setting if member is paying by cash or check.
5. Members will receive their packets within 10 business days of them being processed. Please send them to the office ASAP

For any questions or comments - please email Krys, krys@vmba.org