



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](https://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](#) - you'll need one form per member so plan accordingly. Feel free to print the examples of the [Member Benefits](#) and [Coupon](#) list for display.
- 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. The Chapter will be collecting the funds for memberships and will be invoiced accordingly.
- 3) **Following the event, please email a copy of each form to Krysy at [krysy@vmba.org](mailto:krysy@vmba.org)**
- 4) Krysy will process the memberships and they will receive their packets within 10 business days of submission.
- 5) Krysy will send an invoice to the Chapter for the full amount of the membership fees. The Chapter's half of the membership fees will be reimbursed during the next payout.

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](https://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 swipe 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 include 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. Process the payments depending on how your Chapter has chosen to collect membership fees. .
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 Krysy, [krysy@vmba.org](mailto:krysy@vmba.org)

*See below for detailed instructions on how to fill out the Membership Signup Form - a great tool to show volunteers!*

# 2020-21 CHAPTER/VMBA MEMBERSHIP FORM

**PLEASE PRINT CLEARLY**

Are you a new VMBA member?  Renewing your VMBA Membership

Are they new or returning?

Primary Member's Name:

Email address:

IMPORTANT! Be sure to include mailing address & email address

Mailing Address:

City:

State:

Zip:

Phone Number:

Primary Chapter: **Primary Chap. HERE**  \$55 Individual  \$110 Family

Individual or Family? Families are up to 4 members (Children under 18). Additional children are \$15. Put this total at the bottom where it states "Base Membership Total"

If family, please add individual family member names below. Family membership includes up to 4 members. Children must be under 18. Each member will receive full benefits package. **(Additional children can be added for \$15)**

Family Member #2:

Family Member #3:

Family Member #4:

Please include first & last names

### ADDITIONAL CHAPTERS:

Support additional chapters by adding them to your membership. You can add individual chapter add-ons to a family membership or add the whole family.

\$27.50 per Individual add-on  \$55 per Family add-on

- |   |  |
|---|--|
| <input type="checkbox"/> Addison County Bike Club         | <input type="checkbox"/> Millstone Trails Association        |
| <input type="checkbox"/> Ascutney Trails Association      | <input type="checkbox"/> Montpelier Area Mtn Bike Assoc      |
| <input type="checkbox"/> Bennington Area Trails System    | <input type="checkbox"/> Northshire Area Trails System       |
| <input type="checkbox"/> Brewster River Mtn Bike Club     | <input type="checkbox"/> RASTA                               |
| <input type="checkbox"/> Caledonia Trail Collaborative    | <input type="checkbox"/> Richmond Mountain Trails            |
| <input type="checkbox"/> *Catamount Outdoor Family Ctr    | <input type="checkbox"/> Riders in Plainfield and Marshfield |
| <input type="checkbox"/> *Craftsbury Outdoor Center       | <input type="checkbox"/> Slate Valley Trails                 |
| <input type="checkbox"/> Fellowship of the Wheel          | <input type="checkbox"/> Southern Vermont Trails Assoc.      |
| <input type="checkbox"/> Franklin County Mtn Bike Club    | <input type="checkbox"/> Stowe Trails Partnership            |
| <input type="checkbox"/> *Grafton Trails & Outdoor Center | <input type="checkbox"/> *Trapp Family Lodge                 |
| <input type="checkbox"/> Grateful Treads Mtn Bike Club    | <input type="checkbox"/> Upper Valley Mtn Bike Assoc.        |
| <input type="checkbox"/> Hoot, Toot & Whistle             | <input type="checkbox"/> Velomont Trail                      |
| <input type="checkbox"/> Jamaica Area Mtn Bike Alliance   | <input type="checkbox"/> Vermont Bike Packers                |
| <input type="checkbox"/> Killington Mountain Bike Club    | <input type="checkbox"/> Woodstock Area Mtn Bike Assoc.      |
| <input type="checkbox"/> Mad River Riders                 | <input type="checkbox"/> Waterbury Area Trail Alliance       |
| <input type="checkbox"/> Memphremagog Trails              | <input type="checkbox"/> Windham County Trails Alliance      |

This section is for ADD-ON CHAPTERS. Members are encouraged to add any Chapters where they ride. Be sure to select whether it is an Individual or Family and what Chapter they'd like to Add On.

Please do not put their Primary Chapter choice here.

Include this amount at the bottom total where it states "Add On Chapters Total"

\*add-on only

Paid with:

Cash

Credit

For Chapter's record keeping purposes

Base Membership Total \_\_\_\_\_

Add On Chapters Total \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Put the total here and process the payment via the method determined by the Chapter

**All done - nice job!**