



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 [2022/23 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**
- 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. 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 swipe 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 the 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 \$60.00 (\$61.65 with credit card fee)

Family Membership \$120 (\$123.30 with credit card fee)

Family of 5 Membership \$135.00 (\$138.72 with credit card fee)

Family of 6 Membership \$150.00 (\$154.13 with credit card fee)

Individual Chapter Add-on \$30.00 (\$30.83 with credit card fee)

Family (2-4) Chapter Add-on \$60 (\$61.65 with credit card fee)

Family of 5 Chapter Add-On \$67.50 (\$69.36 with credit card fee)

Family of 6 Chapter Add-On \$75.00 (\$77.07 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

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

2022/23 CHAPTER/VMBA MEMBERSHIP FORM

PLEASE PRINT CLEARLY

Are you a new VMBA member? Renewing your VMBA Membership

Primary Member's Name: _____

Email address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Membership: \$40 U25 \$60 Individual \$120 Fam 2-4 \$135 Fam 5 \$150 Fam 6

If family, please add individual family member names below. Children must be under 18. Each member will receive full benefits package.

Family Member #2: _____

Family Member #3: _____

Family Member #4: _____

Family Member #5: _____

Family Member #6: _____

SELECT CHAPTERS

All VMBA Memberships come with a Primary Chapter. Support additional Chapters by adding them to your Membership. You can add individual add ons to a family membership or add the whole family.

Primary Chapter: _____

Add On Chapter #1: \$30 Ind \$60 Fam 4 \$67.50 F5 \$75 F6

Add On Chapter #2: \$30 Ind \$60 Fam 4 \$67.50 F5 \$75 F6

Add On Chapter #3: \$30 Ind \$60 Fam 4 \$67.50 F5 \$75 F6

Add On Chapter #3: \$30 Ind \$60 Fam 4 \$67.50 F5 \$75 F6

COMMUNITY BUILDERS

Pride Rides VT \$30 Ind \$60 Fam 4 \$67.50 F5 \$75 F6

VT Adaptive Ski & Sports \$30 Ind \$60 Fam 4 \$67.50 F5 \$75 F6

NEW ENGLAND MTB ASSOCIATION

\$40 Individual \$60 Fam 2-5

GENERAL DONATION

\$50 \$100 \$250 \$500 \$1000 \$ _____

Base Membership Total _____ Donation Total _____

Add On Chapters Total _____

Community Builder Total _____

NEMBA Total _____ **TOTAL:** _____

Paid with: Cash Credit

← Are they new or returning?

← IMPORTANT! Be sure to include mailing address & email address

← Select Membership type. This is the 'Base Membership' Total

← List first & last names of all family members included in the membership (required)

← Please select Primary Chapter (all VMBA Memberships come with one) and then if the member chooses to support other Chapters (highly encouraged). Be sure to select the Membership type for the Add On.

This is the 'Add On Chapters' Total

← NEW for 2022! Members can support local organizations doing great work in our community. This is 'Comm. Build' Total

← NEW for 2022! Members can become members of NEMBA if they choose.

← This is donations for YOUR Chapter that you can capture during this process. You WILL NOT be invoiced for these funds.