



## TRIAL MEMBERSHIP PROCESS

A trial membership is offered to any Sun City Anthem resident in good standing who is not already a member of the Computer Club. There is no cost associated with trial memberships. The intent is to allow potential members to explore what the Club has to offer. Trial members are limited to the use of the Club's computers for a maximum of 2 days after which the trial membership expires. Specifically excluded are Club activities and services such as classes and the house call program. Once a trial membership expires it may never be extended or renewed.

## PROSPECTIVE MEMBER PROCEDURE

The first step requires you, the prospective member, to fill out the information form available online on the Club's web site at <http://myscacc.com>. Clicking on **Join the Club** in the Navigation menu on the left will take you to the form shown here.

In the Account information section, type in your Sun City Anthem ID number, e-mail address and desired password. Your e-mail address must be unique on the web site. If two people from the same household want to join the Club, they may not both use the same e-mail address. If you do not have an e-mail address then you should obtain one from one of the many free ones available from Yahoo, Google, Hotmail, etc.

In the Personal information section type in your first name, last name and Sun City Anthem street address. Do not add any city or state name. Select your zip-code. Finally we request you enter your telephone number in case we need to contact you.

With all the information completed, click on the **Create new account** button. Your information is then submitted. To complete the process you must come to the Computer Club during normal business hours and see the monitor on duty. Bring your Anthem ID card.

**User account**

Create new account | Log in | Request new password | Send verification e-mail

Account information

Membership ID number: \*

This is your Sun City Anthem Membership ID number.

E-mail address: \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail. Every member must have their own unique e-mail address.

Confirm e-mail address: \*

Please re-type your e-mail address to confirm it is accurate.

Password: \*

Confirm password: \*

Provide a password for the new account in both fields.

Personal information

First Name: \*

Last Name: \*

Street Address: \*

This is your Sun City Anthem street address. Do NOT include the city, state, etc.

ZIP code: \*

89052

Phone number:

Enter your telephone number as 702-555-1212. You may leave this field blank.

Newsletters

Select the newsletter(s) to which you wish to subscribe.

Club Articles

Club Newsletter

Create new account



## MONITOR PROCEDURE

At this point it is assumed that the trial member has completed the online information form.

You may use either the **Search** or **Pending** menus to locate the person's

information, but **Pending** is easier to use. By clicking on **Pending** you are presented with a list of people who are not yet Club members. Locate the appropriate entry and click on **Process**. This will take you to the status page where you select **Make Payment**. Don't worry, there is no fee for trial memberships.

The screenshot shows a web interface for managing members. At the top, there are tabs for 'Search', 'Pending', and 'Unverified'. Below this is a table titled 'Pending Membership Requests' with the following data:

Member ID	Member Name	E-mail	Request Date	Operations
05708x405	User405 Test	user405@shadow.net	Aug 8, 2011	Process
05708x404	User404 Test	user404@shadow.net	Aug 8, 2011	Process
05708x403	User403 Test	user403@shadow.net	Aug 8, 2011	Process

The payment form is straightforward. In the *Items* section click the **Trial Membership** checkbox and select **Free** from the fee select box. In the *Payment information* section, select **Cash**. Finally, click the **Process Payment** button.

The next page is simply a confirmation of the data you entered on the payment form. If you find a mistake then now is the time to click on **Edit** to fix the error. Otherwise, select the **Confirm** button to proceed to print a receipt.

Each use of the trial membership starts when they scan their ID card. Multiple scans in the same day are still part of a single use. When a trial member scans their ID card on a third day, the status message will reflect that the trial membership expired. They may not use the Club's facilities anymore until they pay the annual dues to be a member.

The screenshot shows the 'User405 Test' payment form. It has tabs for 'Status', 'Make Payment', 'Receipts', and 'Guest Pass'. The 'Items' section contains a table with the following data:

Description	Fee
<input checked="" type="checkbox"/> Trial Membership	Free for 2 Visits
<input type="checkbox"/> New membership	-- Select a fee --
<input type="checkbox"/> Service Call	-- Select a fee --
<input type="checkbox"/> Guest Passes	-- Select a fee --

Below the items section is the 'Payment Information' section, which includes a 'Payment method' section with radio buttons for 'Cash' (selected) and 'Check'. At the bottom of the form is a 'Process Payment' button.