

Joining / Renewing Membership FAQs

- 1) **Joining / Renewing** your Membership On-Line is treated as a Subscription
- 2) Since it is a Subscription, you are required to set-up an account with York Art Association.
- 3) The Account only requires your NAME, E-Mail Address, and a PASSWORD. Your Home Address and Phone Number are *optional*.
- 4) You can access your account and review your orders and (Membership) Subscriptions at My Account under Membership in the TOP MENU of the website.
- 5) (Membership) Subscriptions are set up as Annual Automatic Renewals. This accomplished in one of two ways:
 - a. Automatic Renewals are currently via PayPal (other Credit Card options are being evaluated).
 - i. Your (Membership) Subscription is Automatically Processed & Renewed through PayPal.
 - ii. You will receive an email notification upon completion of the Automatic Renewal.
 - iii. When paying with PayPal, your order is automatically completed, and your subscription is activated.
 - b. Manual Renewals are currently available on-line, when selecting to pay by Check or Cash.
- 6) The first two screen shots below are the Registration / payment selection screens prior to selecting your payment method.
 - a. If you choose PayPal, the [Button] at the bottom will change to: [PROCEED to PAYPAL]
- 7) The remainder of the document is then focused on the screens using Manual Renewals, paying by Check / Cash.
- 8) The Balance of this was put together to clarify any confusion you might have from the information on the Order Screens when Manually Joining / Renewing your Membership on-line.
- 9) Basic Manual Renewal (Membership) Subscription Premise:
 - a. When you select to RENEW / JOIN, you create an **ORDER**. The **ORDER** then generates a (Membership) Subscription for you.
- 10) The ORDER and (Membership) Subscription will each have a different #. It is NOT two separate orders, just different entities to track and manage you (Membership) Subscription.
 - a. Both entities are put on hold pending your final payment. You will receive an email indicating such.
- 11) Upon making Final payment at the Office or sending in a Check), your **ORDER** will be Completed, and your (Membership) Subscription will be Activated.
- 12) Please refer to the Screen Shots below including the text below each one for further clarifications / explanations.
- 13) Thank You for being part of and supporting the York Art Association. Should you still have questions on this process, please do not hesitate to contact the Office.

Complete Registration

Billing details

First name *

Last name *

Street address

House number and street name

Apartment, suite, unit etc. (optional)

Town / City

ZIP

State

Phone

Email address *

Account password *

Selected Class Registrations

Additional information

Order notes

Notes about your order; e.g. special notes for

Select Class List by an Instructor

Select an instructor ▾

Select by Class Type

Children Classes Friday Classes

Friday Mini-Sessions Monday Classes

Off-Site Workshop Saturday Classes

Thursday Classes Tuesday Classes

Wednesday Classes Workshop

Select all Classes

Show All Classes

Class / Workshop Info:

Where noted, times may include 1/2 hour for lunch You may bring a box lunch to eat on the premises; coffee, sodas, tea, and snacks are available for purchase at YAA. Class Supply lists are attached to the class descriptions.

Classes recently Viewed

Renew Your Membership or Join York Art Association for 1 year

W07-Fall 2017, A Loose Approach to Oil Painting

This is the page (Image above and below) where you set up your membership account. Fields highlighted are the required fields.

NOTE: YAA only keeps the above information in its database. YAA **DOES NOT keep any Credit Card** information!

Class(es)	Total
Renew Your Membership or Join York Art Association - * 1 New / Renewing Member: New Membership Newsletter Delivery: E-mail Membership Level: Family (\$45)	\$45 for 1 year
Subtotal	\$45
Total	\$45

Join York Art Association
for 1 year

W07-Fall 2017. A Loose
Approach to Oil Painting
Using Palette Knife and Bold
Brushwork
\$250

PLEASE NOTE - Class Registrations: The PayPal option will also allow you to use your credit card directly without a PayPal account when Registering for Classes.

PLEASE NOTE - Membership (Join / Renewals): You must have a PayPal account to sign-up on-line. Otherwise, you will need to call the office to complete your Renewal / Joining.

Check Payments

Please send a check to York Art Association, include the classes you have selected to register for in the check memo line.
PLEASE NOTE: A \$25 Deposit is required to hold a seat in a class. Please review our Class registration terms and conditions.

Cash

PayPal



[What is PayPal?](#)

Complete Registration Payment

This is the bottom of the Registration page, where you choose your payment method. Note that the **Check & Cash options** will initiate the process for becoming a member. Your membership will not become active until final payment is made, either by mailing a check into the office, or stopping in and paying in-person. If you choose to pay via PayPal, your Order will complete and your subscription will become active. No further action is required on your part. The [\[Complete Registration Payment\]](#) will change to: [\[PROCEED to PAYPAL\]](#)

Order received

Thank you. Your order has been received.

ORDER NUMBER 725	DATE August 30, 2017	TOTAL \$45	PAYMENT METHOD Check Payments
----------------------------	--------------------------------	----------------------	---

A reservation has been made for the class(es) selected. Please send your check (\$25 minimum deposit) to York Art Association.

Your subscription will be activated when payment clears.

View the status of your subscription in your account.

Order details

Product	Total
Renew Your Membership or Join York Art Association × 1 • New / Renewing Member: New Membership • Newsletter Delivery: E-mail • Membership Level: Family (\$45)	\$45
Subtotal:	\$45
Payment method:	Check Payments
Total:	\$45

Annual Renewal Subscription Created

Select Class List by an Instructor

Select an Instructor ▾

Select by Class Type

Children Classes Friday Classes

Friday Mini-Sessions Monday Classes

Off-Site Workshop Saturday Classes

Thursday Classes Tuesday Classes

Wednesday Classes Workshop

Select all Classes

Show All Classes

Class / Workshop Info:

Where Noted, times may include 1/2 hour for lunch . . . You may bring a box lunch to eat on the premises; coffee, sodas, tea, and snacks are available for purchase at YAA. Class *Supply lists are attached to the class descriptions.*

Classes recently Viewed

Renew Your Membership or Join York Art Association for 1 year

W07-Fall 2017, A Loose

If you chose to pay by **Check / Cash**, you will then see this screen upon clicking on the button: [\[Complete Registration Payment\]](#). This is the top of the page. The process is such that you **ORDER** a (Membership) Subscription. That is your **ORDER**. The **ORDER** then generates your (Membership) Subscription. That is shown in the bottom half of the page (next image below). The (Membership) Subscription is placed on hold pending your completion of the **ORDER payment**. Once payment is received, your **ORDER** will be complete, and your (Membership) Subscription will become active.

York art ASSOCIATION

Home About Us Membership Exhibitions Classes News Calendar Donate Cart

NEW YORK FOLLOWING MEMBERSHIP YORK MEMBERSHIP

- Newsletter Delivery: E-mail \$45
- Membership Level: Family (\$45)

Subtotal: \$45

Payment method: Check Payments

Total: \$45

Annual Renewal Subscription Created

Subscription	Status	Next Payment	Total	
#726	On hold	-	\$45	View

Customer details

Email: sojourner208@gmail.com

Phone: 7172664905

Billing address

David Remarc
102 main Street
York
PA
17402

Where Noted, times may include 1/2 hour for lunch You may bring a box lunch to eat on the premises: coffee, sodas, tea, and snacks are available for purchase at YAA. Class Supply lists are attached to the class descriptions.

Classes recently Viewed

Renew Your Membership or Join York Art Association for 1 year

W07-Fall 2017. A Loose Approach to Oil Painting Using Palette Knife and Bold Brushwork \$250

This is the bottom of the page, showing the subscription you ordered. Your total cost is the cost of the **1** (Membership) Subscription you selected. You'll notice the Subscription number and **ORDER** number are different. Again, an **ORDER** generates a Subscription - They are two separate entities. You are only paying for one (1) – the **ORDER**.

You will receive an email indicating the Order and (Membership) Subscription as well as your price and status. You then receive another email after your **ORDER** is complete. You can check on your order status by going to MY ACCOUNT under Membership on the website.

Should you have any further questions, please contact the Office.

Thank You for being part of and supporting the York Art Association.