



HOW TO: FIRST TIME VISITORS

created: 7/17/2019

Upon arriving upon <https://www.sajac.com> a new visitor can read through the website and blog pages, understand how to sign up as well as become a SAJAC Member.

In the event that they are interested in joining the website, they would select the BECOME A SAJAC MEMBER button on the homepage.

Upon selecting this button, they will be taken to a page that will allow them to fill out all of the necessary information to become a SAJAC MEMBER.

Once the form is filled out completely, it will be emailed to sajacsandiego@gmail.com.

Whoever has access to this email will have the ability to APPROVE or DECLINE the membership.

If you choose to APPROVE the membership, the link in the email will send you to a page within SAJAC to ACTIVATE the account. You will be required to login to the SAJAC Membership site with your admin username and password in order to approve the requests.

You can then send the new members to the PAYMENTS PAGE https://www.sajac.com/sajac/sajac-membership/membership_payment.php to make their membership payment by selecting the DROPDOWN next to MEMBERSHIP and selecting their membership type.

A screenshot of a web form for SAJAC membership payments. The form has a light gray background with a subtle pattern of white stars. It contains several sections: "Membership:" with a dropdown menu showing a list of membership options and their costs; "Advertising:" with a dropdown menu; "Events & Tournaments:" with a dropdown menu; and "Other Payment:" with a checkbox. The dropdown menu for "Membership:" is open, showing the following options: "Patron Membership (Includes Mailed Directory): \$100.00", "test: \$1.00", "Family Membership (Includes Mailed Directory): \$40.00", "Individual Membership (Includes Mailed Directory): \$20.00", "Senior Membership (Couple - Includes Mailed Directory): \$30.00", "Senior Membership (Single - Includes Mailed Directory): \$15.00", and "National Members (Not SD) Online Directory Only: \$10.00".

Membership Type	Cost
Patron Membership (Includes Mailed Directory)	\$100.00
test	\$1.00
Family Membership (Includes Mailed Directory)	\$40.00
Individual Membership (Includes Mailed Directory)	\$20.00
Senior Membership (Couple - Includes Mailed Directory)	\$30.00
Senior Membership (Single - Includes Mailed Directory)	\$15.00
National Members (Not SD) Online Directory Only	\$10.00