



New York State School Social Workers' Association

New Membership Platform Tutorial

“How to Renew Your Membership”

Thank you for your recent or past membership and support. The New York State School Social Workers' Association (NYSSSWA) is using YourMembership as our new association management system to process Memberships, Events, Continuing Education hours as well as provide an On-line community that encourages member engagement. This tutorial will assist you when it is time to Renew Your Membership.

1. **Sign in** with the **following link**:
<https://members.nyssswa.org/members/membership.asp>
2. This will take you to the Member/Event – Login/ Sign in page

3. **Username & Password:**
 - a. **If you have already set up your account:**
 - i. Enter Username and Password that you have set up.
 - b. **If this is your first time logging in**, your Username is the email we have on record.
 - c. **Passwords have been reset**, so you will need to **“Click here to reset your password”**.
 - i. If your username is no longer a valid email, you will NOT be able to reset your password so will need to contact <mailto:member.services@nyssswa.org> with your new email address so we can update your account before you can continue.

4. Error Message--Wrong Username and/or Password

- a. Try a different email address.
 - i. People often **don't remember** whether they used their work or home email address so if you don't get in, try again.

That username and password combination was not found! Please try again.

Sign in using your credentials

Password

☒ Remember Me

Forgot your password?
[Click here to reset your password.](#)

5. You will be taken to **one of 2 Options to Renew** (may depend on your expiration date):

- a. **Option 1:** You will be taken to your membership page.

Most Visited Dashboard - NYSSSWA Home - NYSSSWA Welcome to SurveyM... 123 SignUp Edit Page - NYSSSWA ... YM Admin

Welcome, Another Test

My Profile Directory Messages Groups Quick Links

Profile Invoices Event Registrations **Membership** Donation History

Information & Settings

Payments & History

Content & Features

Professional Development

Another Test

Your membership is current and does not expire.

[Upgrade your membership](#)

Options	Status	Transaction Date	Processed	Type	Membership	Amount	Balance
<input type="checkbox"/>	Closed	1/18/2023	1/18/2023	Free	Non-Member	\$0.00	\$0.00
<input type="checkbox"/>	Closed	6/23/2022	6/23/2022	Free	Non-Member	\$0.00	\$0.00

- i. Click on "Upgrade your membership".
- ii. You will then be taken to **"Membership Dues"**.
 - 1. Be Sure to click on the Drop Down Arrow in order to see ALL Membership Options.

Membership Dues

Join or renew today!

Click on the drop down arrow below to see ALL your Membership Options. Once we process your dues, you will enjoy full access to NYSSSWA Member Benefits and the Online Member Community. Thank you for your support! Need to find your NYSSSWA Region? See Region Map.

If you are signing up for the first time, this is the last step of your account registration.

Membership Information

Select or accept the "Non-Member" option if you need to set up an account to register for and access account information relative to an event and do not wish to be a NYSSSWA member.

Member Information

First Name: Another

Last Name: Test

Email Address: memberinfo@nyssswa.org

- b. Click on the Membership type that you would like.

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Join or renew today!

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Select or accept the "Non-Member" option if you need to set up an account to register for and access account information relative to an event and do not wish to be a NYSSSWA member.

Member Information

First Name: Another

Last Name: Test

Email Address: memberinfo@nyssswa.org

Non-Member

Associate Member

Full Member

Full Member - Auto Renew

Associate Member - Auto Renew

Retired Member

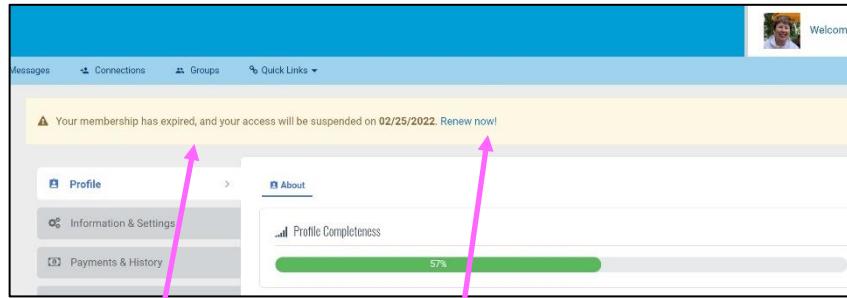
Retired Membership - Auto Renew

Student Member

Student Member - Auto Renew

Non-Member

- c. **OR Option 2:** When you sign in, you may be taken to your My Feed page.

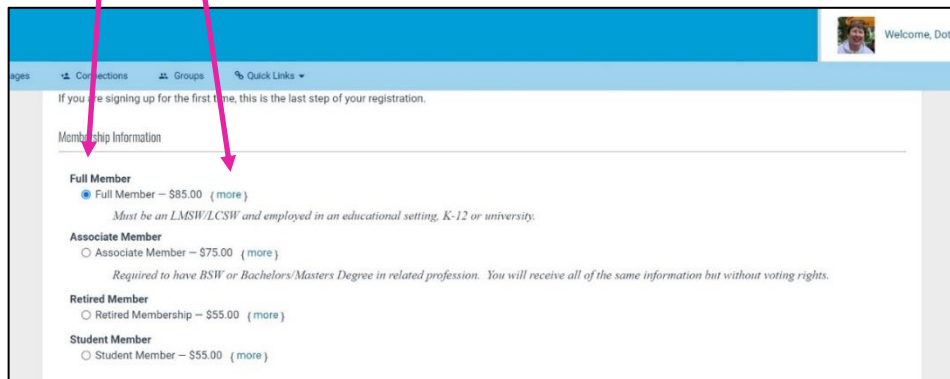


- i. You will receive a message regarding your expiration as well as a link to “Renew now!”. Click “Renew now”.

ii. **Membership Dues**

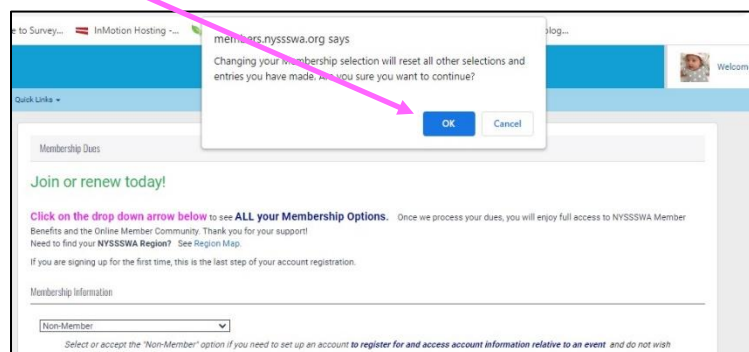
1. Select your Membership Type.

- iii. Click “more” if you need information regarding the Membership Type.



6. **MEMBERSHIP DUES** Continued (Both options above will lead you to the next session.)

- a. You will get a notice “Changing your Membership selection will reset all other selections and entries you have made. Are you sure you want to continue?”
- i. Click “OK”



- b. The Membership Information and billing page will show.

7. “Group Membership”

- a. Click on “View All Available Groups” for list of Membership Group options, i.e. your region, New School Social Worker, etc.

Membership Dues

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Click on the drop down arrow below to see **ALL your Membership Options**. Once we process your dues, you will enjoy full access to NYSSSWA Member Benefits and the Online Member Community. Thank you for your support! Need to find your NYSSSWA Region? See Region Map.

If you are signing up for the first time, this is the last step of your account registration.

Membership Information

Full Member - Auto Renew - \$85.00

(Must be an LSW/LCSW and employed in an educational setting, K-12 or university.)

Your NYSSSWA membership will be automatically renewed so you never have to worry about your membership and member benefits expiring.

Group Membership

Group Type	Group Name	Annual Dues	Join/Renew	*Amount Due
View All Available Groups				

*Amount Due is based on the duration of your membership.

Member Information

First Name: Another

Last Name: Test

- b. Review the available groups. We strongly encourage you to select your NYSSSWA Region group to stay informed of regional news, photos and events.

Join or renew today!

Click on the drop down arrow below to see **ALL your Membership Options**. Once we process your dues, you will enjoy full access to NYSSSWA Member Benefits and the Online Member Community. Thank you for your support! Need to find your NYSSSWA Region? See Region Map.

If you are signing up for the first time, this is the last step of your account registration.

Membership Information

Full Member - Auto Renew - \$85.00

(Must be an LSW/LCSW and employed in an educational setting, K-12 or university.)

Your NYSSSWA membership will be automatically renewed so you never have to worry about your membership and member benefits expiring.

Group Membership

Group Type	Group Name	Annual Dues	Join/Renew	*Amount Due
Region	Buffalo/Western		<input type="checkbox"/>	
Region	Capital		<input type="checkbox"/>	
Region	Genesee/Rochester		<input type="checkbox"/>	
Region	Mid-Hudson		<input type="checkbox"/>	
Region	Midhudson Valley		<input type="checkbox"/>	
Region	Western/Catkill		<input type="checkbox"/>	
Region	New York City		<input type="checkbox"/>	

View All Available Groups

Membership Dues

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Click on the drop down arrow below to see **ALL your Membership Options**. Once we process your dues, you will enjoy full access to NYSSSWA Member Benefits and the Online Member Community. Thank you for your support! Need to find your NYSSSWA Region? See Region Map.

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Group Membership

Group Type	Group Name	Annual Dues	Join/Renew	*Amount Due
View All Available Groups				

*Amount Due is based on the duration of your membership.

Member Information

First Name: Another

Last Name: Test

- i. Don't know your NYSSSWA Region? See <https://nyssswa.org/nyssswa-regions/>

8. Your **“Membership Information”** should auto populate.

Member Information

First Name: Another

Last Name: Test

Email Address: member.services@nyssswa.org

Organization: NYSSSWA

Address: 114 Somewhere

City/Town: Somewhere

Country: United States

State: Minnesota

Postal Code: 11111

Phone:

Billing Information

☐ Check here if the billing address is the same as the member address

Organization:

Address*:

Address Cont.:

City/Town*:

Country*:

9. **“Billing Information”**

- a. If your billing address is the same as your home address, just check the box and it will fill in.

10. Update Personal Information

- a. Click here if you made changes to your “Membership Information” which is personal and you want added to your profile.
- b. You will receive a warning:

members.nyssswa.org says

Your current Personal Information in your profile will be updated with these new values. Are you sure you want to change your current Personal Information within your profile?

OK Cancel

Check here if the billing address is the same as the member address

Organization

Address* 444 Somewhere Blvd

Address Cont.

City/Town* Somewhere

Country* United States

State* New York

Postal Code* 11111

Phone* 111111111

PO Number Purchase Order #

☐ Update the Personal Information section of my profile with the address and organization information entered above.

11. "Payment Information"

a. Paying by Purchase Order?

- i. Add the number here.

b. Verify the amount.

The screenshot shows the 'Payment Information' section of a web form. A pink box highlights the 'PO Number' field. Another pink box highlights the 'Payment Amount' field, which displays '\$85.00'. Below these fields is a section for 'Enter a Promotional Code' with an 'Apply Code' button. The 'Payment Type' section shows 'Credit Card' selected. Below this are fields for 'Name on Card', 'Card Type', 'Card Number', 'Card CVV Num', and 'Exp. Month/Year'. A 'Submit' button is at the bottom right.

a. Promotional Code

- i. If you have a promotional code for membership, enter here.
- ii. Be sure to click "Apply Code".

This close-up shows the 'Payment Information' section. The 'Payment Amount' is '\$85.00'. The 'Enter a Promotional Code:' field is circled in pink. To its right is an 'Apply Code' button. Below this is the 'Payment Type' section with 'Credit Card' selected. A pink arrow points from the 'Apply Code' button to the 'Payment Amount' field, indicating a discount.

- iv. See adjusted Payment Amount.

b. Enter "Payment Type"

- v. Bill Me (Be sure to add PO Number or "pending".)
- vi. Credit Card info

- 1. Credit Card info required for any "Auto-Renew" memberships.

This screenshot shows the 'Payment Information' section after a discount has been applied. The 'Payment Amount' is now '\$70.00 (\$15.00 discount applied)'. The 'Enter a Promotional Code' field contains the code 'AutoRenewDiscount'. The 'Payment Type' section shows 'Credit Card' selected. A pink arrow points from the 'Payment Type' section to the 'Payment Amount' field, indicating the discount.

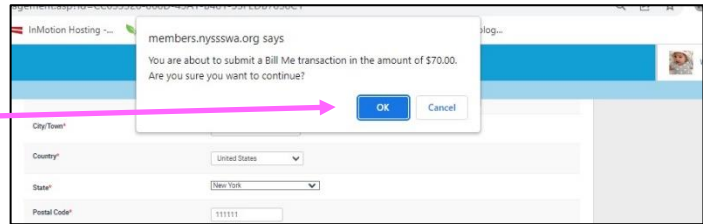
vii. Click **"Submit"**.

c. Payment Verification

- i. If things are in order, click **"OK"**.

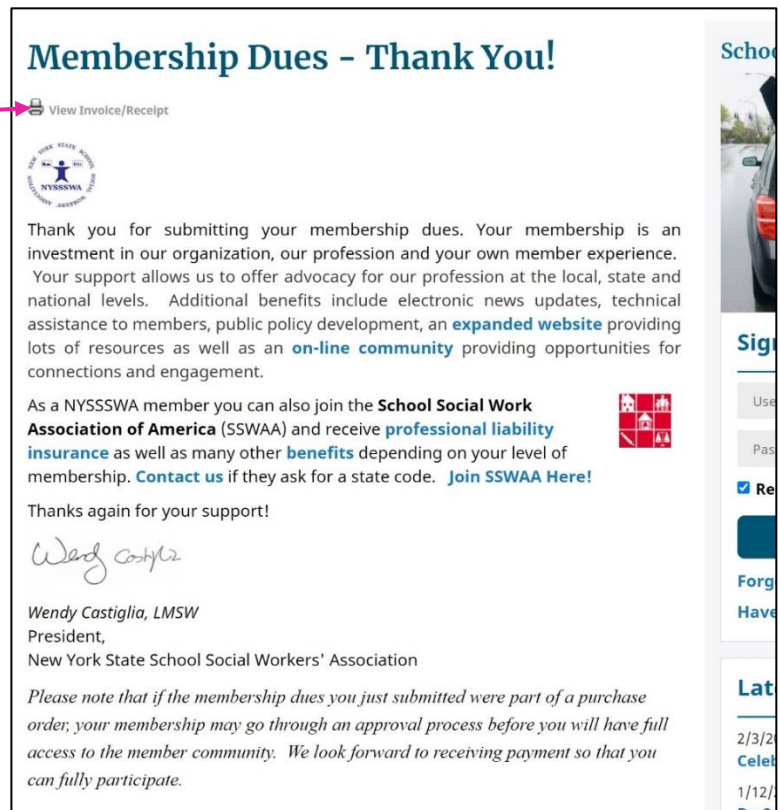
d. **Note: "Auto-Renew" Memberships**

- ii. If your membership has not yet expired, your credit card will not be charged until a week or so before your expiration date. You should get a notice in advance.



12. **"Membership Dues-- Thank You".**

- a. Note link to print Invoice or Receipt.
- b. Submit to your office for payment.

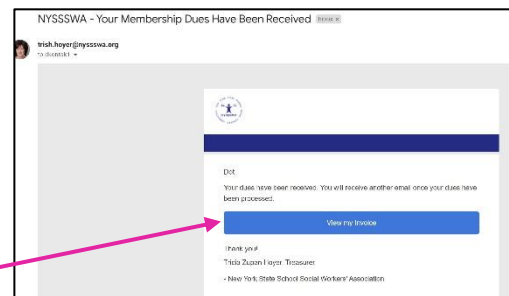


13. **Email Confirmation**

- a. You will receive an email confirmation of your membership.

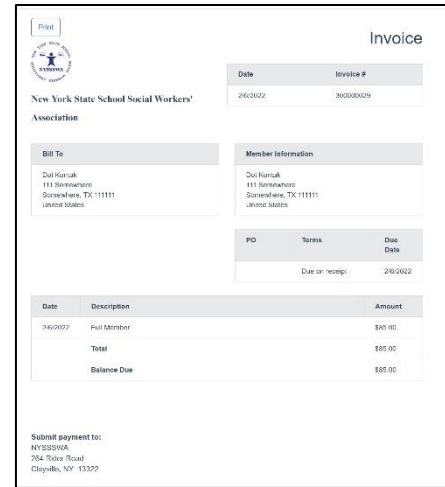
14. If you selected **"Bill me"**

- a. You can **"View my Invoice"** here as well to access and **submit to your district** for payment.



b. Invoice

- i. **Print invoice** here:
- ii. You can also print to “pdf” for an electronic copy to send to your office.



Print Invoice

New York State School Social Workers' Association

Date	Invoice #
2/6/2022	300000029

Bill To	Member Information
Dai Karubak 111 Riverchase Somershire, TX 77111 Junior Status	Dai Karubak 111 Riverchase Somershire, TX 77111 Junior Status

PO	Terms	Due Date
	Due on receipt	2/6/2022

Date	Description	Amount
2/6/2022	Full Member	\$85.00
	Total	\$85.00
	Balance Due	\$85.00

Submit payment to:
NYSSSWA
754 Rice Road
Clayville, NY 13322

You did it!

Your Membership Makes Our Mission Possible.

Thank You.

Still need help? Contact member.services@nyssswa.org