Membership Renewal Instructions with Screenshots

1. Go to: [www.ilrvb.org](http://www.ilrvb.org) and click the blue link given in Alerts, which provides a shortcut. Find longer directions in the blue Membership tab.

![Screenshot of the ILR site with an arrow pointing to the Membership link](image1.jpg)

2. Use the same login you use to register for classes. If you don’t know your Username or Password, click the “Forgot your password? Click here to reset” link found on the bottom left (see arrow in sample below). The same process is used to retrieve your Username and set up/reset the password. Email [office@ilrvb.org](mailto:office@ilrvb.org) if you need assistance. Let us know the best time of day to contact you.

![Screenshot of the login page with an arrow pointing to the forgotten password link](image2.jpg)

3. **Renew membership:** Once you are logged in, look to the top left, beneath the ILR logo, and click “Membership.”

![Screenshot of the membership renewal page with an arrow pointing to the select button](image3.jpg)

Please note: you can only make one purchase at a time. You will click the blue “Select” button (see sample on page below) and then on the following page, complete the payment for one membership.
The credit card payment must be completed, including the system sending its confirmation email, before you can choose the member to which the payment will be applied.
Once the payment is complete, you will see a page with name(s) of member(s) on the account. Click *ONE* name. The $20 payment just made will be applied to this member.

Click in front of the member’s name to select, and then click Save.

You will soon see the page below.
4. **Renew another member on your account:** To renew a second person on your account, you will be repeating steps of #3. Look at the top/left again, beneath the ILR logo, click “Membership” and repeat the process. This time, after the credit card payment goes through, click the circle in front of the name of the second member to have the second payment applied to this member.

5. **Receive Quarterly Class Schedules by Mail:** You can also request to have printed schedules mailed to you by selecting the Annual Mail Fee in another transaction. If you are paying by credit card, click “Membership” again, choose the Annual $10 Mail Fee option, and repeat the payment instructions. *You do not have to click your name.*

   Only one mailing fee is necessary for a household.

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*Payment*

**Annual Mail Fee for Quarterly Class Schedules**

- **2020 - 2021 Annual Mail Fee:** The $10 Annual Mail Fee only applies to a household (single or joint) that chooses to receive the Quarterly Class Schedules by mail. Joint member households only pay one fee/year.

Payment of the Annual Mail Fee cannot be combined with payment of the membership fee. If you haven’t already renewed, once the Mail Fee is paid, and you get notice that the payment confirmation email has been sent, click “Membership” found beneath the ILR logo in the top/left area of the webpage. (You may need to click “Search” before the “Membership” option is visible.) This will take you back to the page to choose & pay for the membership renewal.

There is no fee to receive your Quarterly Class Schedules by email. If the fee is not chosen & paid, you will automatically receive each Quarterly Class Schedule by email, or you may access it on the ILR website.

<table>
<thead>
<tr>
<th>Membership Dates: Saturday, June 13, 2020 - Monday, May 31, 2021</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Dates</td>
<td></td>
<td>$10.00</td>
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</tbody>
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