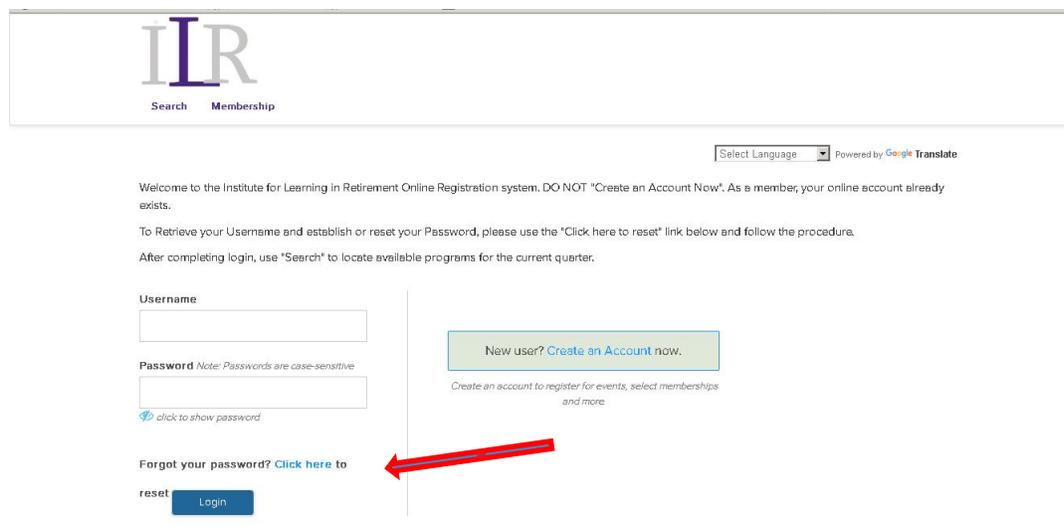


Membership Renewal Instructions with Screenshots

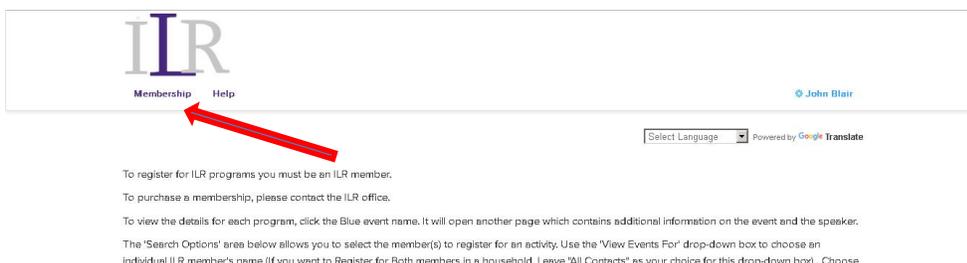
1. Go to: www.ilrvb.org and click the blue link given in Alerts, which provides a shortcut. Find longer directions in the blue Membership tab.



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 if you need assistance. Let us know the best time of day to contact you.



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



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.

ILR
Available membership types:

2020 - 2021 Annual Mail Fee - Search Theresa Burgess

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.

Membership dates: Saturday, June 13, 2020 - Monday, May 31, 2021	Duration Fixed Dates	Cost \$10.00	Select
--	-------------------------	-----------------	--------

2020-2021 Membership Renewal

Returning members purchase this membership. Member selection occurs after payment.

Membership dates: Saturday, June 13, 2020 - Monday, May 31, 2021	Duration Fixed Dates	Cost \$20.00	Select
--	-------------------------	-----------------	--------

The page below appears for you to complete the transaction.

ILR
Search John Blair

Select Language Powered by Google Translate

Payment

Annual Membership ←

2020-2021 Membership Renewal Returning members purchase this membership. Member selection occurs after payment.

Membership Dates: Wednesday, April 29, 2020 - Monday, May 31, 2021

Duration Fixed Dates	Cost \$20.00
-------------------------	-----------------

Total	Amount Due \$20.00
--------------	------------------------------

Please select your credit card for payment

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.

ILR
Search Security Code 005 John Blair

E-mail Address jblair1948@cox.net

Please wait while we process your payment.

initiating

Please be patient. This processing may take several minutes.

Do not hit the back button, refresh the page, or close this window until the process has completed. You will receive confirmation upon the process completing.

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.

IIR
Search Membership John Blair

Select Language Powered by Google Translate

Before you continue, please select from the list below the people you would like to designate as members on this membership.
After making your selections click the [Save button](#) below to continue.

You may select unlimited contacts for this membership:

[Select / Clear All](#)

John Blair

MaryAnn Blair

Membership : 2020-2021 Membership Renewal
Status : **Active**
Membership Type : Annual Membership
Active Dates : Wednesday, April 29, 2020 - Monday, May 31, 2021

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

IIR
Search Membership John Blair

Select Language Powered by Google Translate

Before you continue, please select from the list below the people you would like to designate as members on this membership.
After making your selections click the [Save button](#) below to continue.

You may select unlimited contacts for this membership:

[Select / Clear All](#)

John Blair

MaryAnn Blair

Membership : 2020-2021 Membership Renewal
Status : **Active**
Membership Type : Annual Membership
Active Dates : Wednesday, April 29, 2020 - Monday, May 31, 2021

You will soon see the page below.

IIR
Search Membership John Blair

Select Language Powered by Google Translate

Only Membership "Renewal" is available Online. If you need to establish a New Membership, please contact the office. (757) 756-4861 or office@iirvb.org

[Search for events](#)

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.



Theresa Burgess

Select Language Powered by Google Translate

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.

Membership Dates: Saturday, June 13, 2020 - Monday, May 31, 2021

Duration	Cost
Fixed Dates	<u>\$10.00</u>