



Monroe Chester Sportsmen's Club 2018 Dues Notice



**As per the club constitution all dues and initiation fees
for 2018 are due by December 31, 2017.**

A member submitting dues by check will be subject to a \$20 administrative fee.

**If a member's payment is received after January 15, 2018
there will be an additional \$30 late fee assessed to the member and if
no payment is received by January 31, 2018 membership will be terminated.**



**NOTICE TO ALL CLUB MEMBERS
(INCLUDING ALL LIFE MEMBERS)**



**All club dues and initiation payments, updating of member
information, and printing of member ID cards must be completed
online following the 12 step procedures below.**

**The system is designed so that members can access their information
using a PC or MAC and a variety of internet browsers.**

**If you should encounter a problem email the club's
webmaster at - webmaster@monroechestersportsmen.org**

1. Open your computer browser
2. On your computer's browser address line type in the following address and click enter to open the window:

<http://www.monroechestersportsmen.org/dues>

3. The window should show the club logo and the heading:

Monroe-Chester Sportsmen Club Dues

Proceed to No. 4

4. In the **Member ID** box type in your club ID number which **must be 4 digits...**

EXAMPLE . . . 1234

If you have a single digit ID number, 2 digit ID number or 3 digit ID number you must include zeros in front of your ID number.

EXAMPLE . . . 0003

EXAMPLE . . . 0023

EXAMPLE . . . 0999

5. If you have not previously changed your password, then in the **Password** box type in your 4 digit ID number and your 5 digit home Zip Code.

There must be a total of 9 digits.

EXAMPLE . . . 123410918

(This Password is your club designated Password. You can change your Password if you wish, see next window titled My Membership to update your Password.)

6. Click Enter

The next window heading should read:

My Membership:

**(If you are a life member you owe no dues,
please update your Membership Information)**

7. Select . . . **Update Member Information**

7 - A. Review all of your membership contact information and update if necessary, then click **“Update Information”**.

7 - B. If you would like to change your password, fill out the fields as indicated and click **“Update Password”**.

7 - C. If you have any work hours during 2017 check to make sure that the chairperson has added your hours to the **Work Hour History**. Work hours earned will be automatically deducted from money owed in your dues for 2018.

8. Return to **My Membership Page**

9. Select . . . **Pay Membership Dues**

9 - A. Select the amounts to pay towards your annual dues and any owed initiation fees. Click **“Next Step”**

9 - B. Enter your credit card or gift card number and expiration date. Then click **“Make Payment”**.

10. When you have completed all of your selections and your payment has been accepted click the link to print your 2018 Membership Card.

11. You can print your ID card(s), both front and back and change size if you would like to fit in your wallet or purse or use as an ID for your car window.

12. After printing your ID Card you are finished and you can log out.