



Membership Signup process

The sign-up process is in 2 parts. Registration & Membership Request – This is a security requirement to reduce potential for site being hacked.

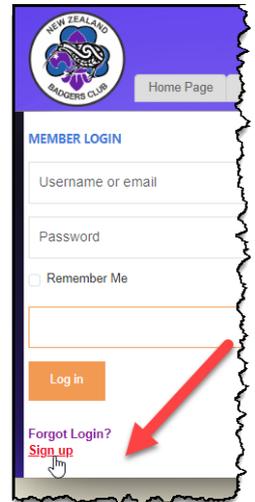
Part 1 Registration:

- Step1:** Go to club website: <https://nzbadgeclub.org.nz>
- Step2:** Select **Login** from the top menu
- Step3:** Select **Sign-up**
- Step4:** Complete the form.

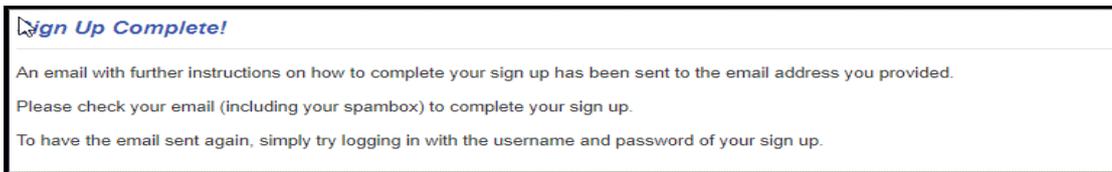
Form Notes:

- Membership #: Is only there so a past member who is registering again after letting the membership lapse can retain old number.
- The question “Does the membership include youth”. Answer Yes if member is under 18 or if this is a Family registration and the Family includes under 18’s.

Step5: Select **Sign up**



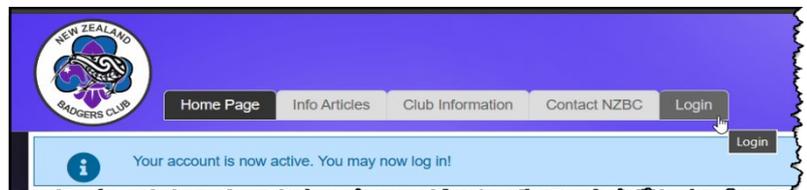
You will then see this message: **PLEASE READ**



Step6: Go to your email inbox and **Click/Tap the link in the email**. This validates the email address and registration approval is instant and will take you straight back to the website where you can login.

Step7: Select **Login** from the top menu

Step8: Use the username or email plus password you setup when you registered to login. This first login, will direct you to the “**Edit Your Details**” page where you can add extra info and add a profile image if you want to.



Step9: Click **Update**

Congratulations - You are now a registered user, but not yet a Paid Member

Part 2 Paid Membership Request:

- Step1:** Mouse over or tap **Login** on top menu
- Step2:** Select “**Paid Membership Request**”
- Step3:** Select Membership Type
- Step4:** Select **Yes** or **No** to youth question if you missed this in Part 1.
- Step5:** Add a message if you want to
- Step6:** Follow the payment instructions
- Step7:** Tick the **I am Not a Robot**
- Step8:** Select the requested image
- Step9:** Click/Tap **Send**

Note: If you get a message to say “**Message Not Sent**” then you missed selecting the membership type.

Once we have confirmed Payment has been received, we will change your registration status to Member and all the additional content will be there when you log in.

This can take a few days as our treasurer wears many hats and is very busy.