

To all NHSA clubs

Important changes for this year's Memberships

Effective immediately

The New Hampshire Snowmobile Association has upgraded its Membership Program to a web-based program. This is a significant change from previous years. The new program is designed to create more convenience for our members, reduce volunteer hours, and reduce cost to clubs as well as better reporting and marketing options. The new system has many features to assist in mailing and or, emailing your membership lists. Lastly but most important, the new program is needed in protecting our enhanced membership program when registrations become available online in the future.

What will your club need?

- All club individuals responsible for membership entry will need a computer, internet access and a printer.
- All clubs must participate in a training seminar. We recommend attending the seminar before you begin entering memberships if possible. If you must enter memberships **before attending a seminar**, please contact Roger Wright at 603-543-3669.

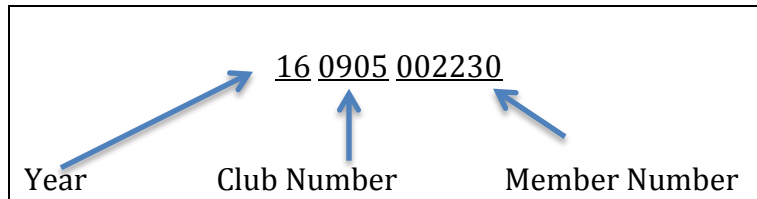
The new Web based Membership System is being released in two phases.

Here is a summary of changes and what timelines will be.

Phase 1- From July 1, 2015 until January 1, 2016

- Once the NHSA has received your club dues, officer lists and LOU, your club membership portal will be turned on to enable membership entry. Your club will need a username and password to enter the membership database. Please note your clubs dues will be listed in the database as you have listed them on your club paperwork mailed to NHSA. Your club dues should include NHSA dues in your total.
- **Club memberships will require a birthdate for the primary member name.** Be sure to add this to your membership forms. This is being used to link to other data to allow the voucher to be printed. The voucher will not print without it.
- Clubs will now enter memberships directly into the NHSA Online Membership database. The database is preloaded with previous years members.

- The system will allow only for Individual and Family membership until Jan. 1, 2016. See changes below.
- Instead of mailing out membership cards, you will mail a registration discount voucher to your members, which has a unique ID number. The voucher will be printed from the Online Database at the time of entry. What does the unique number mean? Below is a sample.



- You or your members may reprint the registration voucher at any time and gain access to their ID number by entering the system after signing in. **To receive the registration discount, a member must present this voucher to the registration agent.**

Phase 2 - Effective January 1, 2016

- **Individual and family memberships will no longer be available.** Memberships available will be Standard, Trail Supporter and Trail Blazer.
- **NHSA clubs have the option to sell memberships online.** This will allow for your members to join your club directly online and print their own Registration voucher. Participating clubs must follow the online agreements to participate with a standard dues of \$35. (\$25 Club. \$10 NHSA) Trail Supporter and Trail Blazer options.

As with any new program, there is bound to be a few wrinkles to iron out. Please notify the NHSA office with any problems immediately and call with any questions. Email any requests for reports not currently available that your club would like to see.

Web-based Membership Training Schedule

- Thursday - July 9th - NHSA Office- Tilton NH 7pm
- Saturday - August 8th - NHSA Office - Tilton NH 10am
- Thursday - September 10th - NHSA Office Tilton NH 7pm

Please RSVP by calling or emailing the NHSA office the date you would like to attend.

603-273-0220

NHSAoffice@nhsa.com

Frequently asked questions-

I need to send a membership out before July 10th so my member can register their sled. How can I provide them with a Registration Voucher ID number?

Call Roger at 603-381-5271 for guidance to enter the system.

When will I receive my NHSA membership cards to mail out?

You will not receive NHSA membership cards to mail out. Instead of mailing out NHSA cards, you will mail out the Registration Voucher that you print upon membership entry that provides the number needed for the registration discount. Some clubs are choosing to add a sticker to the back of the voucher as a club membership card as well for local discounts.

Will I receive my NHSA decals to mail out?

Yes. You will receive your decals via mail as you have in the past to mail to members.

My club wants to participate in Online Membership sales January 1st but is not able to change our by-laws in time to meet the standard dues of \$35 by that date. What are my options?

Call Roger at 603-381-5271 for guidance.

Can a registration agent look up my ID number if a member forgets to bring their registration voucher?

Yes. It is possible but can't guarantee you that particular agent will. If you have a data phone, a member can look up their ID number and show the registration agent. Some registration agents may use tablets for members to join as well.

Important: If your club would like to participate in online membership sales starting January 1, 2016, you should address any changes in your club's by-laws needed to allow for a dues rate change if needed.

Feel free to call Roger Wright at 603-543-3669 or the NHSA office at 603-273-0220 with questions.