



# Guide

## How to Renew or Sign-Up for Your OF4WD Club Membership

There are a number of ways that both new and returning members can submit or renew their membership for the season. To aid in this process we have formulated this guide which will hopefully make the process easier for everyone. While it is possible to pay membership dues at the AGM, we recommend renewing prior to the meeting by one of the methods below so that we can begin the meeting promptly and avoid delays.

### ***A short note about Paypal and Credit Cards:***

You **DO NOT** have to have a Paypal account to pay online **THROUGH** Paypal using a credit card. You can setup an account if you wish but it is not required. You should also know that Paypal is 100% owned by Ebay which is a fortune 1000, publicly traded, US corporation. This is a very secure way to handle payments.

### ***New Club Memberships:***

At present, the OF4WD does not have a system in place to accept complete club memberships through the website due to the complications of member lists etc... These applications must be sent by mail. However, you can also expedite the process by completing your list of members **using the online form** (instructions below).

### **Online (easiest and fastest):**

- Go to [www.of4wd.com](http://www.of4wd.com) and follow the "How to Join" link.
- Scroll down the page and click the "Please click here for a printable CLUB membership application" link. **Please note that there are different application forms for club and for individual members.**
- Print this form, complete it, attach payment (for both the club and individual portion) in the form of a cheque/money order (don't send cash), and send it to us at the address located on the bottom of the form.
- Next, Click the "Please click here to use our member list template" located on the same web page. A Microsoft Excel window will then open into which you can add the information for each of your club members.
- After completing the form, save it **using the name of your club as the file name**, and send it via email to [membership@of4wd.com](mailto:membership@of4wd.com).

### **Mail (slowest):**

- Complete the included club membership form (or print one from the website).
- Complete a list of your members' information in which ever format you choose (first names, last names, and email addresses **are required**).
- Send both documents, with payment attached, to the address on the bottom of the form.

Upon receiving your application and processing, you will be notified via email (if you provided one).

## ***Renewal of Club Membership:***

Member clubs may renew their dues online in a similar way to individuals.

### **Online (fastest):**

- Go to **www.paypal.com** and login with your existing account or sign-up for a new account.
- Once logged in, go to the send money tab.
- In the recipients email address field please enter **membership@of4wd.com**.
- In the payment field, please enter the appropriate amount depending on the cost of your clubs renewal. The amount you enter should include **both** the club dues (\$100) and the individual member dues (\$15/member).
- In the notes section, please enter the name of the club, the name of the club contact (with their 4-digit ID#), club email address, and a break down of the payment (i.e. \$250 = \$100 club dues + 10x\$15 individual dues).
- Go to **www.of4wd.com** and click the "How to Join" link.
- Click the "Please click here to use our member list template". A Microsoft Excel window will then open into which you can add the information for each of your club members.
- Email this file to **membership@of4wd.com**.

### **By Mail (slower):**

- Please follow the procedure for new club memberships above.

You will receive an email confirmation of your payment and membership shortly after we process your application. Within 4 weeks you will receive your membership package via mail. Please email [info@of4wd.com](mailto:info@of4wd.com) if you do not receive your package within the specified time.

**Thank-You for your continuing support of the OF4WD  
Happy Trails!**