

Membership Renewal Guide

Penn State Women's Volleyball Booster Club

Steps to renew your membership through the new website:

1. Click on the membership tab or go to <http://psuwvbc.com/membership/>

The screenshot shows the website's homepage with a banner at the top featuring a volleyball game. Below the banner, the navigation menu includes Home, Membership (which is highlighted), Calendar, Galleries, and Contacts. A section titled "Membership Terms" provides details about the membership period and levels. The main content area displays five membership levels with their respective costs and benefits:

Membership Level	Cost	Benefits
Honorary Coach	\$500.00	Two navy blue dress shirts with Honorary Coaches Logo Name on Coaches recognition plaque One Saturday home game only: Pre-game meal, Pre-game practice, Introduced at game
Captain	\$250.00	Two Polo Shirts with Captain's Logo
Spiker	\$100.00	Two short-sleeved T-shirts
Blocker	\$60.00	Newsletters Media Guide
Digger	\$40.00	Newsletters

Each level has a "View Details" button below it.

2. Click on the membership level that you would like to complete.
3. Fill out all the required information on the form for the membership level you select. Any required fields will be marked with a red star. Please click the links below for more information on the fields found for each membership level form:
 - a. [Honorary Coach](#)
 - b. [Captain](#)
 - c. [Spiker](#)
 - d. [Blocker](#)
 - e. [Digger](#)
4. Click "Add to cart" to add the membership purchase to your cart.

5. At the top of the screen, you will see a green bar that states the membership was added and provides you a link to view the cart. Click the link to go to your cart.



6. Verify everything has been added to your cart correctly and select whether you would like your items shipped or if you will pick them up locally. Only items marked as Flat Rate will be shipped, when available. Once you have made your shipping selection, click the "Proceed to checkout" button in the blue bar below the cart.

The screenshot shows a shopping cart page. The cart contains one item: a 'Captain' membership. The item details are: Product (Captain), Price (\$250.00), Quantity (1), Total (\$250.00). There is a red 'X' icon next to the total. Below the cart table are buttons for 'Update Cart', 'Proceed to Checkout', 'Coupon', and 'Apply Coupon'. Further down the page, there is a section titled 'Cart totals' with a table showing Subtotal (\$250.00), Shipping (Flat Rate: \$10.00 or Local Pickup selected), and Total (\$260.00).

Subtotal	\$250.00
Shipping	<input checked="" type="radio"/> Flat Rate: \$10.00 <input type="radio"/> Local Pickup
Total	\$260.00

7. Enter your information on the Checkout section.
- There is an option to create an account on the website. This will save all of your information for any future signups and/or purchases. Check the box next to "Create an account?" to complete this process.

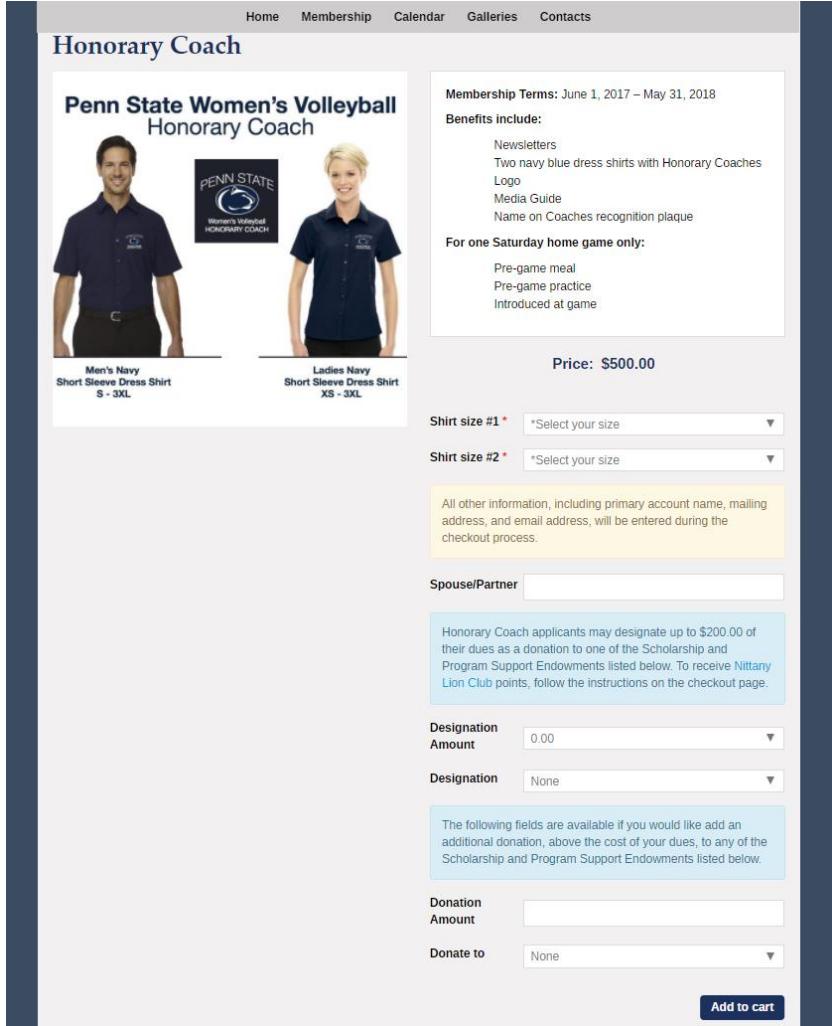
The screenshot shows a "Checkout" page with a "Billing Details" section on the left and a "Ship to a different address?" section on the right. The Billing Details section includes fields for First Name, Last Name, Company Name, Email Address, Phone, Country (United States), Address (Street address and Apartment, suite, unit etc.), Town / City, State, ZIP, and a checkbox for "Create an account?". The Ship to a different address? section includes fields for First Name, Last Name, Company Name, Country (United States), Address (Street address and Apartment, suite, unit etc.), Town / City, State, ZIP, and a "Order Notes" text area.

8. Select your shipping option. **Note:** you should select local pickup if you plan to get your items at any of the events in State College, such as the picnic or any home match. A flat rate fee will be applied that is appropriate for each level, given the number of items that are required for shipping at that level.
9. Enter your credit card information.

The screenshot shows a "Your order" summary table and a payment form. The order summary table has columns for Product and Total. It lists items: Captain (x1), Shirt size #1: XL, Shirt size #2: WXL, Spouse/Partner: Sally Smith, and Donate to: None, with a total of \$250.00. Below the table, the Subtotal is \$250.00, Shipping options include Flat Rate: \$10.00 and Local Pickup, and the Total is \$260.00. The payment form below includes fields for Card Number, Expiry (MM/YY), Card Code (CVV), and Card Postal Code. There is also a note: "Pay with your credit/debit card via Square." At the bottom is a "Place order" button.

10. Click Place order.

Honorary Coach Instructions

1. **Shirt size #1/#2:** Select shirt sizes. Note: There are options for both Men's and Women's sizes in the dropdown box.
 2. **Spouse/Partner (Optional):** Enter the name of your spouse or partner that you wish to include in your membership.
 3. **Designation amount/description:** If you wish to designate a portion of your fees, up to \$200, to a particular fund, enter the amount you wish to designate in the box and then select the appropriate fund in the dropdown box. If no selection is made, all funds will go to the booster club.
 4. **Donation amount/to (optional):** If you would like to make a separate donation, please enter this amount into the donation amount section. If you would like that donation to go to a specific fund, please select that fund in the donate to dropdown list.
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- The screenshot shows the 'Honorary Coach' application page for the Penn State Women's Volleyball team. At the top, there are navigation links: Home, Membership, Calendar, Galleries, and Contacts. Below the header, the title 'Honorary Coach' is displayed, followed by 'Penn State Women's Volleyball Honorary Coach'. Two models are shown wearing navy blue short-sleeve dress shirts with the 'PENN STATE Women's Volleyball HONORARY COACH' logo. The left model is a man, and the right model is a woman. Below the shirts, text specifies 'Men's Navy Short Sleeve Dress Shirt S - 3XL' and 'Ladies Navy Short Sleeve Dress Shirt XS - 3XL'. To the right, a box titled 'Membership Terms' lists the period from June 1, 2017 – May 31, 2018, and details benefits including newsletters, two navy blue dress shirts, a media guide, and a plaque. It also lists perks for one Saturday home game: pre-game meal, practice, and introduction at the game. The price is listed as \$500.00. Below the price, there are dropdown menus for 'Shirt size #1' and 'Shirt size #2', both labeled 'Select your size'. A note below these fields states: 'All other information, including primary account name, mailing address, and email address, will be entered during the checkout process.' A 'Spouse/Partner' field is present. A note above the designation fields says: 'Honorary Coach applicants may designate up to \$200.00 of their dues as a donation to one of the Scholarship and Program Support Endowments listed below. To receive Nittany Lion Club points, follow the instructions on the checkout page.' Below this, 'Designation Amount' and 'Designation' dropdowns are shown, with '0.00' selected in the amount field and 'None' in the designation field. A note above the donation fields says: 'The following fields are available if you would like add an additional donation, above the cost of your dues, to any of the Scholarship and Program Support Endowments listed below.' Below this, 'Donation Amount' and 'Donate to' dropdowns are shown, with 'None' selected in both. A large 'Add to cart' button is located at the bottom right.

[Go back to checkout process](#)

Captain Instructions

1. **Shirt size #1/#2:** Select shirt sizes. Note: There are options for both Men's and Women's sizes in the dropdown box.
2. **Spouse/Partner (Optional):** Enter the name of your spouse or partner that you wish to include in your membership.
3. **Donation amount/to (optional):** If you would like to make a separate donation, please enter this amount into the donation amount section. If you would like that donation to go to a specific fund, please select that fund in the donate to dropdown list.

Screenshot of the Penn State Women's Volleyball Captain membership page:

The page title is "Captain". The top navigation bar includes links for Home, Membership, Calendar, Galleries, and Contacts.

Penn State Women's Volleyball Captain

Membership Terms: June 1, 2017 – May 31, 2018
Benefits include:
Newsletters
Two Polo Shirts with Captain's Logo
Media Guide

Price: \$250.00

Shirt size #1 *: *Select your size

Shirt size #2 *: *Select your size

All other information, including primary account name, mailing address, and email address, will be entered during the checkout process.

Spouse/Partner

The following fields are available if you would like add an additional donation, above the cost of your dues, to any of the Scholarship and Program Support Endowments listed below.

Donation Amount

Donate to: None

Add to cart

[Go back to checkout process](#)

Spiker Instructions

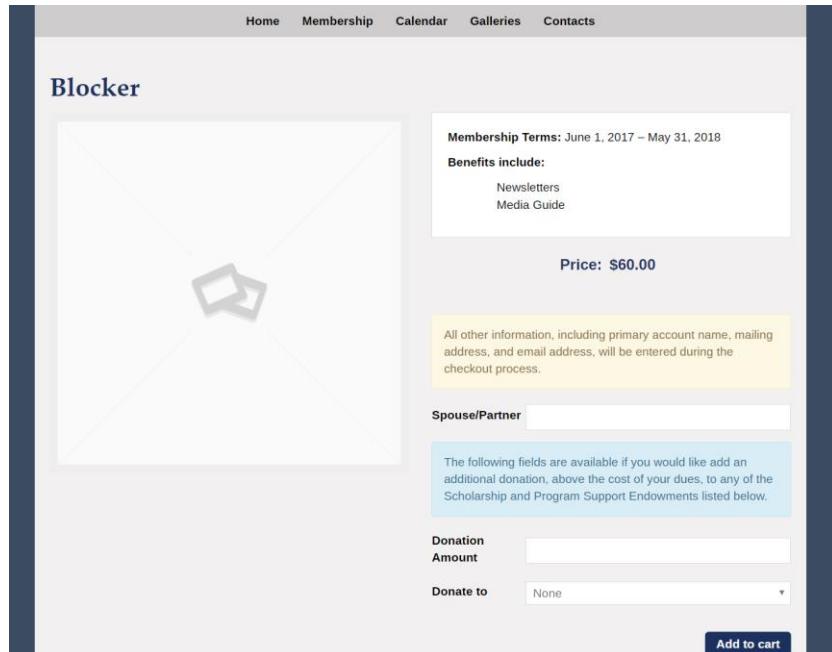
1. **Spouse/Partner (Optional):**
Enter the name of your spouse or partner that you wish to include in your membership.
2. **Shirt #1/#2:** Only make a section here if you wish to have your items mailed to you rather than selecting them at the match. You must select "Flat Rate" shipping option on the checkout page to receive these items.
 - a. **For local pickup:** Select "Pick up at match (No Selection)".
3. **Shirt size #1/#2:** Select shirt sizes
 - a. **For local pickup:** Select "No Selection Required"
4. **Donation amount/to (optional):**
If you would like to make a separate donation, please enter this amount into the donation amount section. If you would like that donation to go to a specific fund, please select that fund in the donate to dropdown list.

The screenshot shows a website interface for 'Spiker'. At the top, there's a navigation bar with links: Home, Membership, Calendar, Galleries, and Contacts. Below the navigation, the word 'Spiker' is displayed. To the right, there's a sidebar with 'Membership Terms: June 1, 2017 – May 31, 2018' and a list of 'Benefits include: Newsletters, Two short-sleeved T-shirts, Media Guide'. A large image of a t-shirt is centered on the page. On the right side, there's a yellow box containing the text: 'All other information, including primary account name, mailing address, and email address, will be entered during the checkout process.' Below this, there's a field labeled 'Spouse/Partner' with a note: 'If you would like your items shipped, please make your t-shirt selections below and select Flat Rate shipping option in your cart. If you would like to receive \$15 store credit per t-shirt toward a different item, please select the Store Credit option and a coupon code will be sent to you after you complete your order.' Further down, there's a note: 'Note - 3XL is not available in all styles. Please check the product catalog for more details.' There are two sets of dropdown menus for 'Shirt #1' and 'Shirt #2', both with a note: '*Please make a selection'. Below these, there's a note: 'The following fields are available if you would like add an additional donation, above the cost of your dues, to any of the Scholarship and Program Support Endowments listed below.' At the bottom, there's a 'Donation Amount' field, a 'Donate to' dropdown set to 'None', and a blue 'Add to cart' button.

[Go back to checkout process](#)

Blocker/Digger Instructions

1. **Spouse/Partner**
(Optional): Enter the name of your spouse or partner that you wish to include in your membership.
2. **Donation amount/to optional:** If you would like to make a separate donation, please enter this amount into the donation amount section. If you would like that donation to go to a specific fund, please select that fund in the donate to dropdown list.



The screenshot shows a website interface for a product named "Blocker". At the top, there is a navigation bar with links: Home, Membership, Calendar, Galleries, and Contacts. Below the navigation bar, the word "Blocker" is displayed in a large, bold font. To the right of the title, there is a box containing "Membership Terms: June 1, 2017 – May 31, 2018" and "Benefits include: Newsletters, Media Guide". Further down, the price is listed as "Price: \$60.00". A yellow callout box states: "All other information, including primary account name, mailing address, and email address, will be entered during the checkout process." On the left side, there is a "Spouse/Partner" input field. On the right side, there is a section titled "The following fields are available if you would like add an additional donation, above the cost of your dues, to any of the Scholarship and Program Support Endowments listed below." It includes a "Donation Amount" input field and a "Donate to" dropdown menu set to "None". At the bottom right, there is a blue "Add to cart" button.

[Go back to checkout process](#)