

# Joint Membership Sign Up at Events

At events, there are two ways for people to join or renew their Joint Membership: 1) paper forms and 2) the new joint member event web portal. At your events, you can use one or both of the methods—whichever is most convenient for you.

Below is a guide for using the web portal and/or paper forms. If you have any questions about the processes explained, feel free to call or email Jenna Winkler, Program Associate at the Access Fund, at [jenna@accessfund.org](mailto:jenna@accessfund.org) or 303.536.3631.

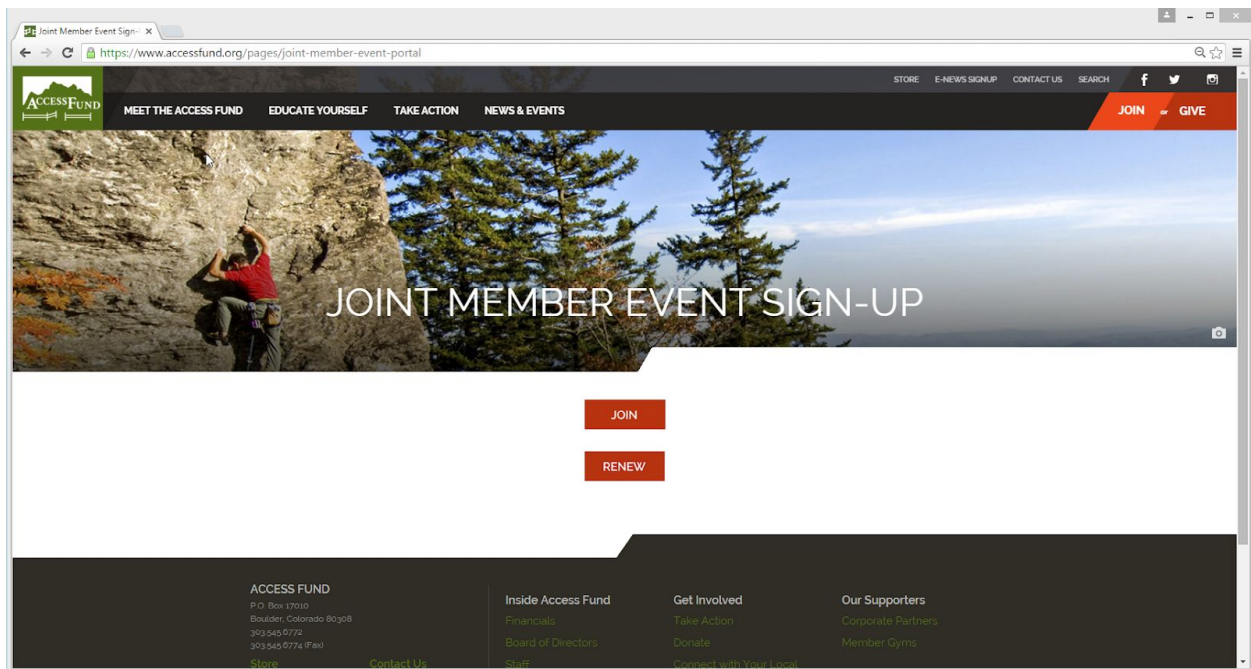
## 1. Joint Member Event Web Portal

This portal is to be used at events only. Before using the portal, you must email Jenna Winkler ([jenna@accessfund.org](mailto:jenna@accessfund.org)) informing her what day you will be holding the event. This will ensure correct use of the portal and efficient tracking and administration of joint membership sign ups.

The hyperlink for the portal is [www.accessfund.org/jmevent](http://www.accessfund.org/jmevent)

When using this portal, an LCO volunteer or staff person should be present to monitor the sign up process, provide help if needed, and confirm when sign up is complete.

This is the “landing page” for the portal.



On the Joint Member Event Sign Up landing page shown above, the participant should select the “Join” or “Renew” option.

If participants don’t know if they are a new or renewing joint member, have them guess—it really doesn’t matter that much. Access Fund just uses it for tracking membership.

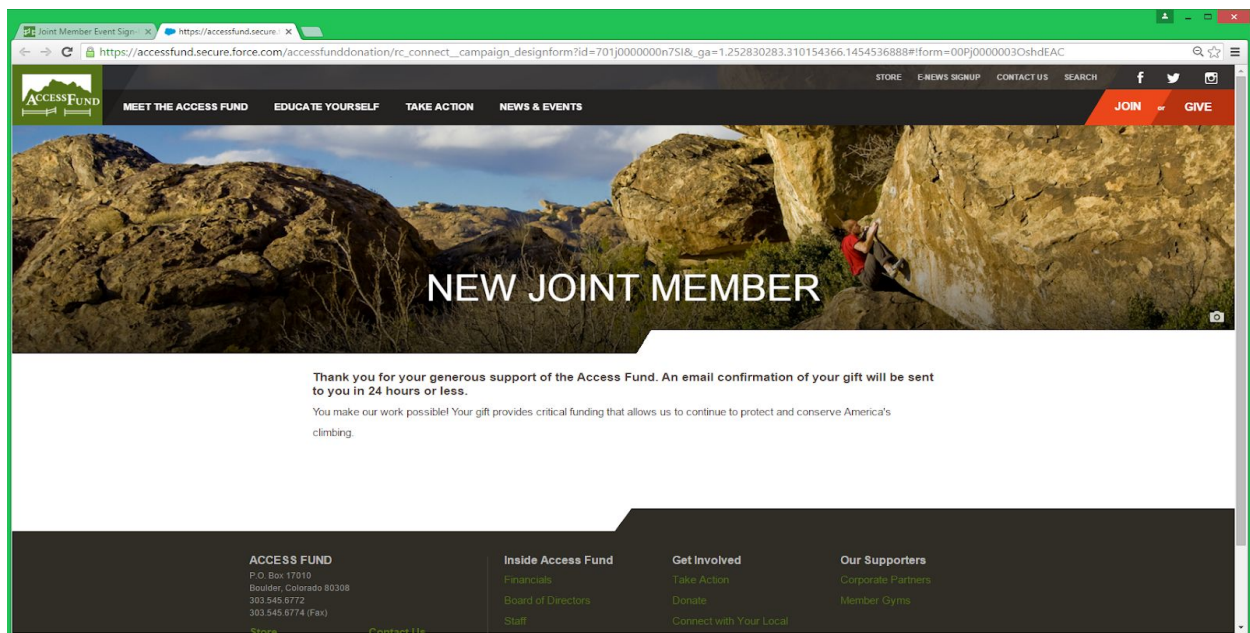
Once they click either “Join” or “Renew,” they will get sent to one of the following forms:

The screenshot shows a web browser window with the URL [https://accessfund.secure.force.com/accessfunddonation/rc\\_connect\\_campaign\\_designform?id=701j0000000n7SI&\\_ga=1.252830283.310154366.1454536888#form=00pj0000003OshdEAC](https://accessfund.secure.force.com/accessfunddonation/rc_connect_campaign_designform?id=701j0000000n7SI&_ga=1.252830283.310154366.1454536888#form=00pj0000003OshdEAC). The page features a green header with the Access Fund logo and navigation links: "MEET THE ACCESS FUND", "BECOME YOURSELF", "TAKE ACTION", and "JOIN & RENEW". The main content area has a background image of a person rock climbing and the heading "NEW JOINT MEMBER". Below the heading is a sub-heading "Select Your Local Chapter Organization Below" followed by a search bar. The form contains several input fields: "First Name", "Last Name", "City", "State", "Postal Code", "Cell Phone Number", "Cell Number", "Email Address", "Organization Name", "Organization Type", and "Organization Code (ZIP)". A red "Submit" button is located at the bottom of the form. The footer contains contact information for Access Fund, including phone numbers and email addresses, and lists "Our Supporters" such as "The Access Foundation" and "University of California".

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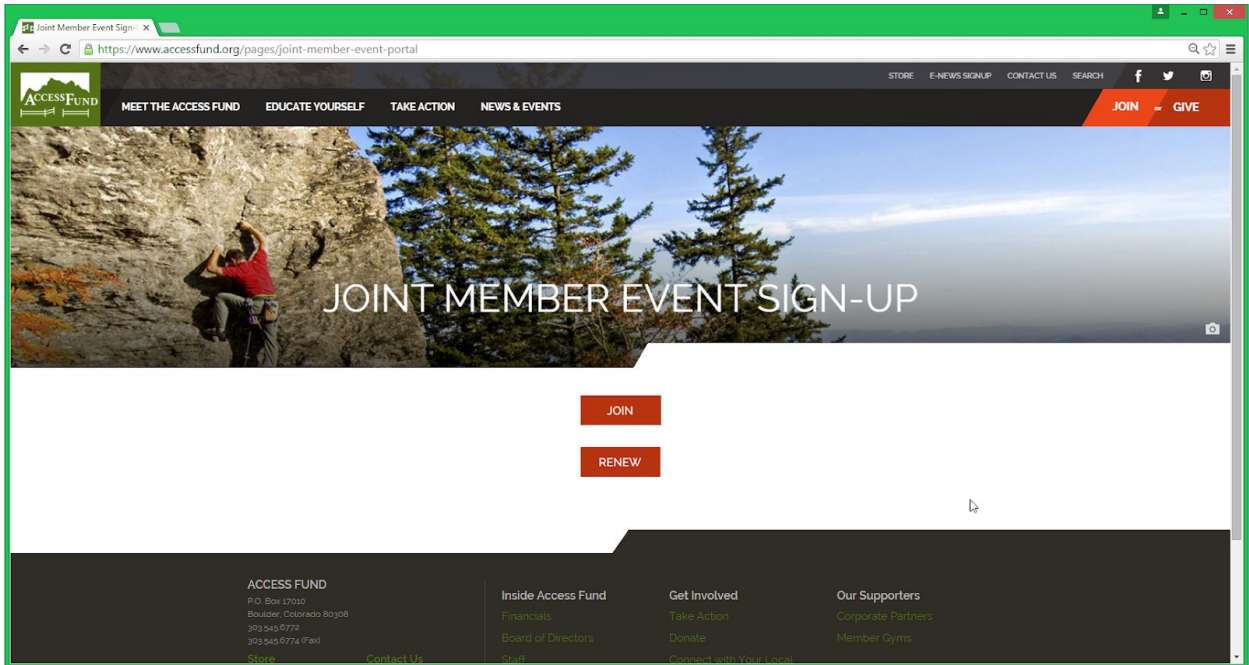
The participant will need to fill out the entire form (things with a red star are required).

Upon hitting the “Submit” button, they will get sent to the confirmation page shown here:



Once they get to the confirmation page, their joint membership sign up is complete—they are all signed up and is good to go! They will receive a confirmation email almost immediately.

Important: In the above picture, notice how there are two tabs—one is the confirmation page shown above, and one is the landing page behind it. The LCO volunteer or staff person monitoring the portal will need to close the confirmation page tab after each completed joint member sign up. In doing so, the landing page will be visible again, ready for the next participant to sign up.



Remember, there is no need to keep track of the joint memberships/dollars when using the portal since they all get sent directly to Access Fund's database.

The 40% split of anyone who signs up via this portal will get sent to you in the next quarterly payout, along with the regular membership report.

## 2. Paper Sign Up Forms

Joint Membership paper forms are still a completely viable way to sign up joint memberships at events. You should use the AF-LCO co-branded joint membership specific paper form Access Fund created because it has all the information required to process the membership. An example of this 8.5 x 11 inch form is shown below.

**JOINT MEMBERSHIP**  
 The Access Fund has combined forces with Gunks Climbers Coalition for the good of climbers and climbing access in New York. We now offer joint membership so you can join and receive benefits from both organizations for the cost of one!

**GUNKS CLIMBERS COALITION/ACCESS FUND JOINT MEMBERSHIP**

**Protect America's Climbing, Protect Gunk's Climbing.**  
 Present a strong, united front as climbers. Support local and national access work with a single membership. Join online at [www.accessfund.org/join](http://www.accessfund.org/join) or return the attached form with payment to Access Fund P.O. Box 17030 • Boulder, Colorado 80308

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone (with area code): \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**Special Event Pricing:**  \$35  \$50  \$100  \$250  Other \_\_\_\_\_  
 Check here if you're already an AF member

Gifts of \$50 and more receive an Access Fund T-shirt:  
 Men's  Women's  SX  SM  MED  LG  XL

I have written a check, made payable to the Access Fund.  
 Please charge my credit card (circle one):  
 Visa  MasterCard  Discover  AMEX

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 CVV \_\_\_\_\_ Signature \_\_\_\_\_

[accessfund.org](http://accessfund.org) • [303-545-6772](http://303-545-6772) • [gunksclimbers.org](http://gunksclimbers.org)  
Already an AF member? becomes a joint member now and automatically extend your membership with its remaining time.  
 The Access Fund is a 501(c)(3) nonprofit organization. Donations are tax-deductible to the full extent of the law.

An LCO volunteer or staff person should be present to monitor the paper form sign up process, provide help if needed, and confirm that the form was correctly filled out and sign up is complete. Note: Make sure their handwriting is legible and that they have clearly selected the joint membership donation level.

Members receive our discounted event pricing as a way to incentivize sign ups at LCO events. This is the pricing:

- \$35 - both the Access Fund and the Local Climbing Organization
- \$50 and up - both AF/LCO and a membership shirt

When participants use paper forms, they can pay by any of the following ways: cash, check, or Third Party Credit Card Processors (SquareUp, Paypal, etc).

If paying by check, have the participant make it payable to your organization, not Access Fund.

If using a Third Party Processor, enter their chosen joint membership donation level (refer to paper form for joint membership levels) and swipe their credit or debit card to process their payment. The LCO is responsible for the fees associated with the provider.

At the end of the event, collect all the Joint Membership paper sign up forms. From each form, add up the dollar amount of each joint membership donation (refer to the joint member level the participant chose). To finish, send (1) one check for that total amount, made out to Access Fund, and (2) all the corresponding joint membership sign up forms to our office:

Access Fund  
PO Box 17010  
Boulder, CO 80308

Access Fund will process those memberships and send your 40% payout at the end of the quarter.

Tip: It's simply easier for everyone to just total all the joint membership donations and send them to Access Fund. The LCO volunteer or staff person doesn't need to sift through every transaction and meticulously separate Joint Membership donation money from other monies you raise during the event. Again, it's easy: at the end of the event, you collect all the joint membership forms, add them all together, send the forms and one check for that total amount to Access Fund. We send you 40% back in a single check at the end of the quarter, along with a corresponding report.

### **3. Web Portal and Paper Sign Up Forms**

If you use both the web portal and the paper forms, great! Nothing really changes—at the end of the event, you'll just need to collect all the paper joint membership forms and send one check for the entire amount from those forms. Nothing to worry about on the web portal side of things, since any joint membership that went through the web portal will automatically get sent to Access Fund. Your 40% payout for all joint memberships will come at the end of the quarter.