ADD NEW OFFLINE MEMBER
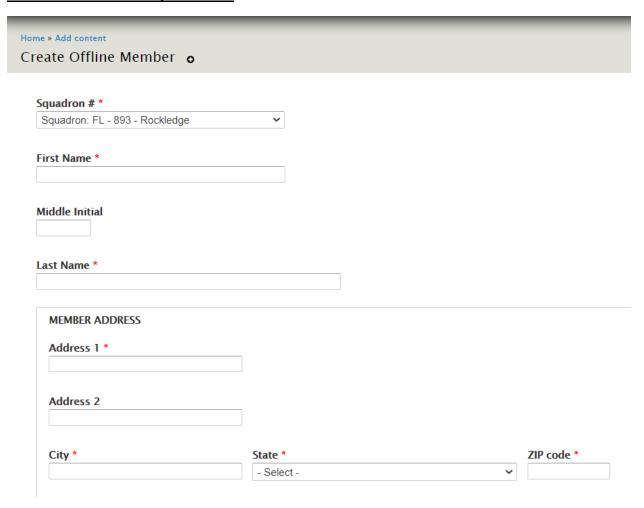
Locate **ADD NEW OFFLINE MEMBER** on the right side of your Profile Page and click on the link

SELECT CORRECT SQUADRON

From the application, enter all information for the new member and scroll down.

Select correct type – **Annual Member** or **Life Member**

Select correct status – **Active** – New Member Status is always ACTIVE

Enter info – **Family Member Name, Relationship, Birthday, & Phone Number**

NOTE: Enter required info into each field – THIS WILL BE YOUR SQUADRON RECORD - ACCURACY MATTERS
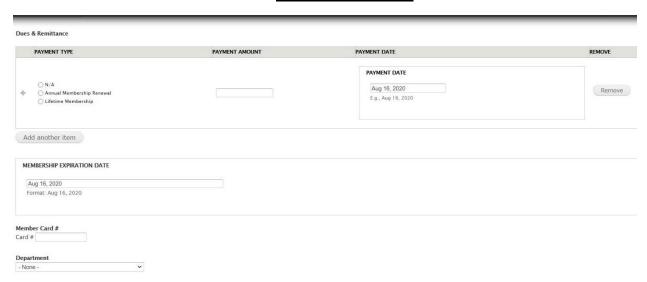
ADD NEW OFFLINE MEMBER

Membership type *

○ Annual Member

○ Life Member

Membership status

○ N/A

○ Active

○ Expired

○ Deceased

AMVET Relative's Name

[   ]

Relation to AMVET Member *

[Sons   ▾]

BIRTHDAY

Date

[   ]

E.g., 08/16/2020

Phone Number

[   ]

Dues & Remittance

[Add another item]

MEMBERSHIP EXPIRATION DATE

ADD NEW OFFLINE MEMBER

Under Dues & Remittance click on **Add another item**

Select PAYMENT TYPE – **Annual Membership Renewal or Lifetime Membership**

Enter Card Number

SELECT YOUR Department AND ENSURE IT IS CORRECT

Scroll down and click on **SAVE**

The member will be added and listed on the Squadron Profile page under **CURRENT MEMBERSHIP**