

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

Home » Add content

Create Offline Member

Squadron # *
Squadron: FL - 893 - Rockledge

First Name *

Middle Initial

Last Name *

MEMBER ADDRESS

Address 1 *

Address 2

City * **State *** **ZIP code ***

- Select -

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 *

BIRTHDAY

Date

E.g., 08/16/2020

Phone Number

Dues & Remittance

MEMBERSHIP EXPIRATION DATE

ADD NEW OFFLINE MEMBER

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

Dues & Remittance

PAYMENT TYPE	PAYMENT AMOUNT	PAYMENT DATE	REMOVE
<input type="radio"/> N/A <input checked="" type="radio"/> Annual Membership Renewal <input type="radio"/> Lifetime Membership	<input type="text"/>	<input type="text" value="Aug 16, 2020"/> <small>E.g., Aug 16, 2020</small>	<input type="button" value="Remove"/>

MEMBERSHIP EXPIRATION DATE

Format: Aug 16, 2020

Member Card #
Card #

Department

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**