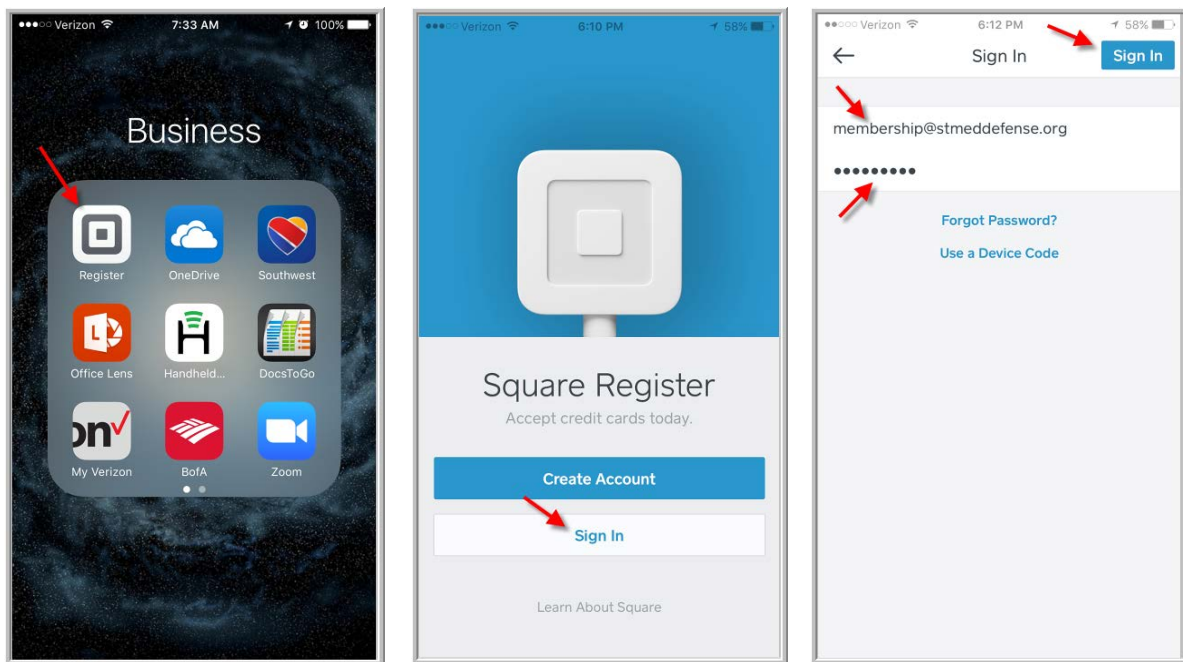


New Member Procedure – \$99 Special – 7/25/2016

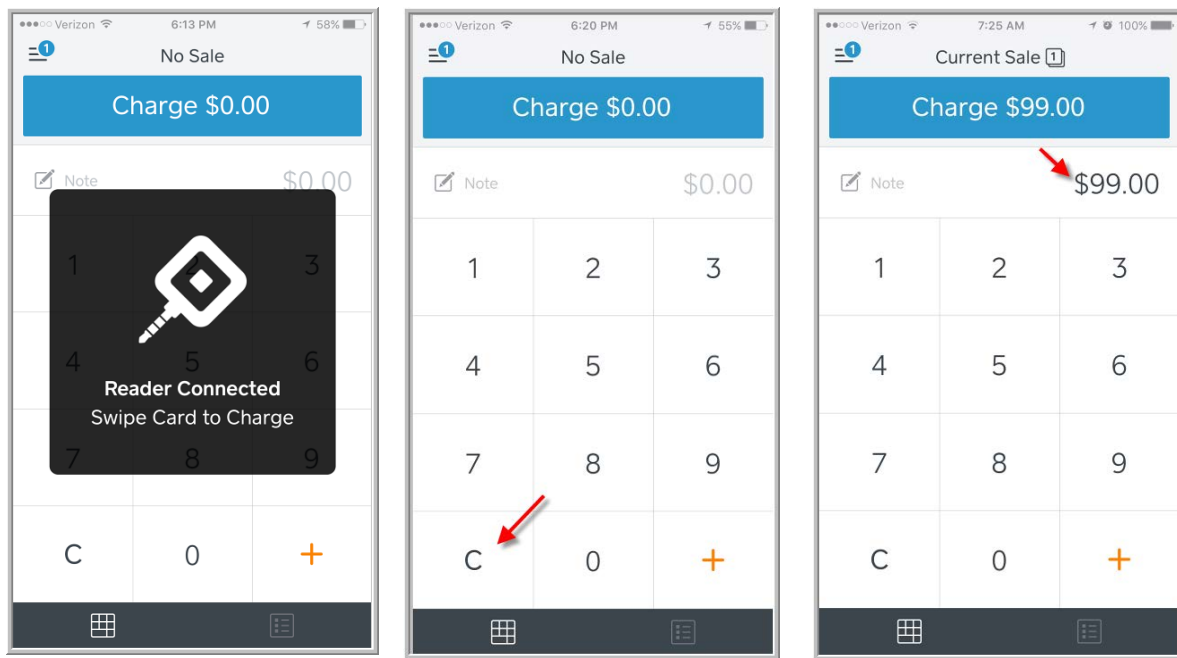
1. Purpose of this procedure is to sign up a new member at a \$99 discount price.
2. This WILL NOT WORK for existing members.
3. There are two major steps in this procedure.
 - a. FIRST get their \$99 payment using the Square credit card reader on your phone.
 - b. THEN sign them up on the ADTA website using the \$99 discount code.

Procedure A. Get their \$99 payment using the Square Reader on your phone.



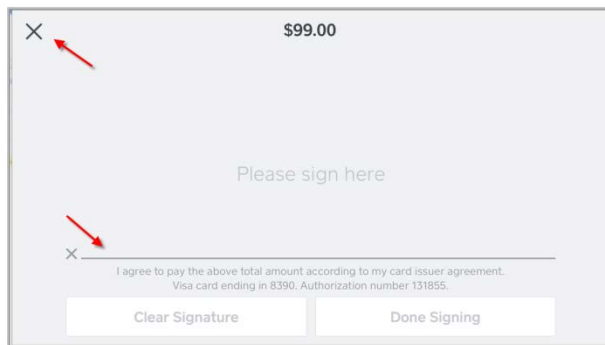
Screen shots 1–3.

1. To follow this procedure you must first install the Square Reader app on your phone. Screen shot 1 shows what it looks like when installed on the phone.
2. Run the app to reach the sign in screen, shown in screen shot 2.
3. Enter the ADTA email address and password, shown in screen shot 3.
 - a. Email = membership@armeddefense.org
 - b. To get the password, ask April Hiatt, Jeff Bickford, Ed Streit, or Chad Hiatt to text it to you. For security reasons, NEVER send passwords in an email.
 - c. Press the Sign In button.



Screen shots 4–6.

4. Plug in the card reader. After a few seconds, you should see the Reader Connected message on the screen.
5. To clear an amount you entered, or forget a card you’ve already swiped, press the C button.
6. Enter the amount and swipe the card.
 - a. Enter \$99.00, the cost of the New Member Special.
 - b. Swipe the card by drawing it through the card reader.
 - c. Make sure the stripe faces toward the thick part of the card reader.
 - d. Swipe in one steady motion, not too slow or too fast.
 - e. A message will pop up if the card number could not be read.

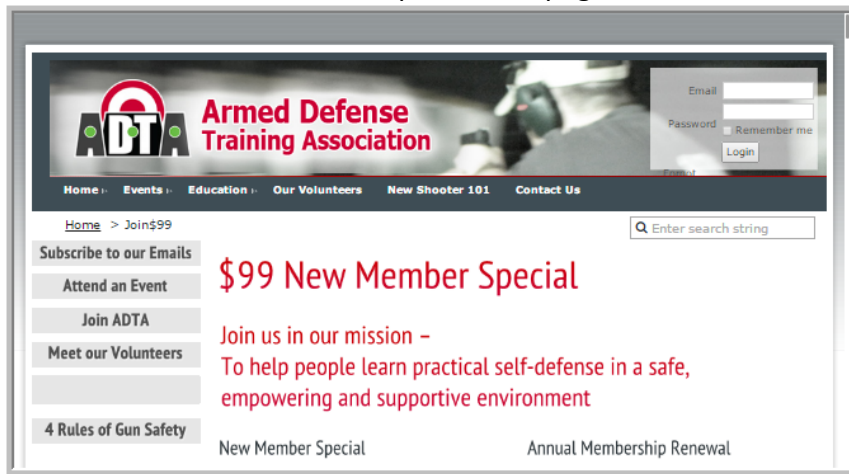


Screen shots 7–8.

7. Get the customer signature.
 - a. Sign with the tip of your finger, not your fingernail.
 - b. To cancel the transactions, press X at the top left of the screen.
8. Press the Done Signing button to record the transaction.
9. END OF PROCEDURE A.

Procedure B. Use your phone to sign up for the \$99 New Member Special.

1. Reach the \$99 New Member Special web page. Here is what it looks like on your phone.

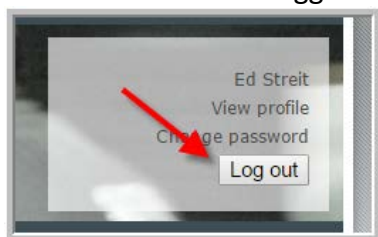


2. There are two ways to reach the page.
 - a. Scan the QR code on the New Member Special sign.

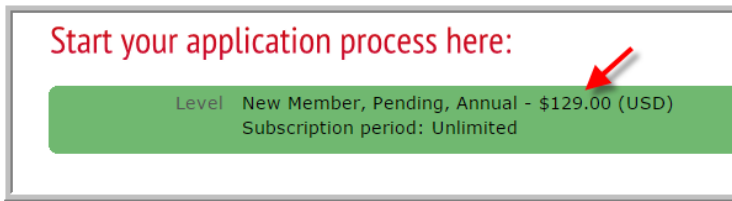


- b. Or type in the URL: [ArmedDefense.org/join\\$99](http://ArmedDefense.org/join$99)

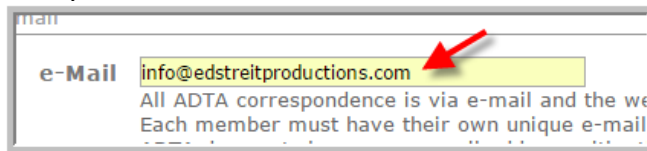
3. NOTE: You must be logged out for this procedure to work.



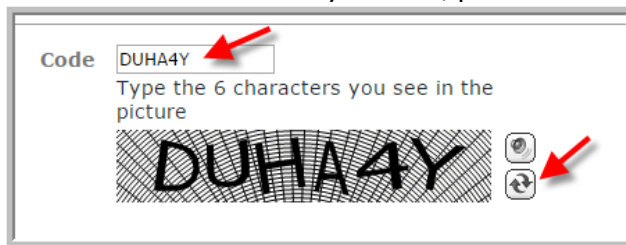
4. Scroll down to start the application process. Notice the price is \$129. We will apply a discount code later to reduce it to \$99.



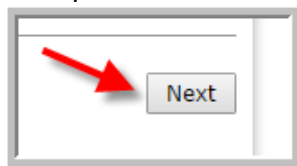
- a. Enter the new member's email address. You cannot use an email that is already in the system.



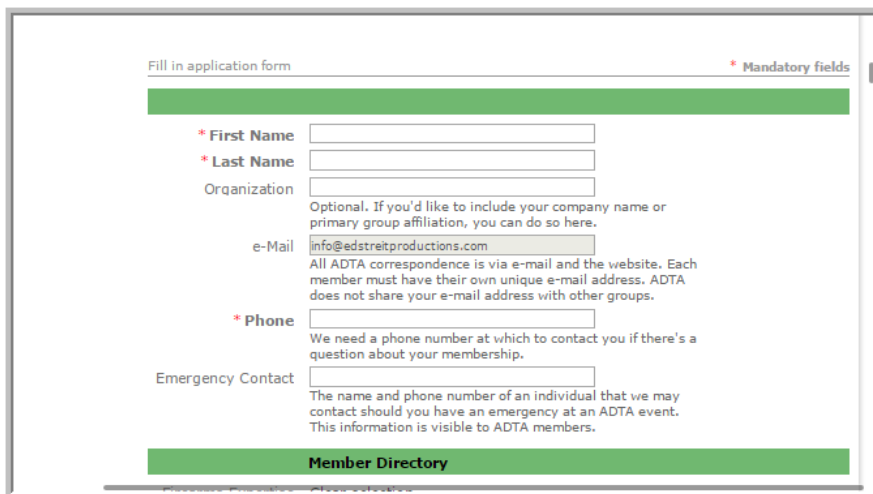
- b. Enter the security code. Purpose is to make sure this is a human making the entry. To find a code that is easy to read, press the little button on the lower right.



- c. Now press Next.



5. Here is what the screen should look like now.



Fill in application form * Mandatory fields

* First Name

* Last Name

Organization
Optional. If you'd like to include your company name or primary group affiliation, you can do so here.

e-Mail
All ADTA correspondence is via e-mail and the website. Each member must have their own unique e-mail address. ADTA does not share your e-mail address with other groups.

* Phone
We need a phone number at which to contact you if there's a question about your membership.

Emergency Contact
The name and phone number of an individual that we may contact should you have an emergency at an ADTA event. This information is visible to ADTA members.

Member Directory

- a. Enter the new member's first and last names.

First Name Sureshot
Last Name Tester
Organization

- b. Enter their phone number.

groups.
Phone 206-555-1212
We need a phone number

- c. Indicate their level of firearms expertise.

Member Directory
Firearms Expertise [Clear selection](#)
 0 - None
 1 - Beginner
 2 - Intermediate
 3 - Advanced
 4 - Expert
Overall, how would you rate your firearms?

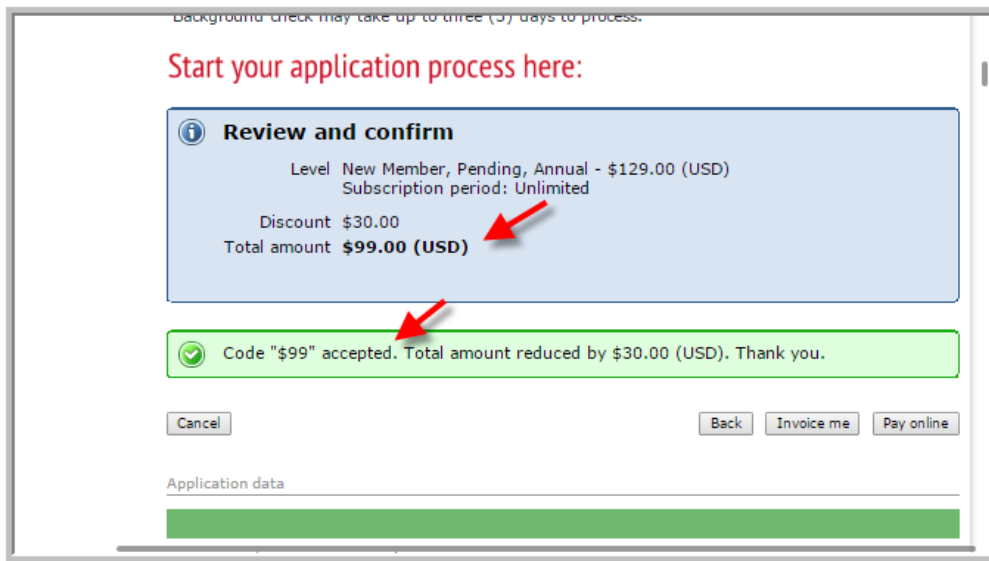
- d. Enter the discount code, which will apply a \$30 discount to the full price of \$129, thus charging the new member \$99.

Discount code
Enter discount code \$99

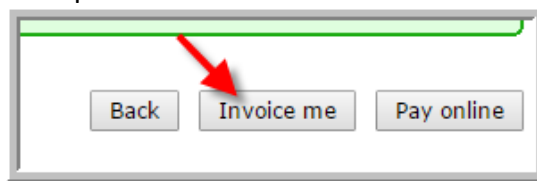
- e. Now press Next.

Next

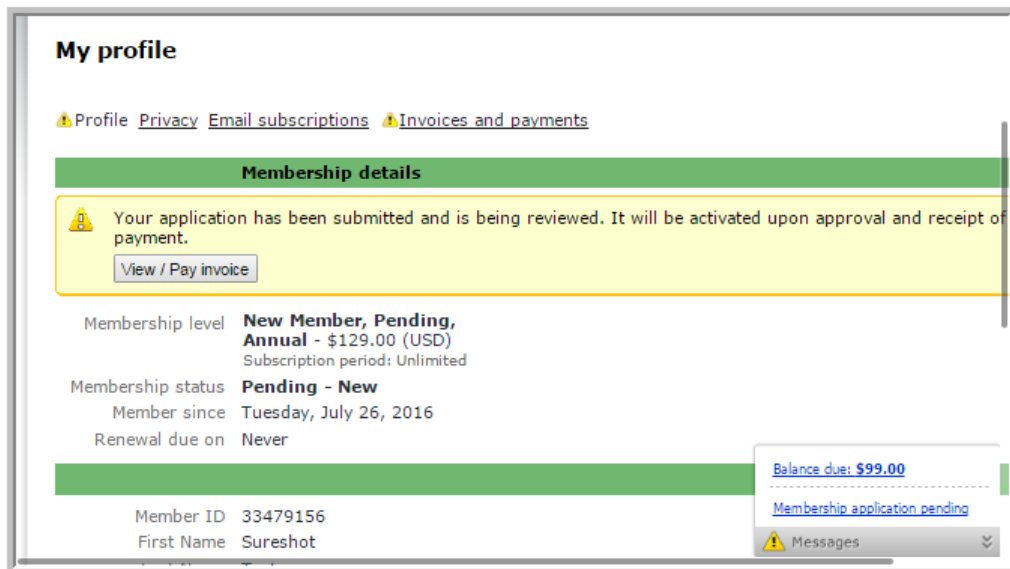
6. Here is what the screen should look like now.



- a. Confirm that the total amount is correct, and that the coupon code was accepted.
- b. Now press Invoice me.



7. Here is what the screen should look like now.



- a. The screen shows a \$99 balance due.
- b. They will receive an email indicating there is a balance due. Tell them to ignore it.
- c. Later, the membership coordinator will remove the balance due by matching it with the Square credit card payment.

8. END OF PROCEDURE B.