



Salem County Sportsmen's Club

273 Wiley Rd, Carneys Point, NJ 08069

856-299-5588

www.scsportsmensclub.org

scsoffice@scsportsmensclub.org

Membership Renewal Instructions

This document takes you through the steps to renew your membership.

Remember, the Membership Database refers to your membership as a “Bundle Membership”. A “Bundle Membership” consists of the Primary Member also called the Bundle Administrator and includes as needed the Bundle Members or family members. In a Bundle, each person has their own record also called profile.

For example, Will Barrow is a primary club member and is married to Jane Barrow and they have two children, Peter and Wendy. John will have a record in the database that identifies him as the “Bundle Administrator” of the Bundle Membership. John can go to his Bundle Membership and create new Bundle record for Jane, Peter and Wendy. If you need to add family members, please go to the end of the document titled “Adding Family Members” prior to starting the renewal process.

To start, please open your web browser and go to our website:

<http://www.scsportsmensclub.org>

Please note we use a service called Wild Apricot so the website address will redirect you to the following:
<https://saalemcountysportsmen39sclub.wildapricot.org/>

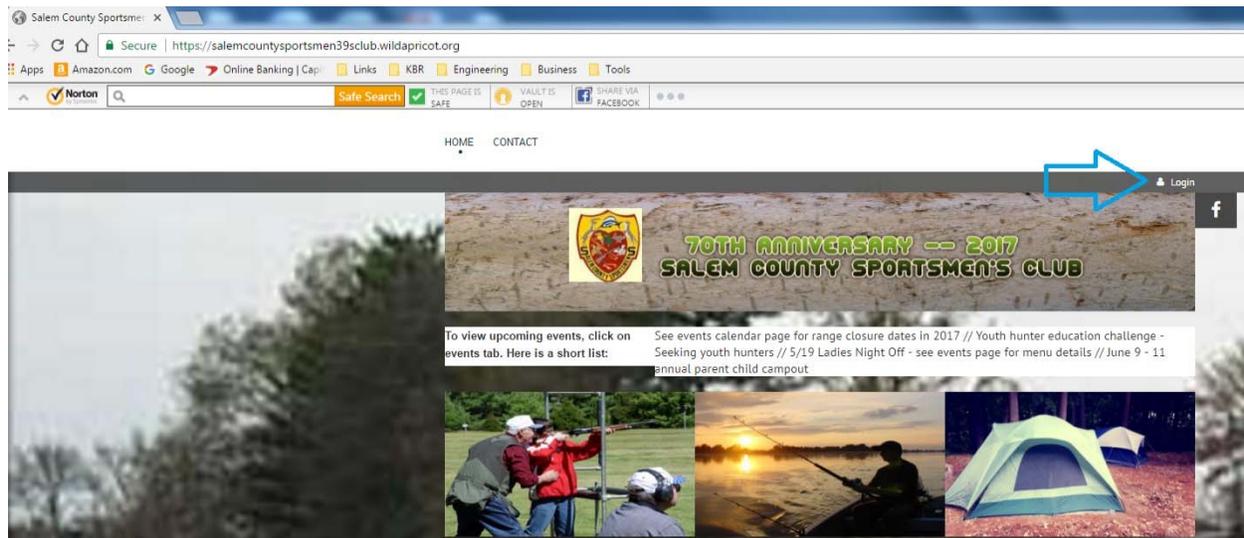


FIGURE 1

When the webpage has finished loading, click on the LOGIN link at the top right of the screen as shown in FIGURE 1. Enter your e-mail address and your password that you created when you first accessed the website as shown in FIGURE 2. If you forget your password, just click the link “Forgot Password” so you can choose a new one.



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[HOME](#) [CONTACT](#)

70TH ANNIVERSARY -- 2017
SALEM COUNTY SPORTSMEN'S CLUB

[home](#) » [Login](#)

Please log in to continue

Please login to continue to the page you have requested.

[f](#) Log in with Facebook

[g+](#) Log in with Google+

Email

Password

Remember me

[Login](#) [Forgot password](#)

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PO Box 130, Deepwater, NJ 08023 856-299-5588 (office)

FIGURE 2

If you have successfully logged in, you will be taken back to the first webpage and now you will see your name in the top right corner of the page, along with Change password, and Log out as shown in FIGURE 3.



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[Will Barrow](#) [Change password](#) [Log out](#)



70TH ANNIVERSARY -- 2017
SALEM COUNTY SPORTSMEN'S CLUB



To view upcoming events, click on events tab. Here is a short list:

See events calendar page for range closure dates in 2017 // Youth hunter education challenge - Seeking youth hunters // 5/19 Ladies Night Off - see events page for menu details // June 9 - 11 annual parent child campout



FIGURE 3

In order to view your profile, you simply click on your name as shown in FIGURE 4.

[HOME](#) [HOURS](#) [CONTACT](#) [RANGES](#) [CAMPGROUND](#) [EVENTS](#) [NEWSLETTERS](#) [DIRECTORS](#) ▾

[Will Barrow](#) [Change password](#) [Log out](#)

**CLICK ON YOUR NAME
TO VIEW YOUR PROFILE**



70TH ANNIVERSARY -- 2017
SALEM COUNTY SPORTSMEN'S CLUB



To view upcoming events, click on events tab. Here is a short list:

See events calendar page for range closure dates in 2017 // Youth hunter education challenge - Seeking youth hunters // 5/19 Ladies Night Off - see events page for menu details // June 9 - 11 annual parent child campout

FIGURE 4

After clicking your name link, a new webpage will load as shown in FIGURE 5. The primary member's profile and bundle summary are displayed, also known as the Bundle Administrator profile. Here you will see your profile along with any Bundle Members (family members) listed with your membership.



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[home](#) » [My profile](#)

My profile

[Edit profile](#)

[My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [Invoices and payments](#)

Membership details

Membership level **Active Member - \$204.00 (USD)**
Bundle (up to 10 members)
Subscription period: 1 year, on: April 1st
No recurring payments
Stop recurring payments to change level or renew manually.

Membership status **Active**

Member since 10 May 2012

Renewal due on 31 May 2017

[Renew to 01 Apr 2018](#)

Bundle summary

Bundle limit 10

Used so far 4

Your members [Jane Barrow](#) [Peter Barrow](#) [Wendy Barrow](#)

[Add member](#)

FIGURE 5

We need all members to edit or add each of their family member's profiles prior to completing your renewal. For each bundle administrator (primary member) and bundle member (family member), we require name, address, birth date, relationship to member, phone number, and vehicle information. Please note that the form provides instructions if the profile is for a child of a member.

Please click EDIT PROFILE to update your profile. Afterward, please click on each of your family member's profiles under BUNDLE SUMMARY. Again, you will need to EDIT PROFILE of the bundle member. Please add the required information per the form instructions as it applies for each family member (child or adult) in your bundle membership.



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Bundle summary

Bundle limit 10

Used so far 4

Your members [Jane Barrow](#) [Peter Barrow](#) [Wendy Barrow](#)

First name

Required field

Middle Initial

Last name

Required field

Name Suffix

Suffix (Sr, Jr, Esq, etc)

Birth Date

Required field. All members and family members must provide a birth date.

Relationship to Member Primary Member

Spouse

Child (Ages 0 - 24 only)

Grandchild (Ages 0 - 24 only)

Select member relationship. Required field.

E-mail

Required field

Alternate Email (Ex: Spouse, Work)

Optional field to add a secondary e-mail to receive SCSC communications.

Address Line 1

Address required for member and on each family member's profile.

Address Line 2

City

FIGURE 6A



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State
Required field

Zip Code
Required field

Primary or Home Phone
Phone required for each member and family member's profile. We know some children of members have their own phone number but all children or grandchildren under age 24 must use parent's phone number in your child's profile or grandchild's profile.

Cell Phone or Alternate Phone

Range Badge

Member Number

Skills or Expertise (Optional)

- Auto Mechanic
- Bricklayer
- Carpentry
- Electrical
- Masonry
- Painting
- Pipefitter
- Plumbing
- Welding
- NRA Certified Instructor
- NRA Certified Range Officer

Our club always benefits when the members can use their unique skills to help improve or repair the club facilities. Please note any skills that you could provide as a benefit to the club.

Vehicle 1 Make & Model
This is required to improve club security.
Please type letters " NA " for a non-driver such as for your child's profile. All vehicles driven onto the club property must be registered. It does not matter which vehicle is registered to a family member.

Vehicle 1 License Plate #
Enter License Plate Number.
Please type letters " NA " to note no vehicle used such as for your child's profile. All vehicles used by member and family must be registered. It does not matter which vehicle is registered to a family member.

Vehicle 1 State Registered
Example: NJ, PA, MD, etc.
Please type letters " NA " to note no vehicle used such as for your child's profile. All vehicles used by member and family must be registered. It does not matter which vehicle is registered to a family member.

Vehicle 2 Make & Model
Example: Ford F150 or Dodge Ram or GMC Sierra

Vehicle 2 License Plate #

Vehicle 2 State Registered

FIGURE 6B

FIGURES 6A & 6B show all the fields for a profile whether it is the primary member or for a family member.



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In order to improve club security and member safety, we are requiring all members and family members who use the club to provide complete contact information.

Again, you will need to edit every profile on your account with name, address, birth date, relationship to member, and vehicle information. For a non-driver (e.g. child) , you will type "NA" for in each of the three vehicle fields.

When finished editing the profile, click the SAVE link shown in Figure 7.



FIGURE 7

When you click SAVE, the screen will show the updated member profile (primary or family member). This completes the edit of one profile. You will now repeat the steps by returning to your Member Profile & Bundle Summary Page by clicking the link shown in FIGURE 8. You will be taken back to what was shown in FIGURE 5. Please continue to update each of your family member's profiles.



FIGURE 8

Once all of your profile updates have been made, you can again return to your Primary Member and Bundle Summary Page and then choose the RENEWAL LINK shown in FIGURE 9.



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Membership details

Membership level **Active Member - \$204.00 (USD)**
Bundle (up to 10 members)
Subscription period: 1 year, on: April 1st
No recurring payments

Membership status **Active**

Member since Thursday, May 10, 2012

Renewal due on Sunday, April 01, 2018

Renew to Monday, April 01, 2019

FIGURE 9



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Your renewal screen will again state that all member profiles need to be updated with complete contact and vehicle information. Again, please be sure this has been done.

You can make edits to your profile or your family members (bundle members) profile at this time as well.

If everything is correct, please click on link as shown in FIGURE 10.

Update and next

FIGURE 10

The next screen will state the costs for your membership renewal. At this point, you will go ahead and click the link to PAY ONLINE shown in FIGURE 11.

Review and confirm

Renew to Monday, April 01, 2019
Active Member - \$204.00 (USD)
Bundle (up to 10 members)
Subscription period: 1 year, on: April 1st
No recurring payments

Current status Active

Subtotal \$204.00
Sales Tax \$6.76
Total amount **\$210.76 (USD)**

Cancel **Back** **Pay online**

FIGURE 11

You will be taken to our PayPal payment screen. You may choose to log in and pay using your PayPal account or may be proceed as a GUEST and pay using a credit card as you normally do on other websites. See FIGURE 12.



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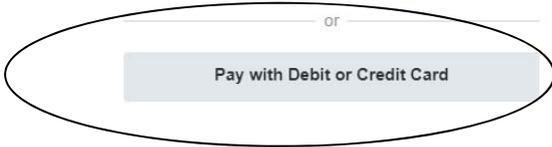
Pay with PayPal

Stay logged in for faster checkout [?](#)
Not recommended on shared devices.

Log In

[Having trouble logging in?](#)

or



Note:

Guest Checkout, No PAYPAL account needed.

[Cancel and return to Salem County Sportsmens Club](#)

[English](#) | [Français](#) | [Español](#) | [中文](#)

FIGURE 12

If you choose to log in to your PayPal account, you will follow the screens as you normally do with other PayPal transactions. FIGURE 13 shows you the screen if you choose the guest or non-PayPal account.



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Salem County Sportsmens Club

PayPal \$210.76 USD

PayPal Guest Checkout

We don't share your financial details with the merchant.

Country: United States

Card number

Expires CSC

First name: WMI Last name: Barrow

Billing address

Street address

Apt., ste., bldg.

City

State ZIP code

Ship to my billing address

Contact information

Phone type: Mobile Phone number: +1

Email

The security you want.
The protection you deserve.

Creating a PayPal account is optional but you'll get PayPal Purchase Protection on all eligible purchases, plus faster checkout every time you shop. [See terms](#)

Create a PayPal account? (It only takes a moment.)

Yes, I'd like a PayPal account.

Password

No, I don't want an account now.

Pay Now

Cancel and return to Salem County Sportsmens Club Policies Terms Privacy Feedback © 1999 - 2015 English

FIGURE 13

Enter in all of the required information and then click PAY NOW at the bottom to complete the renewal. You will receive a confirmation e-mail from the club saying your renewal was processed successfully and your membership renewal will be finalized by the office in 3 days with a new membership card being sent to you.



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ADDING FAMILY MEMBERS

Please be sure all family members who use the club are part of your profile. We will be using the Membership information to verify members who wish to use the Lake/Beach. If your family member is not part of your bundle membership, you will have to pay the Guest Fee.

You can add new family members from your Member Profile & Bundle Summary Page.

Going back to the Primary Member Profile & Bundle List / Summary Page is easily reached by clicking your name at the top right of the webpage. Once on your Member Profile & Bundle Summary Page, you can click on ADD MEMBER. See FIGURE 14.

[HOURS](#) [NEWSLETTERS](#) [RANGES](#) [RENTALS](#)

[Will Barrow](#) [Change password](#) [Log out](#)

Bundle summary

Bundle limit 10

Used so far 4

Your members [Jane Barrow](#) [Peter Barrow](#) [Wendy Barrow](#)

[Add member](#)

FIGURE 14



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[home](#) » [Add member to bundle](#)

Add member to bundle

Add member to bundle

* Mandatory fields

Bundle summary

Bundle limit 10

Used so far 1

Title

Name Title

First name

Middle Initial

Middle Initial

Last name

Name Suffix

Suffix (Sr, Jr, Esq, etc)

Birth Date

February 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	01
02	03	04	05	06	07	08

- Relationship to Member
- Primary Member
 - Spouse
 - Child
 - Grandchild

Select member relationship.

FIGURE 15

When finished adding the required information, please be sure to click the SAVE button at the bottom right of the webpage. You will need to scroll to the very bottom of the page as shown in FIGURE 16.

Cancel
Save

FIGURE 16

The webpage will now display the new family member profile as shown in Figure 17.



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My profile

i You are viewing a bundle member record.
[Return to bundle list and your own profile](#)

Edit profile

Archive

Profile [Privacy](#) [Email subscriptions](#) [Invoices and payments](#)

Membership details

Membership Level **Active Member - \$204.00 (USD)**
Bundle (up to 10 members)
Subscription period: 1 year, on: April 1st
No recurring payments
Stop recurring payments to change level or renew manually.

Title

First name Peter

Middle Initial

Last name Pan

Name Suffix

Birth Date 02 Feb 2014

Relationship to Member Child

FIGURE 17

If the information is correct, go ahead and click the link to return to the bundle list at the top of the webpage as shown in FIGURE 18. If you need to make changes, simply click Edit Profile shown in FIGURE 17 and it will take you back the screen in FIGURE 6A/6B.

i You are viewing a bundle member record.
[Return to bundle list and your own profile](#) <-- Click the blue link to return to the Primary Member's Profile.

FIGURE 18

After clicking the link to return to the bundle list, you will arrive back at your primary member's profile as shown in FIGURE 5. You will notice under Bundle Summary, any new family member that has been added.

A note about removing (deleting) bundle member (family member profiles):

The system does not allow you to directly delete a bundle member profile. You can click the ARCHIVE link shown in FIGURE 17. After a period of time, the system administrator purges the archived records so it is important that you are sure you want to remove the profile as you would need to create a new profile to replace what you removed.