



AWSC

529 Trail Side Drive, Suite 200

DeForest, WI 53532

608-846-5530 / 800-232-4108

www.awsc.org

Credit Card/Debit Card

Online Renewal Users Guide –

AWSC Commercial Sponsor

Roster

Introduction

PLEASE NOTE: YOU CANNOT CHANGE/UPDATE ANYTHING ONLINE UNLESS YOU PAY DURING THAT TRANSACTION WITH A CREDIT/DEBIT CARD. PAID ONLINE TRANSACTIONS ARE PROCESSED IN THE AWSC OFFICE WITHIN 48 BUSINESS HOURS. IF YOU DO NOT PAY WITH A CREDIT/DEBIT CARD, THE SYSTEM DOES NOT RETAIN ANY CHANGES/UPDATES.

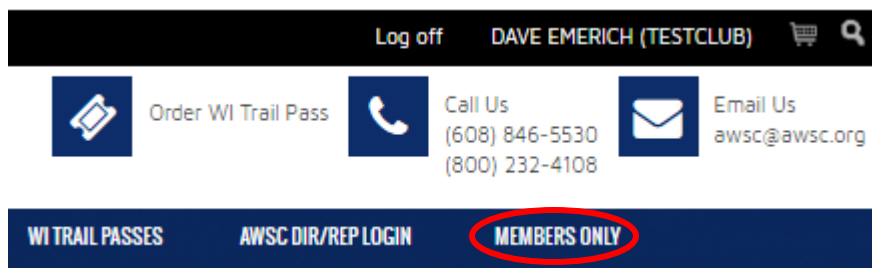
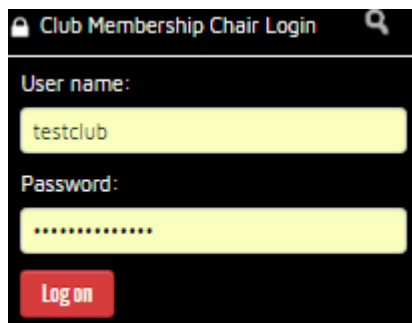
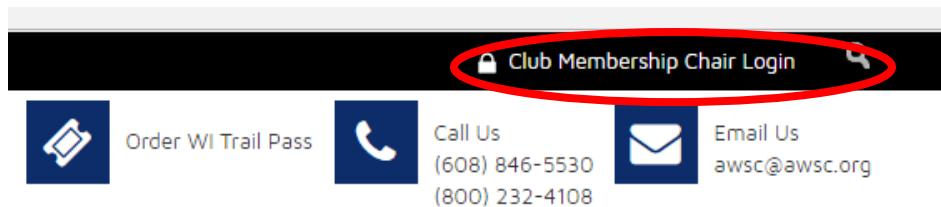
Please try to limit your online transactions to once per week – thank you!

Note: There will be no refunds online, so be careful what you enter to update. If there is a problem, call the AWSC office.

Accessing the Club Commercial Sponsor Roster

To access the online club roster site,

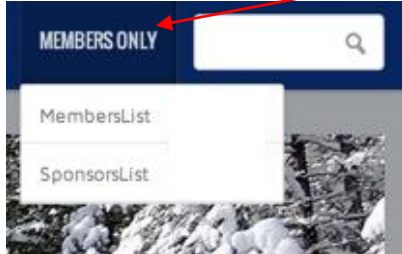
1. Open www.awsc.org using an Internet browser. Google Chrome works best.
2. Click the **Membership Chair Login** link above the main menu.
3. Type in the **USER NAME** and **PASSWORD** that was provided for your club by AWSC.
4. Click the **LOG ON** button.
5. After successfully logging in, a new link will appear, **MEMBERS ONLY**.



If you do not have a user name or you have misplaced the user name and/or password, contact AWSC.

To View the Commercial Sponsor List

To view the club's commercial sponsor list, go back to **MEMBERS ONLY** menu. Then click on the **SPONSORS LIST** link.



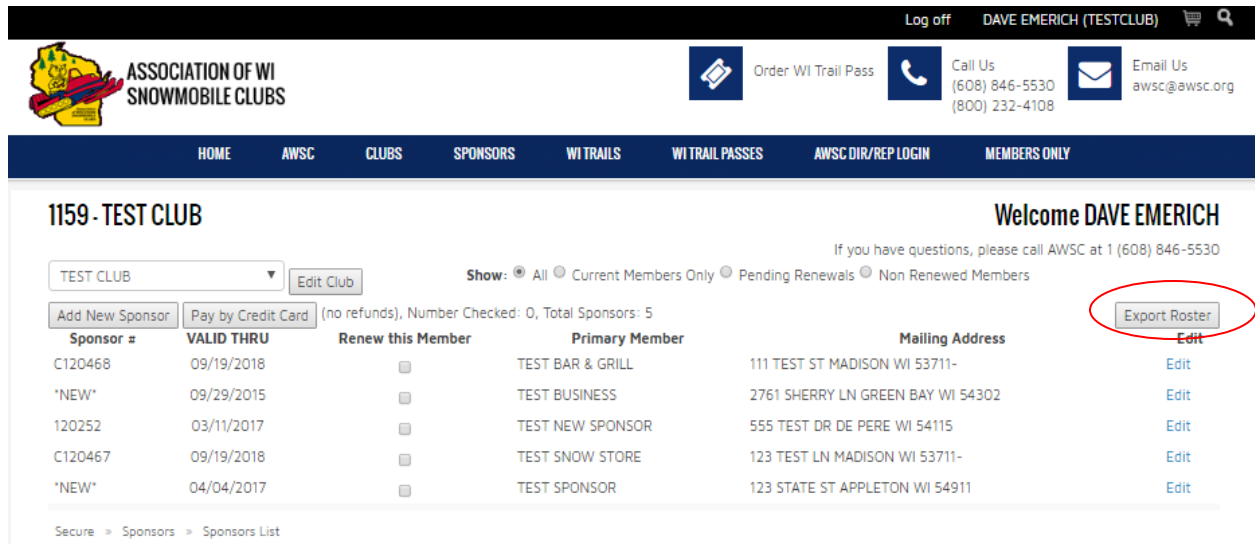
Below is an example of what an online commercial sponsor roster would look like.

A screenshot of a web application showing a commercial sponsor roster for a club. The page has a dark blue header with the AWSC logo and navigation links. The main content area is white with a dark blue navigation bar. The club name "1159 - TEST CLUB" is displayed at the top left. A "Welcome DAVE EMERICH" message is on the top right. Below the club name, there is a dropdown menu for "TEST CLUB" and an "Edit Club" button. A "Show:" filter is set to "All". The roster table has columns for "Sponsor #", "VALID THRU", "Renew this Member", "Primary Member", "Mailing Address", and "Edit". There are five rows of data. At the bottom, there is a breadcrumb trail: "Secure > Sponsors > Sponsors List".

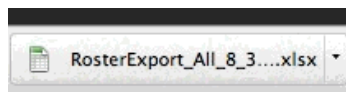
Sponsor #	VALID THRU	Renew this Member	Primary Member	Mailing Address	Edit
C120468	09/19/2018	<input type="checkbox"/>	TEST BAR & GRILL	111 TEST ST MADISON WI 53711-	Edit
NEW	09/29/2015	<input type="checkbox"/>	TEST BUSINESS	2761 SHERRY LN GREEN BAY WI 54302	Edit
120252	03/11/2017	<input type="checkbox"/>	TEST NEW SPONSOR	555 TEST DR DE PERE WI 54115	Edit
C120467	09/19/2018	<input type="checkbox"/>	TEST SNOW STORE	123 TEST LN MADISON WI 53711-	Edit
NEW	04/04/2017	<input type="checkbox"/>	TEST SPONSOR	123 STATE ST APPLETON WI 54911	Edit

To Download Sponsor Roster

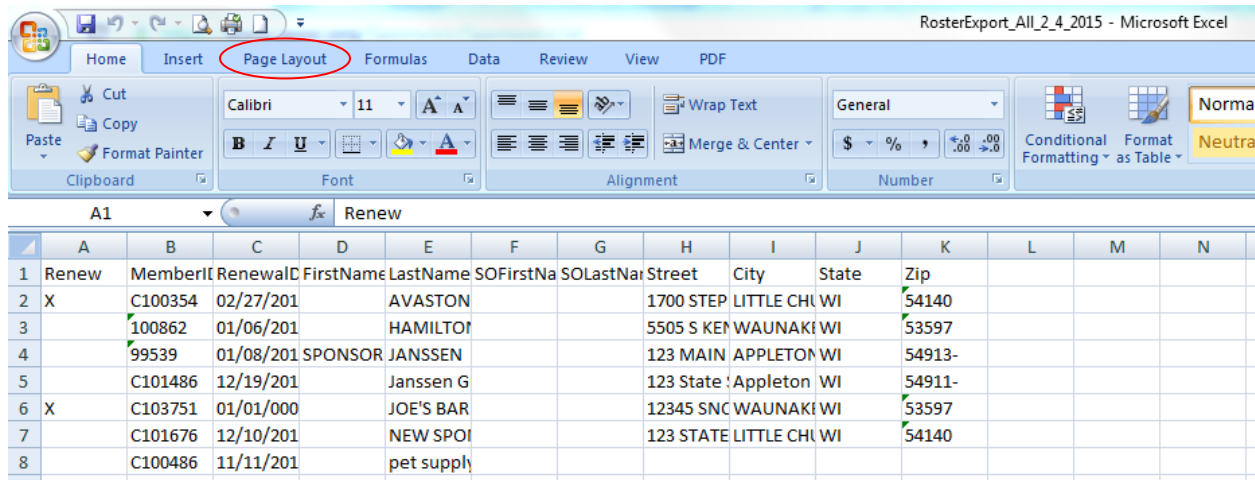
While in **Sponsors List** screen click the **EXPORT SPONSOR LIST** button to download the roster.



This download requires that your P.C. have the capability to open a **Microsoft Excel** file. Depending on your web browser, you may be prompted to open the download or the downloaded file will appear in the footer of the page like below.



Below is an example of how a roster will appear in Excel.



To print this roster off in a more-useable format:

1. Go to **PAGE LAYOUT**, set orientation to **landscape**
2. Double-click in the column to expand it so all information is visible. Print.

To Renew or Add a Commercial Sponsor

The same format applies to commercial sponsors as with members.

1. To renew an existing commercial, click on the box in front of the sponsor you wish to renew (under the Renew This Member column).

Businesses can be a commercial sponsor of **only** one (1) club. Prior to adding a new commercial sponsor, go to the AWSC website (www.awsc.org), select the county where the new commercial sponsor is located and view all of the businesses. If the business is already listed on the AWSC website, they are a member of another club and cannot be added to your club.

2. If this new business is not listed on the AWSC website, click on the **Add New Sponsor** button.

1159 - TEST CLUB Welcome DAVE EMERICH

If you have questions, please call AWSC at 1 (608) 846-5530

TEST CLUB Show: All Current Members Only Pending Renewals Non Renewed Members

(no refund) Member Checked: 3, Total Sponsors: 5

Sponsor #	VALID THRU	Renew this Member	Primary Member	Mailing Address	Edit
C120468	09/19/2018	<input type="checkbox"/>	TEST BAR & GRILL	111 TEST ST MADISON WI 53711-	Edit
NEW	09/29/2015	<input checked="" type="checkbox"/>	TEST BUSINESS	2761 SHERRY LN GREEN BAY WI 54302	Edit
120252	03/11/2017	<input checked="" type="checkbox"/>	TEST NEW SPONSOR	555 TEST DR DE PERE WI 54115	Edit
C120467	09/19/2018	<input type="checkbox"/>	TEST SNOW STORE	123 TEST LN MADISON WI 53711-	Edit
NEW	04/04/2017	<input checked="" type="checkbox"/>	TEST SPONSOR	123 STATE ST APPLETON WI 54911	Edit

A new commercial sponsor does require more detailed information specific to the business as can be seen on the next page.

Please be aware that businesses often have a mailing address which is different than the physical address. Important information to include with ALL commercial sponsors:

- (1) The **physical address** is listed in the commercial insert of the Wisconsin Snowmobile News
- (2) Business website – also listed in the WSN commercial insert (must have for Premier Sponsor)
- (3) **Descriptive information** for these sponsors is displayed on the AWSC website for 12 months

Cancel Save

SPONSORSHIP VALID THRU: 1/1/2001

* Marked fields are required

Sponsor:

Business Name: NEW TEST SPONSOR1 *

Contact Email: Email Address

Sponsorship Type: Standard - \$35 *

Category: Other *

Sponsor **does not** wish to receive WSN Magazine:

Web/Add Text:

Website Address:

Ad Text: New Test Sponsor

Mailing Address:

Address: 1234 Test Ln *

Mailing Street Address Line 2

City: Cottage Grove *

State: Wisconsin *

Zip Code: 53527 *

County: DANE *

Phone: 123-456-7890

Fax: (xxx) xxx-xxxx

Physical Address: Same as Mailing:

Address: 456 Other St *

City: Madison *

State: Wisconsin *

Zip: 53711 *

County: DANE *

Phone: (xxx) xxx-xxxx

Fax:

When entering the name of the business please use ALL CAPS. When entering the mailing address, physical address and ad info, please use upper and lower case letters.

Enter the address information using the abbreviations listed below, and do NOT use punctuation such as (.,-). Please do not include titles (MR, MRS, MISS, MS), we do, however use JR, SR, II, III – as shown below:

- | | | |
|------------------|----------------|-----------------------------------|
| Avenue – Ave | Lane – Ln | Trail - Trl |
| Boulevard – Blvd | Parkway – Pkwy | Terrace - Terr |
| Circle – Cir | Place – Pl | County Highway (letter of road) |
| Court – Ct | Road – Rd | State Highway (number of highway) |
| Drive – Dr | Street – St | |

Failure to follow these address guidelines may delay processing of your roster.

After filling in the necessary fields, click on the **SAVE** button.

This will take you back to your commercial roster, where you should see the new sponsor listed.

1159 - TEST CLUB **Welcome DAVE EMERICH**

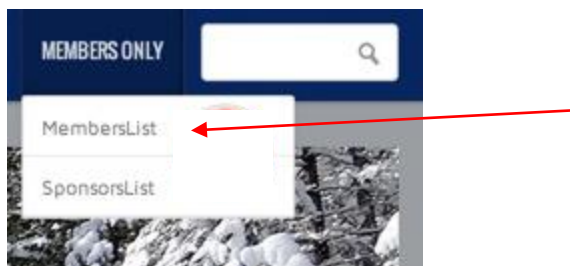
If you have questions, please call AWSC at 1 (608) 846-5530

TEST CLUB **Show:** All Current Members Only Pending Renewals Non Renewed Members

(no refunds), Number Checked: 4, Total Sponsors: 6

Sponsor #	VALID THRU	Renew this Member	Primary Member	Mailing Address	Edit
NEW		<input checked="" type="checkbox"/>	NEW TEST SPONSOR1	1234 TEST LN COTTAGE GROVE WI 53527	Edit
C120468	09/19/2018	<input type="checkbox"/>	TEST BAR & GRILL	111 TEST ST MADISON WI 53711-	Edit
NEW	09/29/2015	<input checked="" type="checkbox"/>	TEST BUSINESS	2761 SHERRY LN GREEN BAY WI 54302	Edit
120252	03/11/2017	<input checked="" type="checkbox"/>	TEST NEW SPONSOR	555 TEST DR DE PERE WI 54115	Edit
C120467	09/19/2018	<input type="checkbox"/>	TEST SNOW STORE	123 TEST LN MADISON WI 53711-	Edit
NEW	04/04/2017	<input checked="" type="checkbox"/>	TEST SPONSOR	123 STATE ST APPLETON WI 54911	Edit

If you have additional memberships to update on the regular roster, you can toggle between the membership and commercial sponsor rosters. The system will total all the transactions as long as you do not exit the application.



When you are finished updating both members and commercial sponsors, click on the **Pay by Credit Card** button in either the membership or commercial sponsor roster.

To Enter Payment Information

If you are finished renewing & adding new Commercial Sponsors and members, Click on the **Pay by Credit Card** button in either the membership or commercial sponsor rosters.

1159 - TEST CLUB Welcome **DAVE EMERICH**

If you have questions, please call AWSC at 1 (608) 846-5530

TEST CLUB **Show:** All Current Members Only Pending Renewals Non Renewed Members

Add New Sponsor (to refunds), Number Checked: 4, Total Sponsors: 6

Sponsor #	VALID THRU	Renew this Member	Primary Member	Mailing Address	Edit
NEW		<input checked="" type="checkbox"/>	NEW TEST SPONSOR1	1234 TEST LN COTTAGE GROVE WI 53527	Edit
C120468	09/19/2018	<input type="checkbox"/>	TEST BAR & GRILL	111 TEST ST MADISON WI 53711-	Edit
NEW	09/29/2015	<input checked="" type="checkbox"/>	TEST BUSINESS	2761 SHERRY LN GREEN BAY WI 54302	Edit
120252	03/11/2017	<input checked="" type="checkbox"/>	TEST NEW SPONSOR	555 TEST DR DE PERE WI 54115	Edit
C120467	09/19/2018	<input type="checkbox"/>	TEST SNOW STORE	123 TEST LN MADISON WI 53711-	Edit
NEW	04/04/2017	<input checked="" type="checkbox"/>	TEST SPONSOR	123 STATE ST APPLETON WI 54911	Edit

A summary of all transactions, both membership and commercial sponsor updates will appear. Verify that these are correct. If not, toggle back to the membership or commercial sponsor rosters to make corrections.

SUMMARY OF TRANSACTIONS

Item	Additional Information	Qty	Total	Remove
Standard	Renewal for Member NEW TEST SPONSOR1 [*NEW*] of Club 1159	1	\$35.00	
Premier	Renewal for Member SPONSOR TEST BUSINESS [*NEW*] of Club 1159	1	\$75.00	
Premier	Renewal for Member TEST NEW SPONSOR [120252] of Club 1159	1	\$75.00	
Premier	Renewal for Member TEST SPONSOR [*NEW*] of Club 1159	1	\$75.00	
Convenience Fee		1	\$1.50	



Click **NEXT** to continue if summary is correct.

To Enter Credit Card Information

1. You will be prompted to enter the name & email address where you would like the transaction receipt emailed:

Step 1 of 4

PAYEE INFORMATION

Enter Name/Email Here

First name:*

Last name:*

Email:

Your receipt will be sent to this email address

[Back](#) [Next](#)

Click **NEXT** when finished.

2. Enter the credit card billing address – **use the address of where the statement is sent:**

Step 2 of 4

BILLING ADDRESS

Address:

Name (Company or Personal)

Address on Credit Card

City:*

Zip

State:*

Phone number:

[Back](#) [Next](#)

Click **NEXT** if the auto-filled information is correct. If you need to change the billing information, click on the first address drop down list and choose NEW. Enter the new name & billing information:

Step 2 of 4

BILLING ADDRESS

Address:

Name (Company or Personal):

Address on Credit Card:

City:

Zip:

State:

Phone number:

Back

Next

Click **NEXT** when finished entering address information.

3. A preview of the order will appear. Double check all information is correct, especially the number of renewals, billing address, etc. and then click **NEXT**.

Step 3 of 4

ORDER PREVIEW

Billing Address

John Doe
123 Lake St
DeForest, WI 53532
USA
123-456-7890

Payment Method



Product name	Units	Unit price	Tax	Subtotal
Standard Renewal for Member NEW TEST SPONSOR1 ['NEW'] of Club 1159	1	\$35.00	\$0.00	\$35.00
Premier Renewal for Member SPONSOR TEST BUSINESS ['NEW'] of Club 1159	1	\$75.00	\$0.00	\$75.00
Premier Renewal for Member TEST NEW SPONSOR [120252] of Club 1159	1	\$75.00	\$0.00	\$75.00
Premier Renewal for Member TEST SPONSOR ['NEW'] of Club 1159	1	\$75.00	\$0.00	\$75.00
Convenience Fee	1	\$1.50	\$0.00	\$1.50
Total Price		\$261.50		

Order Note:

Back

Next

4. Enter credit card information and click **FINISH PAYMENT** when done.

Step 4 of 4

PAYMENT

Your order was saved.

Payment Summary

Order ID: 69303

Payment method: Credit/Debit Card

Total price: \$261.50

Your credit card details

Credit card number:*

Credit card CCV:*

Credit card expiration:*

Finish Payment



AWSC accepts only Visa, MasterCard, and Discover credit cards

Please enter your credit card number **WITHOUT the dashes.**

Two (2) receipts will go to the email address provided once you have completed the process:

1. One receipt is from Authorize.net which is the credit card processing company we use.
2. The second receipt is from AWSC with specific information on how much was paid and who was renewed/new members.

Commercial Sponsor cards will be processed and mailed directly to the Sponsor within 48 **business** hours.

Please note: The AWSC automatically verifies if a business is actually a “new” sponsor to the AWSC. Although new sponsors are automatically assigned an ID number, if it is found that this business was previously an AWSC Commercial Sponsor, their number will revert to the original ID number.

If you wish to have a Commercial Sponsor removed from your roster or have a name change for a sponsor, please send an email request to the AWSC office at: reception@awsc.org.

In order for a commercial sponsor to purchase a trail pass for their personal use snowmobiles, we must have their name listed in our database with that commercial business. You may email or call the AWSC office with this information.