



**AWSC**

529 Trail Side Drive, Suite 200

DeForest, WI 53532

608-846-5530 / 800-232-4108

[www.awsc.org](http://www.awsc.org)

## **Credit Card/Debit Card**

Online Renewal Users Guide –  
AWSC Membership 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 or twice per week – thank you!**

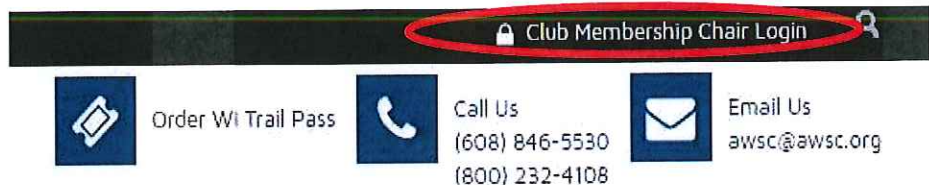
**Note: There will be no refunds online, so be careful what you enter to update. If there is a problem, call the AWSC office.**

In order to access your AWSC online roster, your club must be assigned a *user name* and *password*. Contact AWSC's office to obtain the login information. Club's will be assigned one (1) *user name* and *password* per club, usually to the membership chair (or whoever will be doing the online roster updating).

## Accessing the Club Roster

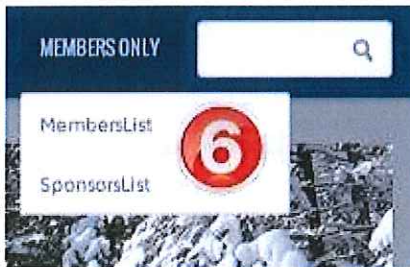
To access the online club roster site,

1. Open [www.awsc.org](http://www.awsc.org) using an Internet browser. Google Chrome works best.
2. Click the **Club 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.



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

5. After successfully logging in, a new link will appear, **MEMBERS ONLY**.

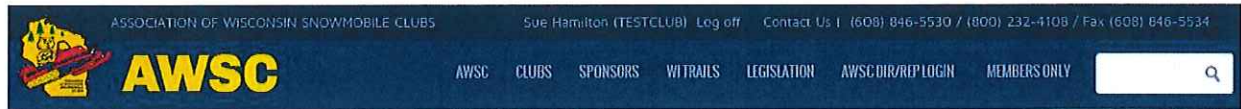


6. When you hover the mouse over the **MEMBERS ONLY** link, the sub-menu will appear allowing access to the club roster and the club's commercial sponsor list.
- a. Click the **MEMBERS LIST** option to
    - i. Access the club's roster
    - ii. Access the club information and club officers
  - b. Click the **SPONSORS LIST** option to
    - i. Access the club's list of commercial sponsors (See separate instructions)

## To View the Club Roster

To access the club's roster, click the **MEMBERS LIST** link in the **MEMBERS ONLY** menu (see #6 above).

Your current club roster will appear. By default, all club members will appear, even those whose memberships expired. Additional views are available to the right of the **EDIT CLUB** button as can be seen in the circle below.



### 1159 - TEST CLUB

Welcome

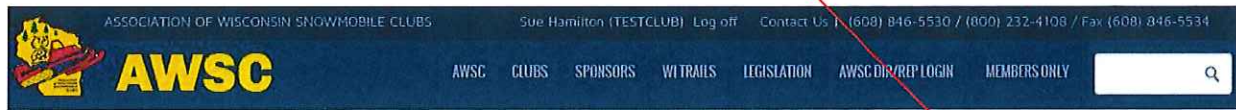
If you have questions, please call AWSC at 1 (608) 846-5530

TEST CLUB	<a href="#">Edit Club</a>	Show: <input checked="" type="radio"/> All <input type="radio"/> Current Members Only <input type="radio"/> Pending Renewals <input type="radio"/> Non Renewed Members	<a href="#">Export Roster</a>			
<a href="#">Add New Member</a>	<a href="#">Pay by Credit Card</a> (no refunds)					
Member #	AWSC Renewal Date	Renew this Member	Primary Member	Spouse	Mailing Address	Edit
12096	09/18/15	<input type="checkbox"/>	HAMILTON, SUSAN	HAMILTON, DONALD	5505 S KENNEDY DR WAUNAKEE WI 53597-1702	<a href="#">Edit</a>
100428	11/18/15	<input checked="" type="checkbox"/>	JANSSEN, CHRIS	JANSSEN, JOSH II	1700 STEPHEN ST. LITTLE CHUTE WI 54140-	<a href="#">Edit</a>
100571	11/14/15	<input type="checkbox"/>	JANSSEN, CHRISTY		123 STATE ST PO BOX 3 LITTLE CHUTE WI 54140	<a href="#">Edit</a>
101620	12/09/15	<input type="checkbox"/>	JANSSEN, KATE	JANSSEN, BILL	123 STATE ST APPLETON WI 54911-	<a href="#">Edit</a>
99884	11/18/15	<input type="checkbox"/>	JANSSEN, PETER		1700 STEPHEN STREET LITTLE CHUTE WI 54140	<a href="#">Edit</a>
103719	01/01/01	<input type="checkbox"/>	KOLATH, HENRY II		123 STATE ST. APPLETON WI 54911	<a href="#">Edit</a>
100524	11/18/15	<input type="checkbox"/>	PERSON, TEST		1700 STEPHEN ST. LITTLE CHUTE WI 54140	<a href="#">Edit</a>
100865	01/08/16	<input type="checkbox"/>	SEVEN, TEST	SEVEN, SPOUSE	506 LOUISA ST DARLINGTON WI 53530	<a href="#">Edit</a>
103668	01/30/15	<input type="checkbox"/>	WISCONSIN, SNOWMO ONE	WISCONSIN, SNOWMO TWO	5505 S KENNEDY WAUNAKEE WI 53597	<a href="#">Edit</a>

1. All Click the **ALL** circle to view all members, both current and expired.
2. Current Members Only Click this circle to view all members who have a current valid membership.
3. Pending Renewals Click this circle to view all members who have submitted their renewal but credit card payment has yet to be paid.  
(only for those paying with credit card)
4. Non Renewed Members Click this circle to view all members who have expired memberships.

## To Download Member Roster

Once you are on the **Member List** screen, click the **EXPORT ROSTER** button to download the roster into Microsoft Excel.



### 1159 - TEST CLUB

Welcome

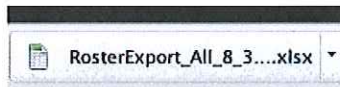
If you have questions, please call AWSC at 1 (608) 846-5530

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

(no refunds)

Member #	AWSC Renewal Date	Renew this Member	Primary Member	Spouse	Mailing Address	Edit
12096	09/18/15	<input type="checkbox"/>	HAMILTON, SUSAN	HAMILTON, DONALD	5505 S KENNEDY DR WAUNAKEE WI 53597-1702	<a href="#">Edit</a>
100428	11/18/15	<input type="checkbox"/>	JANSSEN, CHRIS	JANSSEN, JOSH II	1700 STEPHEN ST. LITTLE CHUTE WI 54140-	<a href="#">Edit</a>
100571	11/14/15	<input checked="" type="checkbox"/>	JANSSEN, CHRISTY		123 STATE ST PO BOX 3 LITTLE CHUTE WI 54140	<a href="#">Edit</a>
101620	12/09/15	<input checked="" type="checkbox"/>	JANSSEN, KATE	JANSSEN, BILL	123 STATE ST APPLETON WI 54911-	<a href="#">Edit</a>
99884	11/18/15	<input checked="" type="checkbox"/>	JANSSEN, PETER		1700 STEPHEN STREET LITTLE CHUTE WI 54140	<a href="#">Edit</a>
103719	01/01/01	<input type="checkbox"/>	KOLATH, HENRY II		123 STATE ST. APPLETON WI 54911	<a href="#">Edit</a>
100524	11/18/15	<input type="checkbox"/>	PERSON, TEST		1700 STEPHEN ST. LITTLE CHUTE WI 54140	<a href="#">Edit</a>
100865	01/08/16	<input type="checkbox"/>	SEVEN, TEST	SEVEN, SPOUSE	506 LOUISA ST DARLINGTON WI 53530	<a href="#">Edit</a>
103668	01/30/15	<input type="checkbox"/>	WISCONSIN, SNOWMO ONE	WISCONSIN, SNOWMO TWO	5505 S KENNEDY WAUNAKEE WI 53597	<a href="#">Edit</a>

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.

The screenshot shows the Microsoft Excel interface with the 'Page Layout' ribbon selected. Below the ribbon, a data table is displayed with the following columns and rows:

Renew	MemberID	Renewal	FirstName	LastName	S	SO	FirstNa	S	O	LastNa	Street	City	State	Zip
X	12096	09/18/201	SUSAN	HAMILTON	DONALD	HAMILTON	5505 S KEN	WAUNAKI	WI	53597-1702				
X	100428	11/18/201	CHRIS	JANSSEN			1700 STEP	LITTLE CHU	WI	54140-				
	100571	11/14/201	CHRISTY	JANSSEN			123 STATE	LITTLE CHU	WI	54140				
	101674	01/01/000	ETHAN	JANSSEN	PEBBLES	JANSSEN	123 STATE	LITTLE CHU	WI	54140				
X	101620	12/09/201	KATE	JANSSEN	BILL	JANSSEN	123 STATE	APPLETON	WI	54911-				
	101675	01/01/000	PEBBLES	JANSSEN			123 STATE	LITTLE CHU	WI	54140				
	99884	11/18/201	PETER	JANSSEN			1700 STEP	LITTLE CHU	WI	54140				
	100524	11/18/201	TEST	PERSON			1700 STEP	LITTLE CHU	WI	54140				
	100865	01/08/201	TEST	SEVEN	SPOUSE	SEVEN	506 LOUIS	DARLINGT	WI	53530				
L X	103668	01/01/000	SNOWMO	WISCONSI	SNOWMO	WISCONSI	5505 S KEN	WAUNAKI	WI	53597				

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 Members

Click on the box in front of the member name, under the "Renew this Member" column as shown below:

### 1159 - TEST CLUB

#### Welcome

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

Member #	AWSC Renewal Date	Renew this Member	Primary Member	Spouse	Mailing Address	Edit
12096	09/18/15	<input checked="" type="checkbox"/>	HAMILTON, SUSAN	HAMILTON, DONALD	5505 S KENNEDY DR WAUNAKEE WI 53597-1702	<a href="#">Edit</a>
100428	11/18/15	<input type="checkbox"/>	JANSSEN, CHRIS		1700 STEPHEN ST. LITTLE CHUTE WI 54140-	<a href="#">Edit</a>
100571	11/14/15	<input checked="" type="checkbox"/>	JANSSEN, CHRISTY		123 STATE ST. P.O. Box 3 LITTLE CHUTE WI 54140	<a href="#">Edit</a>
101620	12/09/15	<input checked="" type="checkbox"/>	JANSSEN, KATE	JANSSEN, BILL	123 STATE ST. APPLETON WI 54911-	<a href="#">Edit</a>
99884	11/18/15	<input type="checkbox"/>	JANSSEN, PETER		1700 STEPHEN STREET LITTLE CHUTE WI 54140	<a href="#">Edit</a>
100524	11/18/15	<input type="checkbox"/>	PERSON, TEST		1700 STEPHEN ST. LITTLE CHUTE WI 54140	<a href="#">Edit</a>
100865	01/08/16	<input type="checkbox"/>	SEVEN TEST	SEVEN SPOUSE	506 LOUISA ST	<a href="#">Edit</a>

## To Edit Member Information

To edit a member's information, click the **EDIT** link to the right of the member's address. The only information which can be edited online is the address. All other information (name changes, spouse changes, removals, etc.) should be submitted to the AWSC office.

### 1159 - TEST CLUB

#### Welcome

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

Member #	AWSC Renewal Date	Renew this Member	Primary Member	Spouse	Mailing Address	Edit
12096	09/18/15	<input checked="" type="checkbox"/>	HAMILTON, SUSAN	HAMILTON, DONALD	5505 S KENNEDY DR WAUNAKEE WI 53597-1702	<a href="#">Edit</a>
100428	11/18/15	<input type="checkbox"/>	JANSSEN, CHRIS		1700 STEPHEN ST. LITTLE CHUTE WI 54140-	<a href="#">Edit</a>
100571	11/14/15	<input checked="" type="checkbox"/>	JANSSEN, CHRISTY		123 STATE ST. P.O. Box 3 LITTLE CHUTE WI 54140	<a href="#">Edit</a>
101620	12/09/15	<input checked="" type="checkbox"/>	JANSSEN, KATE	JANSSEN, BILL	123 STATE ST. APPLETON WI 54911-	<a href="#">Edit</a>
99884	11/18/15	<input type="checkbox"/>	JANSSEN, PETER		1700 STEPHEN STREET LITTLE CHUTE WI 54140	<a href="#">Edit</a>
100524	11/18/15	<input type="checkbox"/>	PERSON, TEST		1700 STEPHEN ST. LITTLE CHUTE WI 54140	<a href="#">Edit</a>
100865	01/08/16	<input type="checkbox"/>	SEVEN TEST	SEVEN SPOUSE	506 LOUISA ST LITTLE CHUTE WI 54140	<a href="#">Edit</a>



Adjust the member's information by typing in the new values in to each respective field. Please do not include spouses first name with the member's first name (i.e. Sue&Don). Enter the spouse first & last name in the spaces provided under "SPOUSE" as shown below. The AWSC does not list "significant others" on rosters as they are not an AWSC dues paying member.

## TEST CLUB

Member Profile: #12096

\* Marked fields are required

Member:

First Name	<input type="text" value="SUSAN"/>
Last Name	<input type="text" value="HAMILTON"/>
Email Address	<input type="text" value="Email Address"/>
Membership Type	<input type="text" value="Adult/Family - 510"/>

Mailing Address:

Address	<input type="text" value="5505 S KENNEDY DR"/>
	<input type="text" value="Mailing Street Address Line 2"/>
City	<input type="text" value="WAUNAKEE"/>
State	<input type="text" value="WI"/>
Zip Code	<input type="text" value="53597-1702"/>
County	<input type="text" value="UNKNOWN"/>
Phone	<input type="text" value="608-849-8411"/>
Fax	<input type="text" value="{xxx} xxx-xxxx"/>

Welcome

Membership Expiration Date: 11/06/15  
 Renew this Membership

Spouse:

FirstName	<input type="text" value="DONALD"/>
Last Name	<input type="text" value="HAMILTON"/>

When finished editing a profile, click the **SAVE** button.

## To Add a New Member

Please check to make sure the member you are adding as new is not already listed on your roster. If they are listed, then just renew them. Do not add new members online, unless you plan to pay for them during that session. The system will NOT retain the information entered unless a payment is made during that session. You can download the roster into excel and add them to the excel roster if you will be mailing or emailing them into the office (see page 4 of this guide). If your club has a credit/debit card and you plan to pay for them, then continue:

Click on the **Add New Member** button shown below:

### 1159 - TEST CLUB

#### Welcome

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

TEST CLUB  Show:  All  Current Members Only

Pending Renewals  Non Renewed Members

Member #	AWSC Renewal Date	Renew this Member	Primary Member	Spouse	Mailing Address	Edit
12096	09/18/15	<input checked="" type="checkbox"/>	HAMILTON, SUSAN	HAMILTON, DONALD	5505 S KENNEDY DR WAUNAKEE WI 53597-1702	<a href="#">Edit</a>
100428	11/18/15	<input type="checkbox"/>	JANSSEN, CHRIS		1700 STEPHEN ST. LITTLE CHUTE WI 54140-	<a href="#">Edit</a>
100571	11/14/15	<input checked="" type="checkbox"/>	JANSSEN, CHRISTY		123 STATE ST. P.O. Box 3 LITTLE CHUTE WI 54140	<a href="#">Edit</a>
101620	12/09/15	<input checked="" type="checkbox"/>	JANSSEN, KATE	JANSSEN, BILL	123 STATE ST. APPLETON WI 54911-	<a href="#">Edit</a>
99884	11/18/15	<input type="checkbox"/>	JANSSEN, PETER		1700 STEPHEN STREET LITTLE CHUTE WI 54140	<a href="#">Edit</a>
100524	11/18/15	<input type="checkbox"/>	PERSON, TEST		1700 STEPHEN ST. LITTLE CHUTE WI 54140	<a href="#">Edit</a>
100865	01/08/16	<input type="checkbox"/>	SEVEN TEST	SEVEN SPOUSE	506 LOUISA ST LITTLE CHUTE WI 54140	<a href="#">Edit</a>

Enter New Member information as shown below. You must use abbreviations as 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. Failure to follow these address guidelines may delay processing of your roster.

Avenue – AVE  
 Boulevard – BLVD  
 Circle – CIR  
 Court – CT  
 Drive – DR

Lane – LN  
 Parkway – PKWY  
 Place – PL  
 Road – RD  
 Street – ST

Trail – TRL  
 Terrace - TERR

SPELL THESE OUT COMPLETELY AS SHOWN:  
 STATE HIGHWAY 12  
 COUNTY ROAD AB

**TEST CLUB**  
**Member Profile: #**

**Welcome**

Cancel Save

Membership Expiration Date: 01/01/01  
 Renew this Membership

\* Marked fields are required

**Member:**

**Spouse:**

FirstName JOHN JR  
 Last Name DOE  
 Email Address JDOE@GMAIL.COM  
 Membership Type Adult/Family - \$10

FirstName JANE  
 Last Name DOE

**Mailing Address:**

Address 12345 SNOWY PL  
 Mailing Street Address Line 2  
 City WAUNAKEE  
 State WI  
 Zip Code 53527  
 County DANE  
 Phone 123-456-7890  
 Fax 123-456-7891

Please note: incomplete address information will be marked “bad address” and that member will NOT receive a magazine or a membership card until the information is complete.

**NOTE: A NEW MEMBER NUMBER WILL BE ASSIGNED WHEN ONLINE ROSTER IS PROCESSED IN THE OFFICE (WITHIN 48 BUSINESS HOURS).**

Click on the **SAVE** button when finished entering new member information.

## To Update the Club Information

To access the club's detail profile, click the **MEMBERS ONLY** menu.



Then select the **MEMBERS LIST**.



Click the **EDIT CLUB** button to make changes to club officers, add/change website, etc.

### 1159 - TEST CLUB

### Welcome

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

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

[Add New Member](#) [Pay by Credit Card](#) (no refunds) [Export Roster](#)

Member #	AWSC Renewal Date	Renew this Member	Primary Member	Spouse	Mailing Address	Edit
12096	09/18/15	<input checked="" type="checkbox"/>	HAMILTON, SUSAN	HAMILTON, DONALD	5505 S KENNEDY DR WAUNAKEE WI 53597-1702	<a href="#">Edit</a>
100428	11/18/15	<input checked="" type="checkbox"/>	JANSSEN, CHRIS	JANSSEN, JOSH II	1700 STEPHEN ST. LITTLE CHUTE WI 54140-	<a href="#">Edit</a>
100571	11/14/15	<input type="checkbox"/>	JANSSEN, CHRISTY		123 STATE ST PO BOX 3 LITTLE CHUTE WI 54140	<a href="#">Edit</a>

The detailed club profile will appear as below:

\* Marked fields are required  
Select Club

### Basic Info:

Website Address

### Officer List:

PRESIDENT

SECRETARY

TREASURER

MEMBERSHIP

### Club Contact:

This information appears on AWSC's website

Contact Name

Club Contact Phone

Email Address

Most

of the information shown above is self-explanatory. Notable fields include the following:

- **Club Contact.** This information will appear on AWSC's website.
- **Officer List.** Select the officers for the club.

Click the **SAVE** button to save any updates performed on this screen.

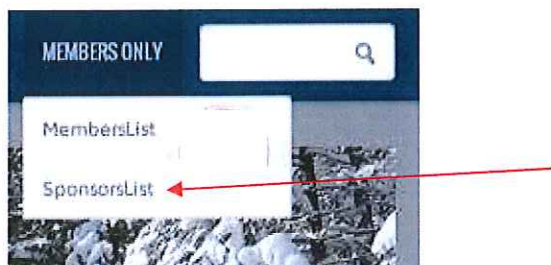
## TEST CLUB

\* Marked fields are required  
Select Club

Welcome

## To Enter Payment Information

After you have updated all the members you are renewing, you may toggle to the commercial sponsor roster and update as necessary, (you must update at least one member/sponsor).



After you have finished updating both members and sponsors, click on the **Pay By Credit Card** button as shown below in either the membership roster or the commercial sponsor roster. The system will total all the transactions from both sections. If you exit, without payment, the system will NOT retain any changes.

### 1159 - TEST CLUB

**Welcome**

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

TEST CLUB  Show:  All  Current Members Only

(no refunds)

Member #	AWSC Renewal Date	Renew this Member	Primary Member	Significant Other	Mailing Address	Edit
99718	10/07/15	<input type="checkbox"/>	BROCKMAN, TEST		165 W MADISON AVE MILTON WI 53563	<a href="#">Edit</a>
12096	09/18/15	<input type="checkbox"/>	HAMILTON, SUSAN	HAMILTON, DONALD	5505 S KENNEDY DR WAUNAKEE WI 53597-1702	<a href="#">Edit</a>

The following summary (containing all transactions – membership and commercial sponsors) will appear for your review. If not correct, toggle back to the membership or commercial roster to correct.

### SUMMARY OF TRANSACTIONS

Item	Additional Information	Qty	Total
Standard	Renewal for Member JOES BAR TEST [C120244] of Club 1159	1	\$35
Standard	Renewal for Member NEW SPONSOR INC ['NEW'] of Club 1159	1	\$35
Adult/Family	Renewal for Member JANE TEST1 DOE [106019] of Club 1159	1	\$10
Youth	Renewal for Member DANNA TESTER [120267] of Club 1159	1	\$6
Adult/Family	Renewal for Member SNOMO ONE WISCONSIN [103668] of Club 1159	1	\$10



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

## To Enter Credit Card Information

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

Step 1 of 4

### PAYEE INFORMATION

#### Enter Name/Email Here

First name: DAVE

Last name: EMERICH

Email: dmemerich@gmail.com

Your receipt will be sent to this email address

Back

Next

Click **NEXT** when finished.

2. The **credit card billing address** will auto-fill with previous information. Make sure that the **name is the same as it appears on the credit card**. Membership cards will still be emailed to the membership chair, not to this billing address. **To change information, please see next page.**

Step 2 of 4

### BILLING ADDRESS

Address: DAVE EMERICH, 1609 JEFFERSON ST, N

Name (Company or Personal): DAVE EMERICH

Address on Credit Card: 1609 JEFFERSON ST

City: NEW LONDON

Zip: 54961

State: Wisconsin

Phone number:

Back

Next

Click **NEXT** if auto-filled information is correct.

To change the billing address and name on the credit card, click on the top address drop down list and choose NEW. This will erase the auto filled information, so you can enter new credit card billing name and address.

Step 2 of 4

## BILLING ADDRESS

Address: (new) ▼

Name (Company or Personal): John Doe

Address on Credit Card: 123 Lake St

City: DeForest

Zip: 53532

State: Wisconsin ▼

Phone number: 123-456-7890

Back

Next

Click NEXT when finished entering credit card billing name & address information.

3. Order Preview : check to make sure the information is correct – billing address and order line items.

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
Youth Renewal for Member CHRISTINE JANSSEN [100428] of Club 1159	1	\$6.00	\$0.00	\$6
<b>Total Price</b>		<b>\$6</b>		

Order Note:

Back

Next

Click NEXT when finished.



4. Enter credit card information (with no spaces) and click **FINISH PAYMENT** when done.

**Step 4 of 4**

## PAYMENT

*Your order was saved.*

### Payment Summary

Order ID: 68112

Payment method: Credit/Debit Card

Total price: \$6

### 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 be emailed to the email address provided once you have completed the process. One receipt is from Authorize.net which is the credit card processing company we use, and the other receipt is from AWSC showing what was paid and who was renewed/new members.

Please try to limit your online transactions to once a day and once a week. Online rosters will be processed by the AWSC within **48 business hours**. Membership cards will be mailed to the membership chair as listed on the AWSC roster, (at the address listed on the roster) twice a month.

**Please note:** New members added online will not have a membership number until they are processed by the AWSC Office (48 business hours minimum). In the event you enter a member who is already in the AWSC database they will revert to the existing AWSC membership #. The same will hold true for new commercial sponsors entered online.

If you wish to have a member removed from your roster or have a name change for a member, please send an email request to the AWSC office at: [reception@awsc.org](mailto:reception@awsc.org).