

## Membership Renewal – Members

**Only the Primary member of a household has the authority to access the renewal screen and complete the information below. In a household there is a primary and secondary member.**

### <Brief Overview Instructions>

- Log onto website at [www.tierrasantavillage.org](http://www.tierrasantavillage.org).
- Click on “Member LogIn” and enter your Username (usually your first initial & last name - No Spaces) and Password.
- Then do one of the following (which are in these instructions only). The <Detailed Instructions> (starting on page 2 of this document) contains the actual information you’ll see on the screen when renewing:
  - Hover cursor over your name to receive a dropdown box, then click “RENEW”; ...OR...
  - To the left of your name, click on the red circle with two clockwise arrows.
- You will now see at the top: “Membership Renewal”.

### Overview

There are 2 sections listed below that appear only in these Brief Overview Instructions (page 1). What you will see on the actual screens is what is highlighted in yellow in the Detailed Instructions (pages 2-3):

- Section 1 contains 5 screens (*listed as steps on the screen*) for the renewal information;
- Section 2 contains 1 screen (*listed as steps on the screen*) for the payment process.

Follow the “on screen” instructions. **If you have any problems using this brief overview**, follow the detailed instructions on the next two pages.

The screen (step) titles are:

#### **1. Getting Started (Section 1):**

- a. Membership Renewal (*Step 1 of 5*)
- b. Membership Renewal (*Step 2 of 5*) – General Information, Addresses, etc.
- c. Membership Renewal (*Step 3 of 5*) – Additional Member Data
- d. Membership Renewal (*Step 4 of 5*) – Interests (“Select the interest in which...”)
- e. Membership Renewal (*Step 5 of 5*) – Overview Screen (*Personal Info, etc.*)

#### **2. Payment Process (Section 2):**

Follow the instructions on this screen to complete your renewal in just a few easy steps.

**NOTE:** Payment methods are **Card Credit (Online only; not at Village Office)** or Check (**preferred method** - may be a personal check, money order/gram, or cashiers check). Check payments are either mailed to the Village Office or taken in there. **No cash payments!!**

# Membership Renewal – Members

## <Detailed Instructions>

### Getting Started:

To login and renew your membership, please see the first set of bullet points on Page 1 under <Brief Overview> (between “<Brief Overview>” and “Overview”). Afterwards, continue with the instructions below.

### Membership Renewal **Step 1 of 5**

1. This screen shows the following information:
  - a. Membership Status (Active, Expired, etc.) & current membership expiration date
  - b. Membership Type (Individual, Household, etc.)
  - c. Various Important Dates (this includes the new expiration date)
2. Click “**Next**” button if all is okay; otherwise, click the “**Cancel**” button

### Membership Renewal – General Information, Addresses, etc. **Step 2 of 5**

1. **VERIFY** that all information is complete and correct; make whatever corrections that are needed.
2. Enter a Nickname – if nothing specific, use your first name.
3. The “Primary Address” is the field used.  
**NOTE:** Cell Phone, Fax and Email are entered under “Other Contacts”.
4. Click the “**Next**” button if all information is correct; otherwise, click the “**Back**” button if you need to return to the previous screen or the “**Cancel**” button if you need to quit the process.

### Membership Renewal – Additional Member Data **Step 3 of 5**

1. This is a data gathering screen of important information needed for Time Bank and TVSD Admin. Please complete!
2. Click the “**Next**” button if all information is correct; otherwise, click the “**Back**” button if you need to return to a previous screen or the “**Cancel**” button if you need to quit the process.

### Membership Renewal – Interests (“*Select the interest in which...*”) **Step 4 of 5**

1. This is another important data gathering screen. It enables the Board, Executive Director and the Core Team Leaders to see what members are interested in, and to try to create activities, etc., in which members are interested.
2. There are 9 categories, each with multiple listings. If there is something not listed in which you are interested, please check the box to the left of “Other” within each respective category affected (except in “\*\*Volunteer Positions – Core Teams\*\*”; then email the IT Team at [TVSD92124@gmail.com](mailto:TVSD92124@gmail.com) with the following information:
  - a. Category name
  - b. Item of interest
3. Click the “**Next**” button if all information is correct; otherwise, click the “**Back**” button if you need to return to a previous screen or the “**Cancel**” button if you need to quit the process.

## Membership Renewal – Members

### **Membership Renewal** – Overview Screen (*Personal Info, etc.*) **Step 5 of 5**

Review the information to verify it is correct. If you find any errors, click the “**Back**” button until you reach the proper screen to make corrections.

Once reviewed and all is correct, click the “**Finish and Proceed to Payment**” button or the “**Cancel**” button if you need to quit the processing.

### **Payment Process**

Once the “**Finish and Proceed to Payment**” button is pressed, you are taken to “Make Payment for ‘your name’ (member #)” screen.

Follow these directions:

1. Review your dues amount;
2. Select Payment Method:
  - a. Credit Card Processed On This Website
  - b. Print Invoice and Send Check
3. Follow the onscreen directions for either of the previous choices  
**NOTE:** If paying by Credit Card, you will need to enter the following:
  - i. Credit card type
  - ii. Card number
  - iii. Expiration date (month & year)
  - iv. Name on Card (First & Last)
  - v. Validation Code (*usually 3-4 digits on back of card*)
4. When completed, click the “**Submit Payment**” button
5. If you chose the pay by check method, you’ll need to print an Invoice. Afterwards, write a check (**No cash payments!!**), make it out to TVSD or Tierrasanta Village of San Diego (**check is the preferred method** – it may be a personal check, money order/gram or cashier’s check); then do one of the following:
  - a. Take your check & invoice to the Village office at:  
**Tierrasanta Village of San Diego**  
**Villa Monterey Clubhouse**  
**5275 Rimpark Lane**  
**San Diego, CA 92124**  
**--OR--**
  - b. Mail your check and copy of invoice to:  
**Tierrasanta Village of San Diego**  
**10601 Tierrasanta Blvd # G-405**  
**San Diego, CA 92124**