INSTRUCTIONS FOR RENEWING/JOING MGNE VIA MEMBERPLANET

PLEASE READ BEFORE STARTING!

- Your password must be at least 8 characters long and include at least 1 number. Make sure to write down your password and bookmark the MemberPlanet login page.
- · When entering your phone number, do not include dashes.
- Items with red asterisks* are required information.

LET'S BEGIN:

1) Click on the link provided in your renewal email invitation (example below) or any MGNE 'Join' link to begin the process of creating your MemberPlanet account.



Monotype Guild of New England



Your upcoming membership payment is scheduled for auto-pay. You will be charged automatically on the due date.

Your MGNE Artist Membership is expiring in 10 days! Don't miss out on our membership benefits and renew today!

Membership Benefits include:

EXHIBITIONS. MGNE curates several open and juried exhibitions in the New England area to our members each year. Members also receive discounted submission fess for our national juried exhibitions as well.

ONLINE PROFILE of up to five images, an artist statement and contact information.

WORKSHOPS and get-togethers with other members to discuss methods and ideas

<u>VISITING ARTISTS & CURATORS</u> from across the nation provide lectures and demonstrations.

EXPOSURE to a wider audience.

Details about your membership renewal are shown below:

Artist Member

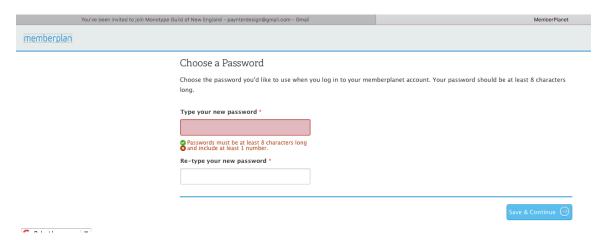
Jane Doe

Renewal amount \$45.00 Renewal date 10/01/17

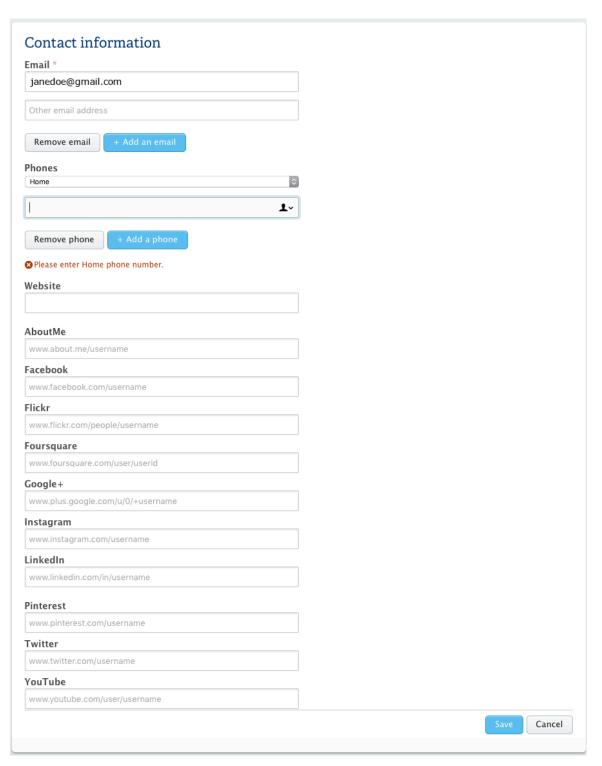
Click here to renew early

60

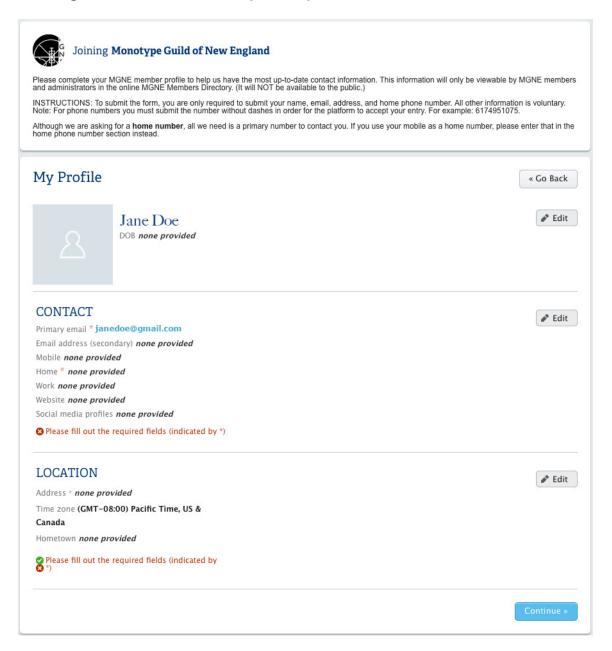
2) Choose a password for your account. The password must be at least 8 characters long and include at least 1 number. Hit 'Save and Continue'.



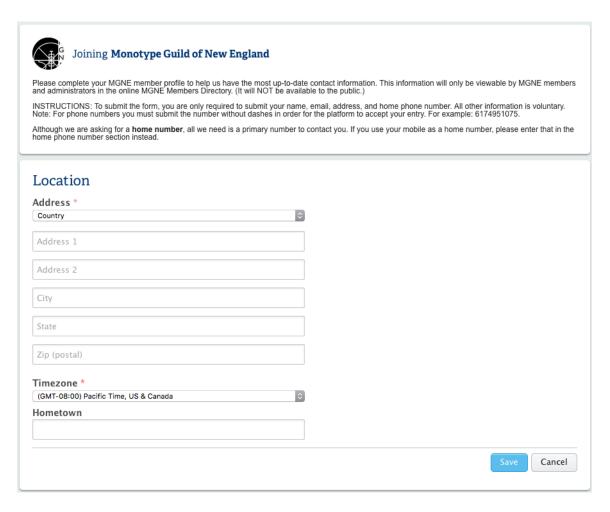
3) Enter your email (if it is not already present). <u>Leaving the "Phones"</u> <u>dropdown menu set to "Home"</u>, enter either your cell or home number — but do not include any dashes in your phone number! You may also enter other optional information. Hit 'Save'.



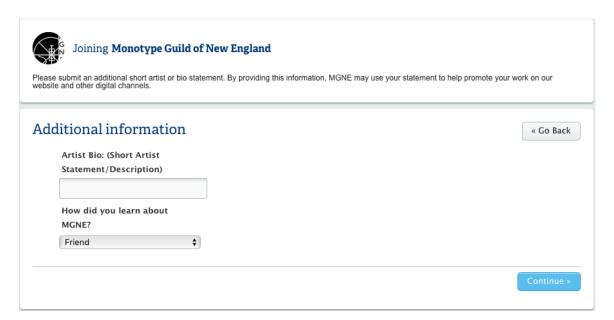
4) On your profile page, required information will have a red asterisk next to it. Click on the 'edit' link to the right of that section and add any missing required information. (see example on next page) or if no information is missing, hit 'Continue' and skip to step 6 of these instructions.



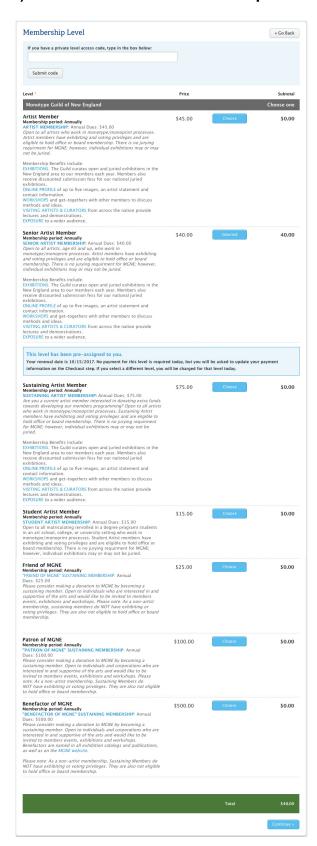
5) EXAMPLE for adding LOCATION information: Select your country of residence from the drop down menu and where indicated, fill in your street, town/city, state, zip code. Then select your time zone from the drop down menu. Hit 'Save'.



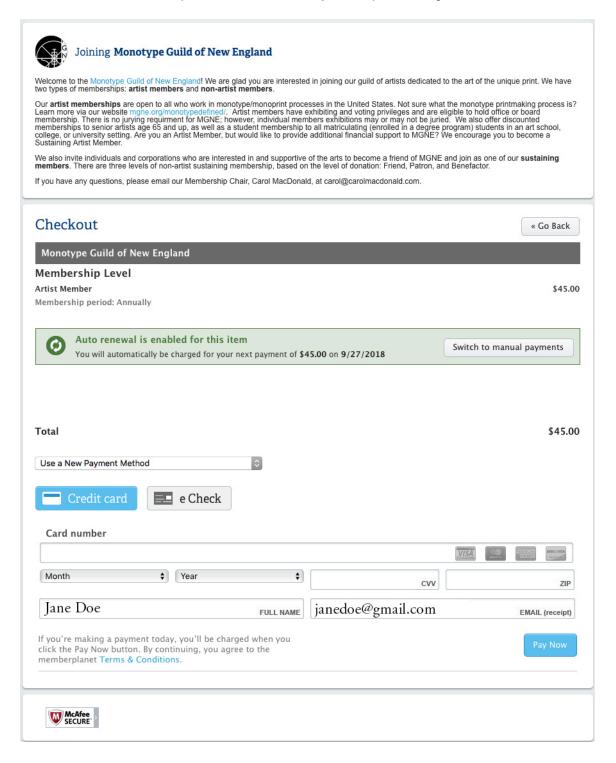
6) You then be prompted to enter some additional optional information. Hit 'Continue' when done.



7) Select the desired Membership level and hit 'Continue'.



8) On the payment page you have the option to change your renewals from the default setting of automatic, to manual (see green box). Automatic means that you will automatically be reenrolled and billed on your renewal date. Then select your payment method (default is credit card). Enter your account information (be sure to enter zip code). Hit 'Pay Now'.



9) You are done! The final page will show your MGNE membership level, amount, and future renewal date. You will also receive a confirmation via email.

