How To Accept PayPal Payment from New Members Who Join through the JCNA Web Site

This option is strictly **OPTIONAL** for all clubs. Clubs who choose this option will receive emails notifying them when new members join via PayPal and will receive a check for the club’s portion of the dues at the end of each month when a new member joins.

To allow potential members the option of being able to join your club and pay your dues immediately, please follow these steps: (Note: these steps are very similar to the steps required to update your club officer information.

1. **Go to the JCNA Web Site:**

   ![JCNA Web Site](image1)

2. **Click on Club List, then click on your club’s name.**

   ![Club List](image2)
3. Once your club page is displayed, click on **Login Page** at the lower right portion of the page.

4. Your club login is your club’s Regional Initials (NW-NC-NE-SW-SC-SE) followed by your club number. If you are not sure what your club login information is, please contact the JCNA Administrator, **dkennedy@jcna.com**.

   **Note:** The JCNA Administrator can only supply your club region and club number, not the password. You must enter your email address in the space provided to retrieve your password.
5. Once you have logged in properly, your club information will be displayed. Click on **Update Your Club Data**
6. Once you click on **Update your Club Data**, the top portion of your club’s data is displayed. **Note:** Please be sure to include your club’s postal address as this is where new members who choose not to use the PayPal option, will be sending their check when they join.

![Club Data Edit Page](image)

Scroll past **Club Officer Directory, Notes and Info, and Newsletter Options** to **Online Membership Application**

7. Be sure to fill out all of the information for the **Online Membership Application**.
8. Scroll down to get to **Optional Paypal Processing Settings**.
   To activate the PayPal option, for US clubs, place a **Y** in the first field. For Canadian clubs, place a **C** in the field.

There are four Optional PayPal settings. You may use them by the quarter or if your club has some other membership options, you may enter them in this location.

To make the paypal option work, you must fill in at least ONE of the options, such as Annual Dues and your club’s annual dues. If you offer Half Year dues and others, please enter them here as well.

If you have any further questions, please contact the JCNA Administrator, Deanie Kennedy, dkennedy@jcna.com