

INSTRUCTIONS FOR RENEWING YOUR IAFA MEMBERSHIP

Before you can register for the ICFA, you must renew your membership.

The process is straightforward although it does involve a lot of confirmation screens.

During the transfer of records into the new system, membership renewal dates for existing members were set at 12/31/2013 to make sure that members renewed membership before registering for the 2014 conference.

STEP 1. Choose to renew

In most cases, you will not change your membership level. If you do want to, such as from Student to North America IAFA or International IAFA, choose *Change membership level* and see Appendix A. Otherwise choose *Renew until...*



The screenshot shows a user profile page with a light blue background. At the top, it says 'My profile' in bold. Below this are two buttons: 'Edit profile' and 'My directory profile'. Underneath are several links: 'Profile', 'Privacy', 'Email subscriptions', 'Member photo albums', and 'Invoices and payments'. A prominent blue bar with rounded ends contains the text 'Membership details'. Below this bar, the membership information is displayed in a table-like format. The 'Membership level' is 'North America IAFA - \$85.00 (' with a 'Change membership level' button to its right. Below this, it says 'Subscription period: 1 year' and 'No recurring payments'. The 'Membership status' is 'Active'. Below that, 'Member since' is '06 Jun 2013'. Finally, 'Renewal due on' is '31 Dec 2013', with a 'Renew until 31 Dec 2014' button to its right.

| | | |
|-------------------|---------------------------------------|--|
| Membership level | North America IAFA - \$85.00 (| <input type="button" value="Change membership level"/> |
| | Subscription period: 1 year | |
| | No recurring payments | |
| Membership status | Active | |
| Member since | 06 Jun 2013 | |
| Renewal due on | 31 Dec 2013 | <input type="button" value="Renew until 31 Dec 2014"/> |

Figure 1. Membership details

STEP 2. Review personal information and change if needed

| | | | |
|--------------------------------|--|---|---|
| First name(s) | <input type="text"/> | If you are maintaining this record for a person, key the first name here. Otherwise, leave this blank. | |
| Last name or organization name | <input type="text"/> | If you are maintaining this record for a person, key the last name here. If for an organization, key the entire organization name here. | |
| Preferred Name | <input type="text"/> | This will be used for name tags, among other things. | |
| Contact type | <input type="radio"/> Organization <input checked="" type="radio"/> Person | | Normally you would not change contact type. |
| Headshot |  Remove / change | | Upload a photograph (of you) if you would like. It can appear in your profile on-line if you allow it. |
| Contact Information | | | |
| e-Mail | <input type="text"/> | | Email address is mandatory for logging in but you can change it. |
| Phone | <input type="text"/> | | |
| Website | <input type="text"/> | | |
| Postal Address | | | |
| Address1 | <input type="text"/> | First line of street address | This street address will be used for JFA and other journal subscriptions. You can also allow it to appear or <i>not</i> appear in your profile on-line. |
| Address2 | <input type="text"/> | Second line of street address | |
| Address3 | <input type="text"/> | | |
| City | <input type="text"/> | City and postal code if normally included in that country | |
| State/Province | <input type="text"/> | State/province/territory, also postal code if normally included in that country | |
| Postal Code | <input type="text"/> | Postal Code if it normally follows city | |
| Country | <input type="text" value="United States"/> | | |

Figure 2. Personal information

STEP 3. Review affiliation/interests and print options and change if needed

Affiliation and Interests

Affiliation
University or other professional affiliation

Areas of interest
How reading/viewing SF&F influences attitudes and opinions, especially of young people.

Free form area in which to describe interests

Group participation

- Children's & Young Adult Literature & Art (CYA)
- Division Heads
- Fantasy Literature (FL)
- Film and Television (FTV)
- Horror Literature (HL)
- International Fantastic (IF)
- Science Fiction Literature (SF)
- Visual and Performing Arts and Audiences (VPAA)

Choose as many division as apply.

Print Permissions

Publish email in printed material? No Yes

Publish phone number in printed material? No Yes

Annotations:

- Red arrow pointing to the Affiliation field: Affiliation should be university if you are an academic. Otherwise it can be anything.
- Red arrow pointing to the Areas of interest field: Express your interests as you see fit.
- Red arrow pointing to the Group participation checkboxes: These are the official IAFA divisions. Choose all that apply. You can change them any time.
- Red arrow pointing to the Print Permissions radio buttons: You can choose to exclude certain information from the print or other directories the board publishes. This is independent of what information you allow others to see in the on-line member directory. You control that information through the privacy settings of profile maintenance.

Figure 3. Affiliation and Interests

STEP 4. Review optional subscriptions and change if needed

IAFA members receive special rates on some publications. If you are interested, indicate the type of subscription and your payment and address information will be forwarded as appropriate.

| Optional Subscriptions | |
|--|--|
| FemSpec | <input checked="" type="radio"/> No FemSpec \$0.00 (USD) <input type="radio"/> Domestic Individual \$45.00 (USD) <input type="radio"/> Domestic Individual Student/Retired \$25.00 (USD) <input type="radio"/> International Individual \$55.00 (USD) <input type="radio"/> International Individual Student/Retired \$35.00 (USD) |
| Science Fiction Film and Television | <input checked="" type="radio"/> No SFF&T \$0.00 (USD) <input type="radio"/> Individual print plus on-line \$59.00 (USD) <input type="radio"/> Institutional on-line \$243.00 (USD) <input type="radio"/> New Institutional print plus on-line \$303.00 (USD) |
| Science Fiction Studies | <input checked="" type="radio"/> No SF Studies \$0.00 (USD) <input type="radio"/> Individual electronic only \$20.00 (USD) <input type="radio"/> Institution electronic only \$40.00 (USD) <input type="radio"/> Domestic Individual print and electronic \$60.00 (USD) <input type="radio"/> Individual outside North America print and electronic \$40.00 (USD) <input type="radio"/> Domestic Institution print and electronic \$50.00 (USD) <input type="radio"/> Institution outside North America print and electronic \$60.00 (USD) |

 These are optional special rate subscriptions offered to IAFA members.

Figure 4. Optional Subscriptions

When you are finished updating your information and subscription options, choose *Update and next*.

If you want to wait until later to renew, choose *Cancel*.

STEP 5. Review and confirm one last time

Your updated personal information and subscriptions will appear.

If everything is correct, choose *Confirm and proceed with payment*.

If you want to go back one screen and change some information or subscription options, choose *Back*.

If you want to wait until later to renew, choose *Cancel*.



The screenshot shows a 'Membership renewal' window with a 'Review and confirm' section. It lists the renewal date as 31 Dec 2014, the subscription as North America IAFA for \$85.00 (USD) for 1 year with no recurring payments. The current status is 'Active' and the total amount is '\$85.00 (USD)'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Confirm and proceed with payment'.

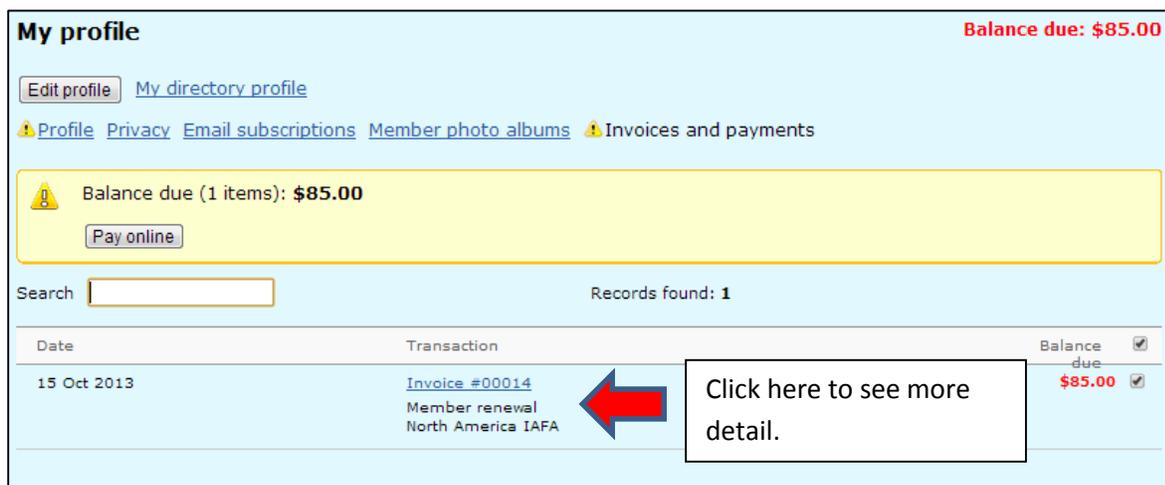
Figure 5. Review and confirm

STEP 6. View open invoice(s)

The system will create an invoice and display it along with any other open invoices. A copy will also be mailed to the email address you specified in your profile.

If you want to see the detail, click on the link.

Choose *Pay online*.



The screenshot shows the 'My profile' page with a 'Balance due: \$85.00' notification. Below this, there is a 'Pay online' button. A search bar shows 'Records found: 1'. A table lists the invoice details:

| Date | Transaction | Balance due |
|-------------|--|-------------|
| 15 Oct 2013 | Invoice #00014 Member renewal North America IAFA | \$85.00 |

A red arrow points to the 'Invoice #00014' link, and a callout box says 'Click here to see more detail.'

Figure 6. View open invoice(s)

STEP 7. Pay on-line

The PayPal screen will appear. You do **not** have to have a PayPal account to pay, however.

If you have a PayPal account and want to use it, chose *Have a PayPal account?*

Otherwise fill in or change the requested information and choose *Continue*. (Don't worry. You will not be required to create a PayPal account. PayPal also processes credit and debit card payments for the IAFA.)

Note: Some information, you name for example, may have been sent to PayPal by the membership and registration system. You can change that if you are going to use a credit/debit card not in your name—a department card perhaps—to pay. Just make sure that all the billing and contact information is correct.

If you decide to pay later, click on *Cancel and return...*

The screenshot shows the IAFA PayPal payment interface. On the left is a 'Your order summary' box containing a table with the following data:

| Descriptions | Amount |
|--|---------------|
| Membership renewal, Level: North Am... | \$85.00 |
| Item number: 00014 | |
| Item price: \$85.00 | |
| Quantity: 1 | |
| <hr/> | |
| item total | \$85.00 |
| <hr/> | |
| Total | \$85.00 U \$D |

The main area is titled 'Choose a way to pay' and includes the text 'PayPal securely processes payments for Intern Arts.' Below this are two options: 'Have a PayPal account?' (with a red arrow pointing to it) and 'Don't have a PayPal account?' (with a red arrow pointing to it). A text box explains: 'If you have a PayPal account and want to use it, click here.' Another text box explains: 'If you don't have a PayPal account or don't want to use it, click here. Then...'. Below these options is a form for entering billing information, with a red arrow pointing to the 'First name' field. A text box explains: 'Fill in or change the required information and choose Continue.' The form fields include: Country (United States), First name, Last name, Address line 1, Address line 2 (optional), City/State, ZIP code, Phone type (Mobile), Phone number (555-555-1234), and Email. A 'Continue' button is at the bottom of the form. At the bottom of the page, there is a link: 'Cancel and return to International Association for the Fantastic In the Arts.'

Figure 7. Enter billing information

You will be asked how you want to pay and whether your billing and contact information is correct. Make any needed changes then choose *Credit or Debit Card*.

IAFCA
THE INTERNATIONAL ASSOCIATION FOR THE FANTASTIC IN THE ARTS

Your order summary

| Descriptions | Amount |
|--|----------------|
| Membership renewal, Level: North Am... Item number: 00014 Item price: \$85.00 Quantity: 1 | \$85.00 |
| item total | \$85.00 |
| Total \$85.00 USD | |

Choose a way to pay

Payment Method  **Choose Credit or Debit Card**

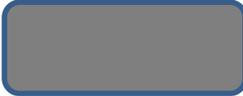
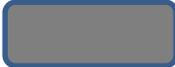
Credit or Debit Card    

PayPal - Get more time to pay with Bill Me Later 

- Bill Me Later is a credit line that can be used for PayPal purchases
- Apply and get a decision in seconds

Get more time to pay on this purchase
[See terms](#) 

Billing Address [Change](#) Contact Information [Change](#)

[Continue](#)

Payments processed by 

[Cancel and return to International Association for the Fantastic in the Arts.](#)

Figure 8. Choose payment method

A window will appear asking for your card information. The system will determine your card type from the card number. Enter that. Choose *Review and Continue*.

The screenshot shows the 'Payment Method' section of a PayPal checkout page. It features three main options: 'Credit or Debit Card', 'PayPal - Get more time to pay with Bill Me Later', and 'Billing Address' and 'Contact Information' fields. A red arrow points to the 'Card number' input field with the annotation 'Fill in required information'. Another red arrow points to the 'Billing Address' and 'Contact Information' fields with the annotation 'Verify billing and contact information. This is for the PayPal approval process.' The 'Review and Continue' button is highlighted in orange. The bottom of the page features the text 'Payments processed by PayPal'.

Payment Method

Credit or Debit Card

Card number

Payment types

Expiration date mm / yy /

CSC

[What is this?](#)

PayPal - Get more time to pay with Bill Me Later

Bill Me Later
a PayPal service

- Bill Me Later is a credit line that can be used for PayPal purchases
- Apply and get a decision in seconds

Get more time to pay on this purchase
[See terms](#)

Billing Address [Change](#)

Contact Information [Change](#)

[Review and Continue](#)

Payments processed by

Figure 9. Enter payment card details

One last review window will appear. Choose *Pay Now*.

Figure 10. Last review and choose to pay

A confirmation screen will appear and *you are done!*

Figure 11. Confirmation of payment

If you choose *Return to International...* your open invoices(s) list will appear showing the record of your payment and your closed invoice.

My profile Balance: \$0.00

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

 Payment successful

Search Records found: 2

| Date | Transaction | Balance |
|-------------|--|---|
| 15 Oct 2013 | Payment PayPal Payments Standard | \$85.00 Settled Invoice #00014 |
| 15 Oct 2013 | Invoice #00014 Member renewal North America IAFA | \$85.00 Settled Paid: 15 Oct 2013 |

Figure 12. Open invoices and payment record

Conference registration opens soon and you will be ready!

APPENDIX A

Figure 13 depicts the screen that appears if you choose to change your membership level. Only allowed changes will appear. If you need to make a change that does not appear, contact the membership and registration coordinator at iafa.membership@fantastic-arts.org.

Change membership level

Select membership level * Mandatory fields

* **Membership level**

- International IAFA - \$90.00 (USD)**
Subscription period: 1 year
No recurring payments
- Joint IAFA - \$120.00 (USD)**
Bundle (up to 2 members)
Subscription period: 1 year
No recurring payments

 Please note: full price of the new membership term will be billed. No refund will be done. Contact your [site administrator](#) if you are expecting a refund.

Figure 13. Change Membership Level

If you make a change, choose *Next*. Otherwise, choose *Cancel*.