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...

![Figure 1. Membership details](image-url)
STEP 2. Review personal information and change if needed

Normally you would not change contact type.

Upload a photograph (of you) if you would like. It can appear in your profile on-line if you allow it.

Email address is mandatory for logging in but you can change it.

This street address will be used for JFA and other journal subscriptions. You can also allow it to appear or not appear in your profile on-line.

Figure 2. Personal information
### STEP 3. Review affiliation/interests and print options and change if needed

**Figure 3. Affiliation and Interests**

<table>
<thead>
<tr>
<th>Affiliation and Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affiliation</strong></td>
</tr>
<tr>
<td><strong>Areas of interest</strong></td>
</tr>
<tr>
<td><strong>Group participation</strong></td>
</tr>
</tbody>
</table>
| - 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) |

**Affiliation** should be university if you are an academic. Otherwise it can be anything.

**Express your interests as you see fit.**

**These are the official IAFA divisions. Choose all that apply. You can change them any time.**

**Print Permissions**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Publish email in printed material?</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Publish phone number in printed material?</strong></td>
<td>No</td>
</tr>
</tbody>
</table>

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.
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 Table]

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.

![Membership renewal](image)

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.

![My profile](image)

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...

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*.

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.

Figure 9. Enter payment card details

Fill in required information

Verify billing and contact information. This is for the PayPal approval process.
One last review window will appear. Choose **Pay Now**.

![Review window](image)

This is the last thing you must click on to pay.

Figure 10. Last review and choose to pay

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

![Confirmation screen](image)

Choose this to return to the IAFA membership site.

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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Oct 2013</td>
<td>Payment</td>
<td>$85.00</td>
</tr>
<tr>
<td></td>
<td>PayPal Payments Standard</td>
<td>Settled</td>
</tr>
<tr>
<td></td>
<td>Invoice #00014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member renewal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>North America IAPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Invoice #00014</td>
<td>$85.00</td>
</tr>
<tr>
<td></td>
<td>Settled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paid: 15 Oct 2013</td>
<td></td>
</tr>
</tbody>
</table>

*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](image)

**Figure 13. Change Membership Level**

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