

# Camrose Shooting Sports Association 2024 Membership Online Membership Guide

We are selling memberships online only you will need to go to our website <http://camroreshootingsports.ca> and select the membership tab located on the left side of the main page which will take you to the membership page. Then click on the link under Where Can I Get One to take you to our membership portal.

You will need to complete the following steps.

## Renewing Members

Log into your account/profile set up previously in 2020 to 2023 click on the green login button only to access it.

Click the add application/renew membership button for your 2024 membership application.

There are 2 mandatory check boxes that each member must agree to:

1. I will read and agree to follow the current range rules and regulations prior to using any of the Camrose Shooting Sports Association ranges.
2. I understand that my membership expires on December 31, 2024.

Membership for 2024 is initially set up to renew with same family members from 2023. Click on the check box in front of the family members name only if you do not want to add them to your 2024 membership, then click save to save your changes if any. A new waiver is not required if one was completed in 2021-2023. Children under your previous membership who turned 18 during the past year must purchase their own membership.

Add a new family member by clicking the add family member button. You will have to complete a waiver for any new family members you want to add.

Click submit to complete your 2024 membership application. Candace is the person processing all applications, she will verify your information and process your payment. The membership card is emailed once payment is processed and your gate/swipe card is reactivated within 24 hours after that.

Included with each membership is an emailed PDF copy of the Member Orientation and Range Rules.

## New Members

New members or previous members who have not renewed prior to 2020 will have to set up their profile/account to purchase a 2024 membership.

## Create a New Account

Create a new account using your preferred email address.

Setup your own password

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## Member Information

Enter the relevant information in your profile under the heading Name, Address and Waiver Form. Address is your mailing address, not your street address if different.

Gate/swipe card either, you have one or not. If you do, please enter the 4- digit card number from the front of your previously issued plastic gate/swipe card if not check the box you need a gate/swipe card.

If you are purchasing a single membership, you only need to complete the information once under the heading Name, Address and Your Waiver Form.

To add family members, click on the add family member. Each family member is added separately.

## Waivers

Click the Download Waiver Forms button to download prefilled waiver forms for all members under your membership.

Each member must complete a waiver, download the waiver form which is prefilled for each member entered, each member to sign and have a person over the age of 18 witness the waiver as well. Once the waiver is uploaded to your profile you will not have to complete a new waiver for 2025 and future membership years. The exception is if you add a spouse or a child you are legally responsible under the age of 18 at the time you are applying.

## Waiver – Primary Member

To upload the waiver for the primary member is the name on the account.

Click the edit button above your email address in your profile to take you into the area at the bottom of your screen which will allow you to upload the signed and witnessed waiver back to the website. The browse button will allow you to search your device or computer where you stored it. Green button Browse.

## Waiver – Family Members

To upload a waiver for a family member, click the green edit button beside their name which will allow you to upload the signed and witnessed waiver back to the website. The browse button will allow you to search your device or computer where you stored it. Please upload each waiver separately.

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## Waivers (Continued)

**If you have problems uploading the waiver(s) do not get frustrated if it does not work email your signed and witnessed waiver (s) to the email address listed on page 4 and we will upload into your profile on the admin side on your behalf**

**Quality phone or device pictures of your signed and witnessed waivers are also acceptable. Please make sure the entire waiver is in the picture and one can read it.**

## Applications

Located towards the bottom of the page which has the primary member's personal info is the add application/renew membership button. Click this once you have added any additional family members as required.

This will take you to the 2024 membership application.

There are 2 mandatory check boxes that each member must agree to:

1. I will read and agree to follow the current range rules and regulations prior to using any of the Camrose Shooting Sports Association ranges.
2. I understand that my membership expires on December 31, 2024.

Purchasing a single membership only click submit – you are now done.

Purchasing a family membership then click the box to the left of each family name listed. By default, the primary member (account is set up in the name of the primary member) is also added to the membership. Click submit and you are done.

You will receive a system generated email shortly after you save your 2024 application.

## Payment

Payment information – please enter a valid credit card. This information will not be stored on our website. We see only the first and last 4 digits of your card.

## After Your Application is Processed

Your 2024 membership will be emailed to you after payment is processed. All family members if applicable are listed on the membership card.

Included with each membership is an emailed PDF copy of the Member Orientation and Range Rules.

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## After Your Application is Processed (Continued)

New members without a gate/swipe card will have their gate/swipe card mailed to their mailing address. The gate/swipe card is required to access the outdoor range. Retain the gate/swipe card for future membership years.

## Errors Which Cause Delays

- Our system is not fully automated per say as if you were buying online from Amazon, there are people in the background verifying information and processing your payment.
- Check your junk email folder to make sure emails from Camrose Shooting Sports Association are not sitting there.
- Use your actual mailing address – where you get your mail, not your street address if different. Gate/swipe cards with invalid mailing addresses are returned by Canada Post to our post office box which is checked every Friday only. This causes delays for the members as you need your swipe card to access the outdoor range.
- We need your completed signed and witnessed waivers, 2024 application and payment to process your 2024 membership. Missing information causes delays.
- We will attempt to contact you by email reminding you that we require the missing information, after that the onus will be on the member to complete the application.
- Our goal is to process fully completed memberships within 48 hours. Fully completed applications are completed first, processing time may vary depending on the current application volume being processed.

## Outdoor Range Access Problems

It happens from time to time a member with a valid current year membership cannot access the range with their gate/swipe card. Reminder that you will need to be in possession of both your 2024 paper membership card and gate/swipe card so either Werner or Glen can assist you.

Their cell numbers are posted outside the gate we can fix most problems while talking to you on your cell phone at the gate.

## Member Support

We understand that not all members are comfortable with computers or online purchasing.

If you need help, please do not hesitate to contact Candace. She will be checking emails multiple times during the day Monday through Friday.

Candace [candace@managewise.ca](mailto:candace@managewise.ca)