

# HOW TO BECOME A MEMBER OF THE KNC

Halfway down the Kelowna Newcomers Club website at [kelownanewcomers.ca](http://kelownanewcomers.ca), click on the blue button that says **JOIN US**. (Alternatively, click on the top-line menu item called **HOW TO JOIN**, then click where it says [Click here to join using our online enrollment and e-payment system.](#))

The next page will look like Figure 1.

Fill in the space with your e-mail address. **Note that if you are a couple, you will each need your own e-mail addresses**, as these will become your unique identifiers.

Type in the six-digit Security Code, exactly as you see it near the bottom of the page, then click Next.

This brings you to a page requiring you to fill in your personal information. (Figure 2). Do so, including putting a checkmark beside the city or town where you live.

At the bottom, where it says "Avatar", you have the option of uploading an image of yourself.

When you're done, click Next.

The next page calls for payment of your membership fee. (See Figure 3.) This presents you with the choice to pay online right away, or to be invoiced for payment later. If you choose to be invoiced, you can still pay online; you're just not doing it right away.

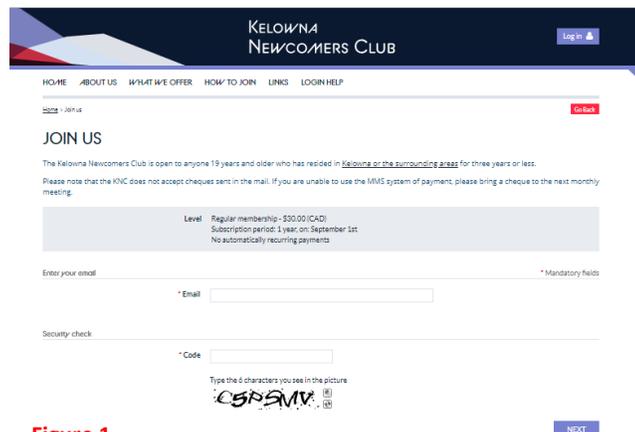
**Whichever option you choose, be sure to review all your personal information.**

If everything is correct, you can click on the blue button labelled **PAY ONLINE**, then follow the steps to pay right away by securely entering your credit card information. Note that, if you clicked on **INVOICE ME**, you can still pay online later by clicking on the link to your invoice.

In exceptional circumstances, for people unable to pay online, we will accept payment in person at our monthly KNC meetings. If you require this option, click on the blue button marked **INVOICE ME**, then bring a printout of your invoice, along with payment by cash or cheque, to a KNC meeting.

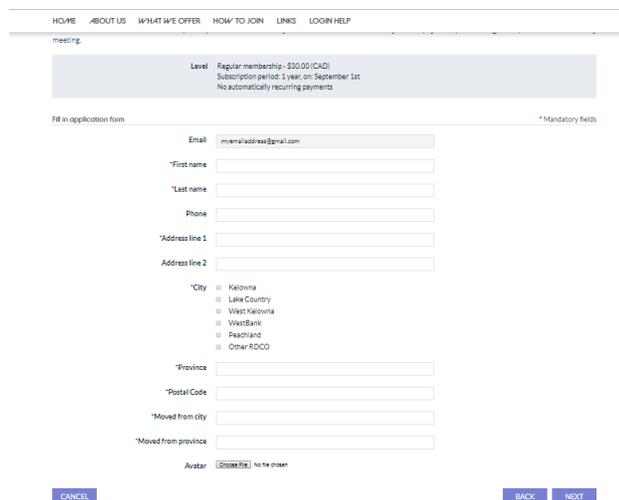
Once you've registered, watch for an e-mail from the KNC that will give you a temporary password that you can use to log in to the system. Once in, find the **MEMBER QUICK LINKS** area of the home page. Use the **CHANGE PASSWORD** button to choose a password you can remember, and select the **VIEW/EDIT MEMBER PROFILE** button in order to choose activity groups you want to join. For detailed instructions on editing your profile, click on the link at the top of the page.

Congratulations for joining the KNC, and welcome!



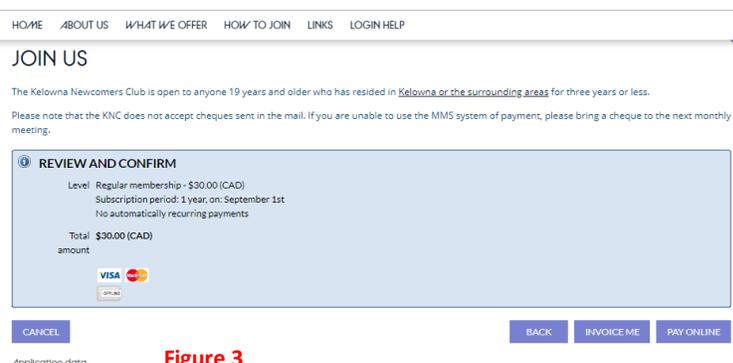
The screenshot shows the Kelowna Newcomers Club website. At the top, there is a navigation menu with links for HOME, ABOUT US, WHAT WE OFFER, HOW TO JOIN, LINKS, and LOGIN HELP. Below the menu, there is a 'JOIN US' button. The main content area contains the following text: 'The Kelowna Newcomers Club is open to anyone 19 years and older who has resided in Kelowna or the surrounding areas for three years or less. Please note that the KNC does not accept cheques sent in the mail. If you are unable to use the MMS system of payment, please bring a cheque to the next monthly meeting.' Below this text, there is a form with the following fields: 'Level' (Regular membership - \$30.00 (CAD), Subscription period: 1 year, on: September 1st, No automatically recurring payments), 'Enter your email' (with a red asterisk and 'Mandatory fields'), 'Security check' (with a red asterisk and 'Code'), and a CAPTCHA image showing the characters 'CSPSMV'. At the bottom right of the form, there is a blue 'NEXT' button.

Figure 1



The screenshot shows the 'Fill in application form' page. At the top, there is a navigation menu with links for HOME, ABOUT US, WHAT WE OFFER, HOW TO JOIN, LINKS, and LOGIN HELP. Below the menu, there is a 'Fill in application form' button. The main content area contains the following text: 'meeting.' Below this text, there is a form with the following fields: 'Level' (Regular membership - \$30.00 (CAD), Subscription period: 1 year, on: September 1st, No automatically recurring payments), 'Fill in application form' (with a red asterisk and 'Mandatory fields'), 'Email' (myemailaddress@gmail.com), '\*First name', '\*Last name', 'Phone', '\*Address line 1', 'Address line 2', '\*City' (with radio buttons for Kelowna, Lake Country, West Kelowna, Westbank, Peachland, and Other RDCCO), '\*Province', '\*Postal Code', '\*Moved from city', '\*Moved from province', and 'Avatar' (with a 'Show file' link and 'No file chosen'). At the bottom of the form, there are three buttons: 'CANCEL', 'BACK', and 'NEXT'.

Figure 2



The screenshot shows the 'REVIEW AND CONFIRM' page. At the top, there is a navigation menu with links for HOME, ABOUT US, WHAT WE OFFER, HOW TO JOIN, LINKS, and LOGIN HELP. Below the menu, there is a 'JOIN US' button. The main content area contains the following text: 'The Kelowna Newcomers Club is open to anyone 19 years and older who has resided in Kelowna or the surrounding areas for three years or less. Please note that the KNC does not accept cheques sent in the mail. If you are unable to use the MMS system of payment, please bring a cheque to the next monthly meeting.' Below this text, there is a form with the following fields: 'REVIEW AND CONFIRM', 'Level' (Regular membership - \$30.00 (CAD), Subscription period: 1 year, on: September 1st, No automatically recurring payments), 'Total \$30.00 (CAD) amount', and 'Application data'. At the bottom of the form, there are three buttons: 'CANCEL', 'INVOICE ME', and 'PAY ONLINE'.

Figure 3