

Registration and Membership Application Guide

Web based online enrollment can be a confusing process, so we here at the Optimist Club of Arlington have put together this guide to clarify the Registration and Membership process for you.

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The Steps To Becoming An Optimist Club of Arlington Member

1. Read The Terms and Conditions
2. Create a User Id (Registration)
3. Submit the Application and Pay The Initiation Fee
4. Submit Additional Information To The Membership Director

The Difference Between Registering and Applying For Club Membership

In our organization, Registering is the process of documenting your Personal Profile information. This includes:

1. A User ID and Password that you will create to secure your personal data,
2. Your personal contact information such as Name, Address, Phone Numbers, and most importantly your Email Address,

This is the information that is commonly filled out on club membership applications, coach and/or referee applications, and on event enrollment forms. By documenting it once, we can reuse it for the many purposes that we use it in our organization and you only have to enter it once, and keep it updated as needed.

You then use your Registration Id to initiate an application for membership in our club.

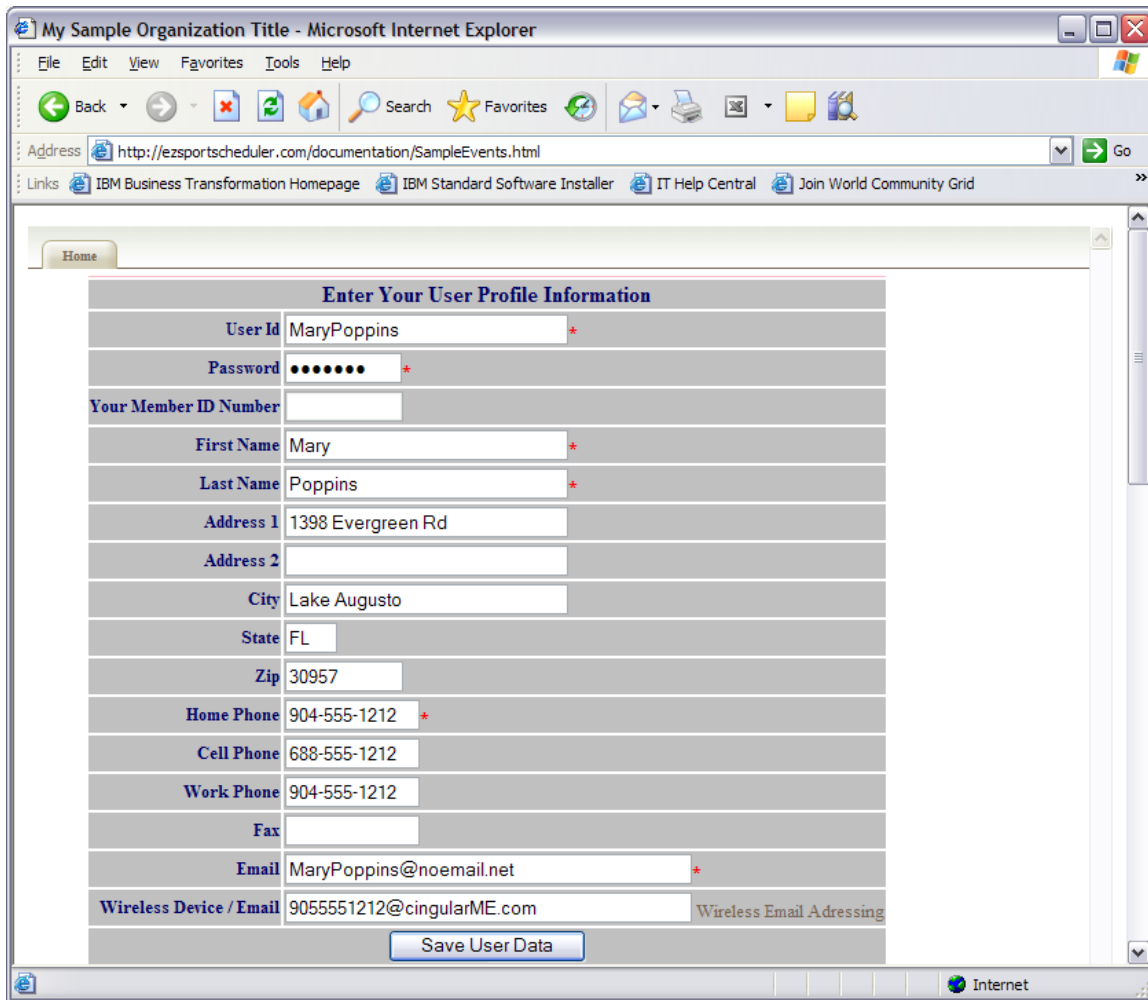
Registering Your Profile Information

To start the registration and application process, go to the Become An Optimist Member page on the web site at OCArl.org or OptimistClubOfArlington.org. At the bottom of the page, look for the Login page like the one below.

User Login Information	
User Id	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Log On"/>	
I don't have a logon id, but I would like to get one.	
I think I have a logon id but I've forgotten my password. Please email it to me.	

You need to click on the link **“I don’t have a logon id, but I would like to get one”**, where it says **“get one”**.

You will be presented with a page like the one below to enter your personal data into.



Create a User Id and Password that you can remember, but that others can't guess what it is. To become a member of the Optimist Club of Arlington, you must enter your

1. User Id
2. Password
3. First Name
4. Last Name
5. Address to include Street, City, State, and Zip
6. Home Phone
7. Unique Email Address

Then click Save User Data.

After you have saved your data, you will be taken directly to the page that allows you to enter the data for you children and family members that will be needed to enroll in events

that our organization holds. You may skip this step and proceed directly to the “**My Memberships**” menu tab to apply for membership with our organization.

Becoming A Member Of Our Organization

Read The Terms and Conditions

Before doing anything else, click on the link that says “Read The Terms and Conditions”. There are specific terms and conditions that every member must understand and abide by to become a member, and to continue being a member. These include some financial commitments. We ask that you read and understand these before continuing with the application process.

To become a member, we require an initial membership fee of \$75. This initial fee will cover your first quarterly dues of \$35. Every 3 months, dues in the amount of \$35 will be required. You will have the option to pay through electronic means later in the application process.

One you have read the terms and conditions, click on the “**I agree to the Terms & Conditions**” check box. If you try to Apply without checking this box, you will receive an error message. It is not possible to apply without agreeing to the Terms and Conditions as indicated by the check box. This forms an electronic signature that is legally binding.

Organization	Dues	Terms & Conditions
Optimist Club of Arlington Visit The Website Email Contact	There is a membership fee of \$75 Dues in the amount of \$35 will be due every 3 Months	Read The Terms and Conditions <input type="checkbox"/> I agree to the Terms & Conditions Apply Now!

Apply To Become A Member

Once you have checked the box to agree to the Terms and Conditions, all you have to do is click on the Apply Now! Button. It is that easy because you have already entered your User Registration information earlier, which is used to submit the application to our organization.

Make Your Initial Membership Payment

Once you have clicked the Apply Now! Button, you will be presented with the application status and payment options page, as shown below:



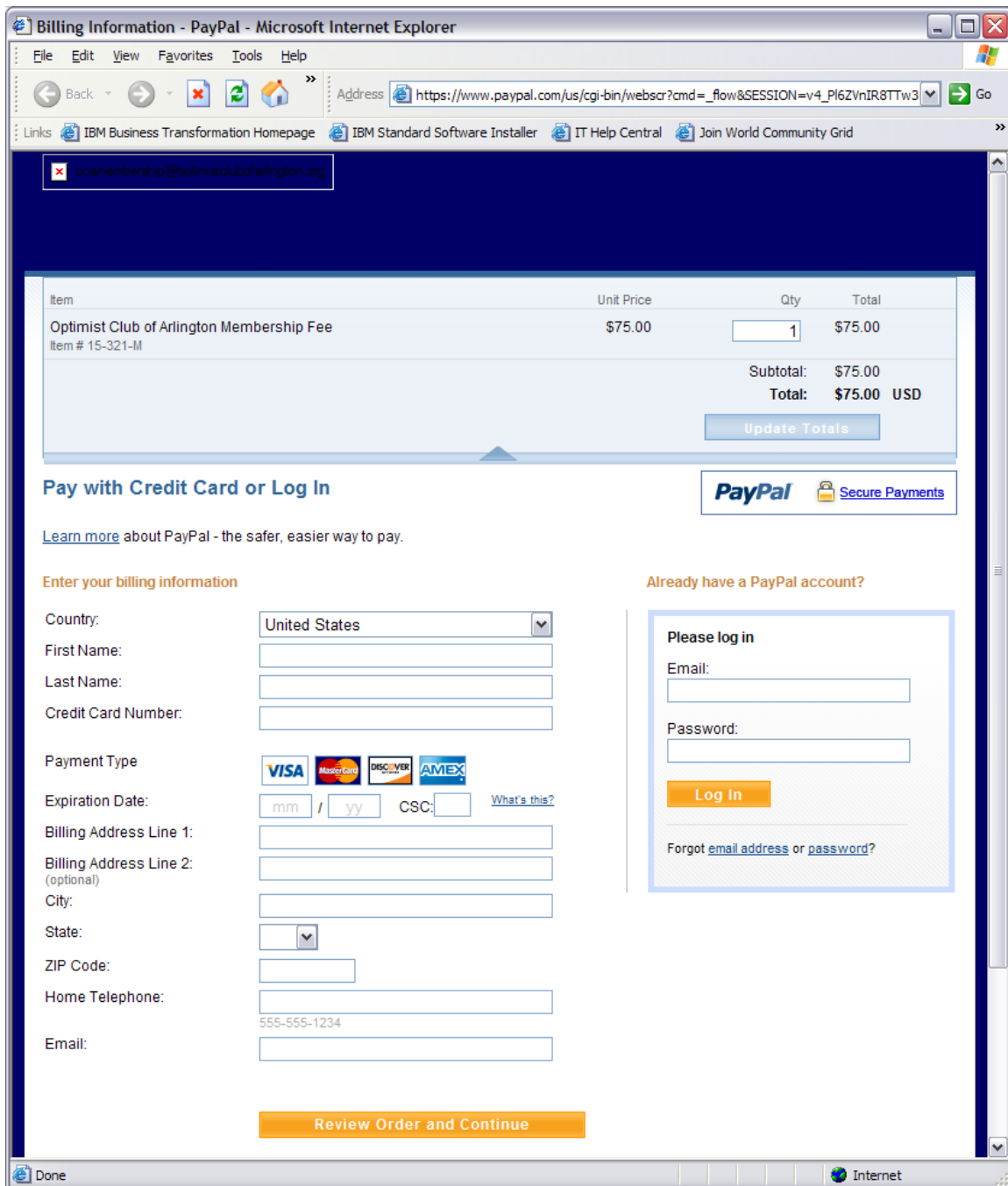
If you do not wish to pay electronically, you may send your check or money order to:

OCA Membership Director
P.O. Box 1005
Arlington, TX 76004-1005

- or -

Bring your payment to one of our dinner meetings, held every 2nd and 4th Wednesday at 6:30 pm at J. Gilligans Grill at 407 E. South Street.

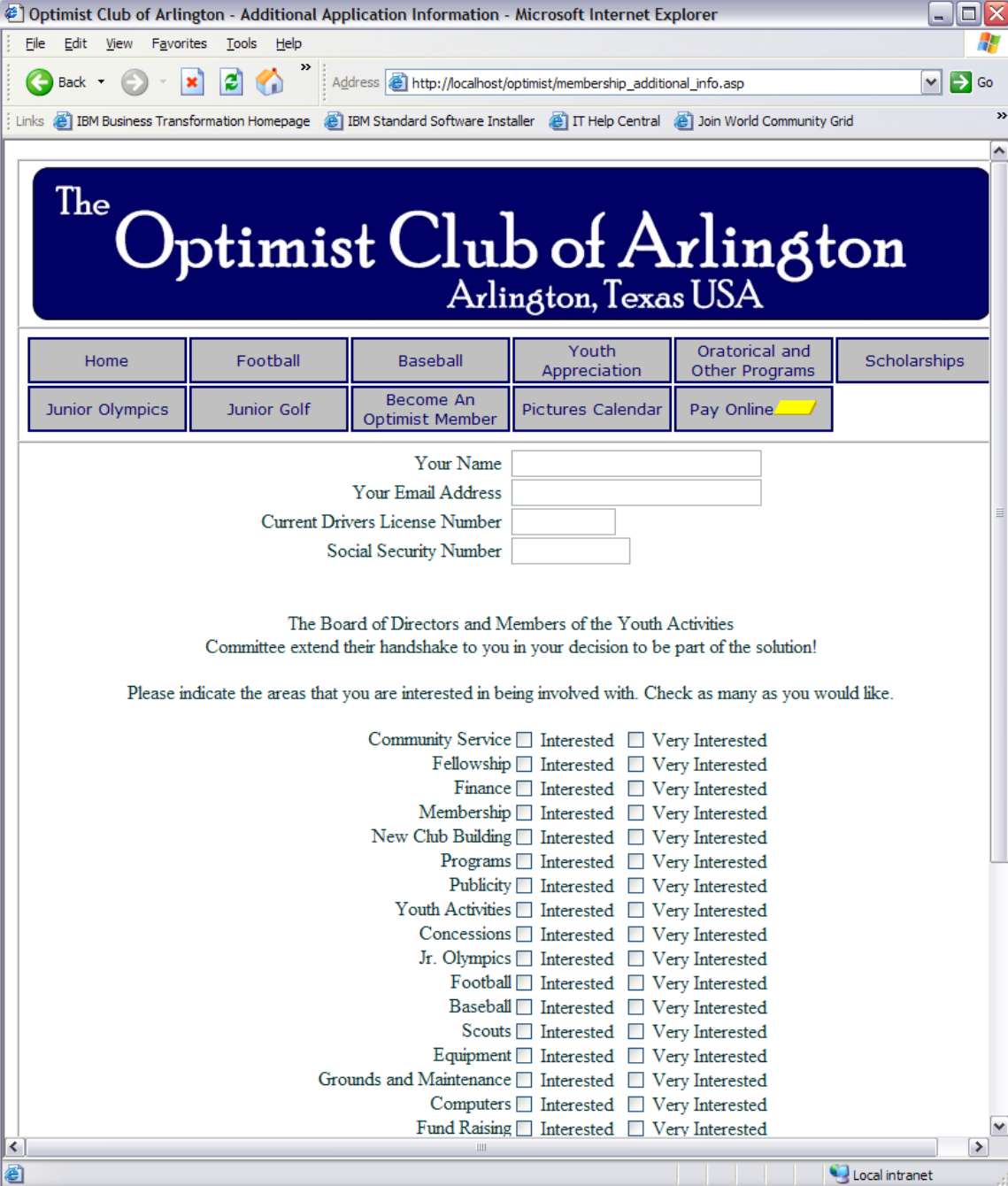
If you do wish to make your payment with the convenience of electronic payment options, simply click on the Pay Now button. You will be taken to the PayPal check out site to complete payment using a credit card or electronic check, as shown below:



It is your option if you want to set up a PayPal account or not. It is NOT required to set up an account in order to make your payment to our organization. Once you've made the membership fee payment, your application for membership will be processed.

Submitting Additional Information Requirements

The last step in the application process is to click on the link that says “**Complete this form**” to email additional information to the Membership Director.



The screenshot shows a Microsoft Internet Explorer browser window titled "Optimist Club of Arlington - Additional Application Information". The address bar shows "http://localhost/optimist/membership_additional_info.asp". The page features a blue header with the club's name and a navigation menu with buttons for Home, Football, Baseball, Youth Appreciation, Oratorical and Other Programs, Scholarships, Junior Olympics, Junior Golf, Become An Optimist Member, Pictures Calendar, and Pay Online. The main content area contains a form with the following fields:

- Your Name
- Your Email Address
- Current Drivers License Number
- Social Security Number

Below the form, a message from the Board of Directors and Members of the Youth Activities Committee is displayed, followed by a request to indicate areas of interest. The list of activities and their corresponding checkboxes is as follows:

Area	Interested	Very Interested
Community Service	<input type="checkbox"/>	<input type="checkbox"/>
Fellowship	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>
Membership	<input type="checkbox"/>	<input type="checkbox"/>
New Club Building	<input type="checkbox"/>	<input type="checkbox"/>
Programs	<input type="checkbox"/>	<input type="checkbox"/>
Publicity	<input type="checkbox"/>	<input type="checkbox"/>
Youth Activities	<input type="checkbox"/>	<input type="checkbox"/>
Concessions	<input type="checkbox"/>	<input type="checkbox"/>
Jr. Olympics	<input type="checkbox"/>	<input type="checkbox"/>
Football	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input type="checkbox"/>	<input type="checkbox"/>
Scouts	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Grounds and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Computers	<input type="checkbox"/>	<input type="checkbox"/>
Fund Raising	<input type="checkbox"/>	<input type="checkbox"/>

On this form, you must supply your Name, Email Address, Drivers License Number, and Social Security Number. Then, check all the boxes to indicate which areas of the club you are Interested or Very Interested in supporting.

When you are done, click the button to [Email Information To The Membership Director](#).

Congratulations, you have completed all the requirements for applying to become a member of The Optimist Club of Arlington.