


# Membership Renewal Guide 2019

ANATS membership renewals are now fully automated, simplifying the renewal process and allowing members better access to their personal information and public Find-A-Teacher listing.

If you have any difficulty renewing your membership following the steps below, please contact the membership team at [anats.membership@gmail.com](mailto:anats.membership@gmail.com)

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## Step 1: Log in to your Member Profile

- Go to <https://anats.wildapricot.org/> and click the member icon in the top right corner: 
- Enter your email (be sure to use the email address that is connected to your ANATS membership), then enter your password, or click “Forgot Password” to reset your password.

*(If you have never logged in before, you will have received a new password via email along with your renewal reminder email. You can change this password on your first login to the database.)*

## Step 2: Renew your Membership

- Click on the member icon in the top right corner again, and click “View Profile”
- Click the blue button: “Renew to 01 JAN 2020”
- Check that your personal details are up-to-date, then click “Update and Next”

Notes:

- We have added a small number of new information fields to our database this year to gather information that will help us know how to best serve our members in the future. As such, we would appreciate you updating your profile to include these details to help us help you!
- The first section of your member profile is private, and will not be displayed publicly. The section entitled “Find A Teacher Listing Information” will be listed publicly on the directory section of the ANATS website only if you check the box consenting to this.

## Step 3: Make Payment

- Simply click the 'Pay Online' button to pay your membership fee online via PayPal, or click 'Invoice Me' to be emailed an invoice including instructions to pay by direct deposit or cheque.
- Please find a detailed summary of your payment options on page 2 of this document.

## Step 4: Membership Confirmation

- You will receive a membership confirmation email which includes your 2019 Membership Kit and your Membership Certificate.
- If you haven't received a confirmation email please check your junk mail and then add [ANATS@wildapricot.org](mailto:ANATS@wildapricot.org) to your contacts to avoid any future emails going to your junk folder.

## Payment Options

### Option 1 - Pay Online

Simply click the “*Pay Online*” button and follow the prompts to pay by Credit Card or using your PayPal account.

**All online payments made this year will activate automatically recurring payments for future membership fees.**

By taking advantage of this option, you will no longer be required to manually make payment for your membership each year, beginning in 2020.

If recurring payments are activated, you will receive two reminder emails before being charged for your membership, and can opt-out at any time.

If you don't wish to take advantage of automated renewals, you can easily opt-out **after** you've made your 2019 membership payment by logging into your Wild Apricot member profile and clicking the *Invoices and Payments* tab, then clicking *Stop Recurring Payments*.

You can also email [anats.membership@gmail.com](mailto:anats.membership@gmail.com) at any time and we can disable recurring payments for you.

### Option 2 - Pay Via Direct Deposit or Cheque

Select the “*Invoice Me*” option when renewing your membership, to be emailed an invoice. You can also locate your invoice at any time in your member profile.

To pay by direct deposit, please use the bank details below:

Account Name: **ANATS Ltd**

BSB: 062 151

Account #: **1028 4129**

**Please note your full name or invoice number in the description of your payment.**

Your membership will be activated once payment has been cleared and matched to your name.

To pay by cheque, please mail to the following address:

**ANATS Ltd**

**PO Box 465**

**Red Hill**

**QLD 4059**

Direct Deposit and Cheque payments will not activate recurring payments, so you will still need to manually make payment for your membership each year.

If you have any questions regarding your membership renewal, please contact the membership team at [anats.membership@gmail.com](mailto:anats.membership@gmail.com)