



Member Portal
Guide Book

WESTERN DRESSAGE ASSOCIATION
OF AMERICA

*An illustrated guide to getting the most out of
our interactive and self-service website.*

Membership Has its Privileges

- Our website is powered by MemberClicks, the association industry's most powerful Association Management Software system.
- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only Members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of many benefits.
- The more you update and personalize your membership, the more value you will receive from us



Take Control of Your Membership



Member Home

WDAA Home

Contact WDAA

Directories

Username

uschade

Password

.....

Keep me logged in

Login

[Forgot your password?](#) [Forgot your username?](#)

Once you have a Username and Password, you can use it to access any Members-only or restricted items, such as event discounts, partner discounts, members events, member directory and the social community features.

We have emailed you your username and password but if you have forgotten either, no worries! Click *'forgot your password'* or *'forgot username'* and enter the email address associated with your profile. You will then be emailed a link to reset your password.

(HINT: you might want to try your email address as your username.)

Note: To receive the link via email, the email address you enter must be the email address in your membership profile.



What Can I Do Here?

- View your Profile
- View/ Pay Membership Dues
- View/Pay Event Invoices
- Access the Member Directory
- Access Video Education Portal
- Access to Social Community Features
- View any Members-only Content on this Website
- Interact and Connect with Other Members

The screenshot displays the WDAA member portal. At the top left is the WDAA logo with the tagline "It's about the journey". To the right is a "Member Logout" button. Below the logo is a navigation menu with links for "Member Home", "WDAA Home", "Contact WDAA", "Video Education Portal", and "Directories". A yellow notification box states "You have logged in successfully". The main content area features a "HELLO my name is MEMBER NAME General Member" profile card. To the right is a "Quick Links" section with buttons for "WDAA Horse Lifetime Points and Awards Program", "WDAA World Show", "WDAA Event Calendar", "WDAA Show Recognition", "WDAA Professional Directory", "WDAA Social Corral", and "WDAA Judges Education". Below this is an "Our Sponsors" section featuring the "EQUISURE, INC." logo. At the bottom, there is a "Welcome to the Members Only Area!" message and a note: "We appreciate having you as a member. This is the area you will utilize to maintain your WDAA".






Member Logout

Member Home WDAA Home Contact WDAA Directories

My Profile

Member Profile



Username
memberprofile@wdaa.org Edit

Member Type
Prospect

Group
Prospect

Member Status
Active

Full Name
Member Profile


Contact Name
Member Profile

Email - Preferred
memberprofile@wdaa.org

Phone - Preferred
75-5555

- Quick Links
- WDAA Horse Lifetime Points and Awards Program
 - WDAA World Show
 - WDAA Event Calendar
 - WDAA Show Recognition
 - WDAA Professional Director
 - WDAA Judges Education

Our Sponsors



Additional Sponsors

If you click the words **'My Profile'**, you can make additional changes to your profile.

In this area you can :

- Change your profile picture that shows on the Member Directory
- Edit your privacy settings
- Change your password or username
- Manage how we contact you
- View past emails we have sent to you
- View a list of all your invoices
- View all forms that you have submitted



My Profile


- These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible.
- Information here can be used on your Directory listings or for communications we send out.
- Make sure to click Save at the end of the process.



My Community My Profile Connections My Features Inbox

Your membership will expire at 11:59 PM EST on Aug 28, 2019.

Renew

 Mary Sue
5 hours 1 minutes ago

Last online
less than a minute ago


Profile views
0 view(s)

My Status

Share your thoughts here...

[Change Profile Picture](#) [Start a new circle](#) [Write Message](#)
[Privacy](#) [Upload photos](#) [View your inbox](#)

Wall



Add Comment

Show All (0)

Username

Cancel Save

Expiration Date
08/28/2019

Join Date
05/14/2015

Member Type
Org Employee

Group
Org Employee

Message History

The Message History area will show you all of the emails the organization has sent to your personal inbox. If you ever delete an email, there is a full record kept in this area of your profile. Simply click on the subject line to open the body of the email.

If you are not receiving our emails, white-list our email address. [Click here to see how.](#)



My Community		My Profile	Connections	My Features	Inbox	Search Directory	
Message History		Change Profile Picture				Status	Date
Subject		Privacy					
BEST TIME EVER!!!!		Change Password				Opened	10/11/2018 1:01 PM
MCU Newsletter		Contact Preferences				Sent	10/10/2018 12:03 PM
MC LIVE - Test		Invoices				Opened	10/09/2018 1:51 PM
MC LIVE - BEST TIME EVER PART 2!!!!		Submissions		MCU		Opened	10/09/2018 1:51 PM
MC LIVE - New File Upload				MCU		Sent	10/09/2018 10:16 AM
MC LIVE - BEST TIME EVER!!!!				MCU		Sent	10/09/2018 10:05 AM
A message has been posted for Where to :				MCU		Sent	07/25/2018 3:45 PM
Your June MCU Newsletter is inside!				MCU		Sent	06/20/2018 2:08 PM
E-list Moderator Approval Notice				MCU		Opened	03/29/2018 4:49 PM
A message has been posted for Test Test				MCU		Sent	02/14/2018 2:18 PM

View your Invoices

- Under 'My Profile' you have the ability to display your invoices.
- This area will show you past paid invoices and open invoices that you are able to pay (membership, renewal, events, etc.).
- To open any of these invoices, simply click on the Invoice ID to view the invoice.



Invoices

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
435476	Credit Memo	04/12/2016	N/A	Paid	\$-50.00	\$-50.00	\$0.00
1056	Forms	08/10/2015	09/09/2015	Paid	\$75.00	\$75.00	\$0.00
435464	Forms	02/18/2016	03/19/2016	Paid	\$225.00	\$225.00	\$0.00
435515	Forms	06/03/2016	07/03/2016	Paid	\$280.00	\$280.00	\$0.00
435516	Forms	06/03/2016	07/03/2016	Paid	\$50.00	\$50.00	\$0.00
435534	Forms	07/08/2016	08/07/2016	Open	\$-100.00	\$0.00	\$-100.00
435535	Forms	07/12/2016	08/11/2016	Paid	\$-25.00	\$-25.00	\$0.00
435637	Ad Hoc	12/30/2016	01/14/2017	Paid	\$5.00	\$5.00	\$0.00
435747	Forms	04/10/2018	05/10/2018	Open	\$75.00	\$0.00	\$75.00
435745	Forms	04/10/2018	08/18/2018	Open	\$400.00	\$0.00	\$400.00



Invoices

OPEN

MemberClicks
 Kinsey Mahan
 3495 Piedmont Rd. NE
 Bldg. 12, Ste. 110
 Atlanta, Georgia 30305
 United States

Invoice # 435747
Invoice Date 04/10/2018
Invoice Due 05/10/2018

Amount Due \$75.00

Transactions

Description	Amount
Session A	\$25.00
Registration Fee	\$50.00

Total Amount \$75.00

Amount Paid -\$0.00

Amount Due \$75.00

NOTES

Please pay this invoice within 30 days. If you have questions, call 1-800-REFRESH or email help@memberclicks.com. This is a test.

Pay Invoice

Download Invoice

Pay Your Invoices

Once you have clicked on the Invoice ID
 You have the option to pay an open invoice or
 download an invoice.

Paying an Invoice: Paying an invoice couldn't be
 easier. Simply click on the button at the bottom 'Pay
 Now. Our payment area will come up for you to enter
 your card and billing information.



Member Directory

Our Member Directory can be valuable in connecting you with other members. To update what displays for your profile in the directory listing, please edit your profile (you can do so by following the steps we outlined earlier).

**Only Name, City, State, Country, and Bio are viewable by other members.



Member Logout

[Member Home](#)

[WDAA Home](#)

[Contact WDAA](#)

[Video Education Portal](#)

[Directories](#)

1303 Results

[Show Search Criteria](#)



Deborah Abajian

City Murrieta

State California

Country United States



Elizabeth Abernathy

City Disputanta

State Virginia

Country United States



Jeanine Achin

City Rehoboth

State Massachusetts

Country United States



Beth Achorn

City Hampton

Quick Links

[WDAA Horse Lifetime Points and Awards Program](#)

[WDAA World Show](#)

[WDAA Event Calendar](#)

[WDAA Show Recognition](#)

[WDAA Professional Directory](#)

[WDAA Social Corral](#)

[WDAA Judges Education](#)

Our Sponsors



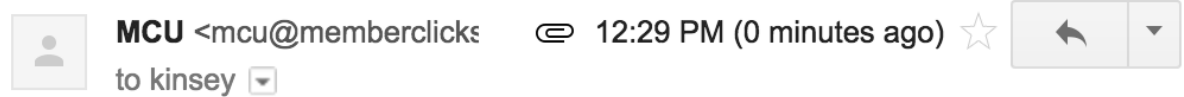
How to Renew Your Membership

A member can renew their own membership in one of three ways:

- By paying the auto-generated Renewal invoice tied to their renewal notification
- By logging in and submitting a Renewal Form
- By logging in and using the Renew option from the My Profile page
- By printing a paper renewal form and mailing it to our address.



Here's an example of a renewal email that will be sent directly to your personal email inbox.



Kinsey,

We would like to take the opportunity to thank you for your support over the past twelve months. We value all contributions to MCU, and memberships make up the lifeblood of our organization. Your involvement is important and very much appreciated.

We know people have busy lives, so we wanted to take this opportunity to remind you that your membership with MCU will expire on 08/01/2016.

If you are still deciding whether to renew, or just haven't gotten around to it yet, please let us remind you of what you will be missing if you do not renew:

1. Networking Opportunities
2. Membership Directory Visibility
3. Discounted Event Registration
4. CE Opportunities

We hope that you will take the time to renew your membership and remain part of our community. It couldn't be easier - just click the link below to pay the attached invoice.

Your financial contributions truly are vital to our existence, but so is your membership - just knowing that you support what we are doing keeps us going.

[Click here to pay this invoice](#)

Renew from your personal inbox

- Here's an example of a renewal email that will be sent directly to your personal email inbox.
- Simply click "Click here to pay this invoice" to be taken to your invoice to pay online or download to mail in payment.



MCU <mcu@memberclicks> 12:29 PM (0 minutes ago) ☆
to kinsey ▾



Kinsey,

We would like to take the opportunity to thank you for your support over the past twelve months. We value all contributions to MCU, and memberships make up the lifeblood of our organization. Your involvement is important and very much appreciated.

We know people have busy lives, so we wanted to take this opportunity to remind you that your membership with MCU will expire on 08/01/2016.

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Your financial contributions truly are vital to our existence, but so is your membership - just knowing that you support what we are doing keeps us going.

[Click here to pay this invoice](#)

Renewal Form

Please use our renewal form to renew your membership for the next year.

By taking the renewal form, it allows you the opportunity to update your information.

Once you have completed our renewal form, a renewal invoice will be generated and emailed to you.

Note: In order to renew, you must have received a renewal email notification.



Member Logout

[Member Home](#)

[WDAA Home](#)

[Contact WDAA](#)

[Directories](#)

WDAA Member Sign Up Form

Choose a member type below to join as a new member.

Annual Memberships

General Membership - \$35.00

Veteran Membership - \$35.00

Junior Membership (18 years or younger) - \$25.00

Lifetime Memberships

Gold Concho Membership - \$5,000.00

Silver Concho Membership - \$2,500.00

Founding Pioneer Membership - \$1,000.00

Veteran Lifetime Membership - \$500.00

Memberships run from January 1st - December 31st, with the exception of lifetime memberships which have no expiration.

Quick Links

[WDAA Horse Lifetime Points and Awards Program](#)

[WDAA World Show](#)

[WDAA Event Calendar](#)

[WDAA Show Recognition](#)

[WDAA Professional Directory](#)

[WDAA Judges Education](#)

Our Sponsors



Additional Sponsors

Renew From Your Profile



Log in



Navigate to 'My profile'



Click 'Renew'



My Community

My Profile

Connections

My Features

Inbox

Your membership will expire at 11:59 PM EST on Aug 28, 2019.

Renew



Addy Bauermeister

3 years ago

Last online

less than a minute ago

Profile views

30 view(s)

Pay Your Renewal Invoice

Once you have clicked submit. You will be taken to your renewal invoice to pay.

Paying an Invoice: Paying an invoice couldn't be easier. Simply click on the button at the bottom 'Pay Invoice'. Our payment area will come up for you to enter your card and billing information.



My Community My Profile Connections My Features Inbox 2 Search Directory

Transactions

OPEN

MemberClicks
3495 Piedmont Rd. NE
Bldg. 12, Ste. 110
Atlanta, Georgia 30305
United States

Invoice # 435841
Invoice Date 11/13/2018
Invoice Due 08/28/2019

Amount Due \$1350.00

Transactions

Description	Amount
Membership Renewal - Organization - MemberClicks (through August 28, 2020) Mary Sue Duncan McCreery Kinsey Mahan Jill Mahan Teresa Herman Jay Fitzmaurice Addy Bauermeister	\$1350.00

Total Amount	\$1350.00
Amount Paid	-\$0.00
Amount Due	\$1350.00

NOTES
Thank you for your sponsorship payment! Contact 1-800-REFRESH with questions.

[Pay Invoice](#) [Download Invoice](#)

How You Can Contact Us

Fill out this form to contact us:

<https://westerndressageassociation.org/contact-us/>

Western Dressage Association® of America

P.O. Box 2349
Parker, CO 80134

Call Us: (720) 662-4584

Our hours of operation are
9:00AM – 6:00PM
Monday – Friday Mountain Standard time.

Feel free to text us also.

