

FOR MEMBERS

JON FAIRCLOUGH

7TH MARCH 2024

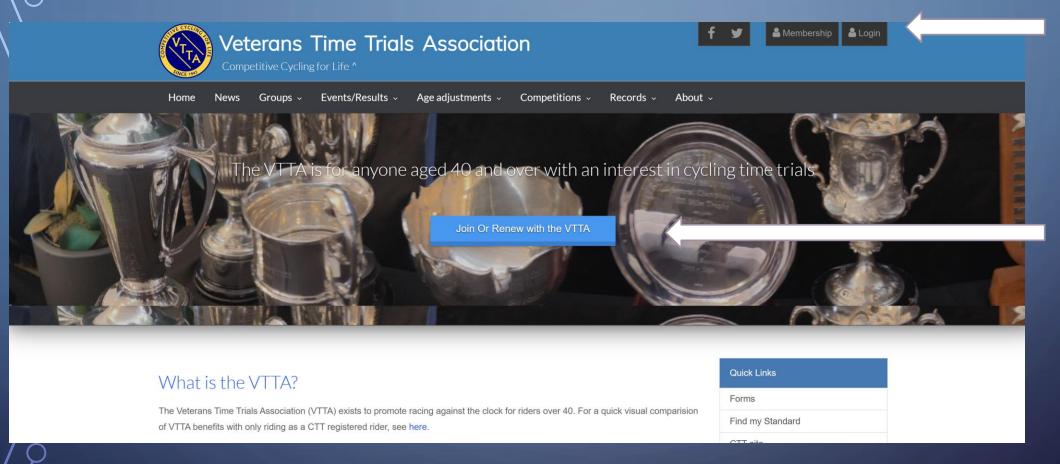
AGENDA

- Introduction
- Joining or Renewing
- Login
- View and edit your details
- Paying for a sub, standards award, or lunch
- Viewing your payment history and printing an invoice
- Logout
- Reset password

INTRODUCTION

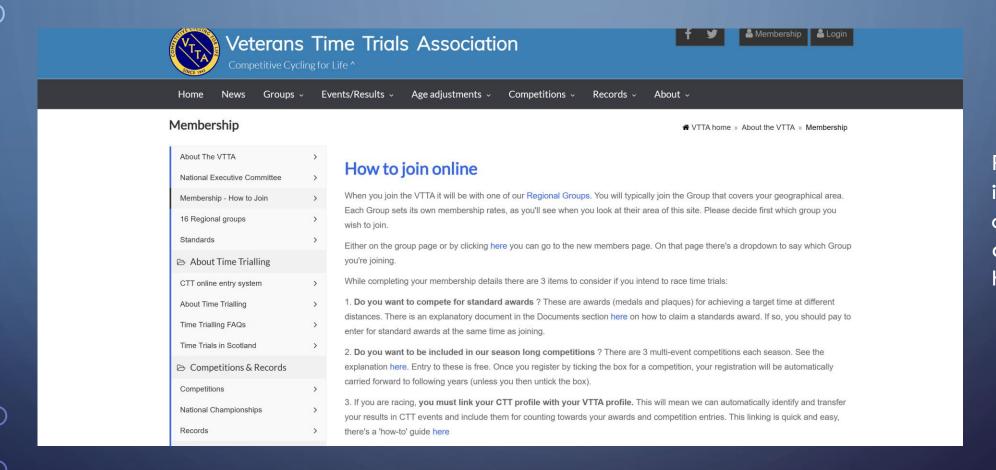
- The VTTA National Online Membership System (NOMS)
 - Contains the contact details of each member and their membership options
 - Allows members to maintain their contact details and membership options
 - Allows members to pay for membership fees, standards and lunches
 - Allows officials to administer the contact details and membership options
 - Contains a transaction history of payments for financial reporting

GO TO THE HOME PAGE WWW.VTTA.ORG.UK



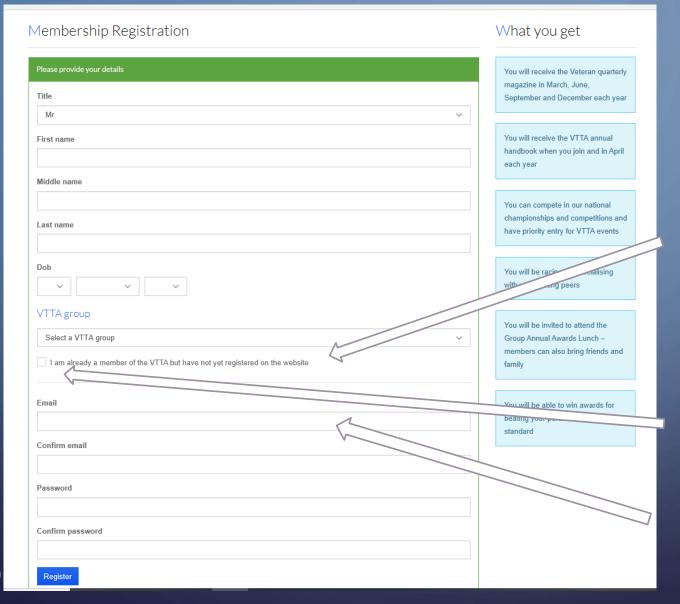
- 1. Click on Login on the top right if you are not joining or renewing
- 2. Click on the Join or Renew option to pay your subscription.

SJOINING OR RENEWING



Read the instructions and click on the appropriate HERE

REGISTRATION SCREEN 1

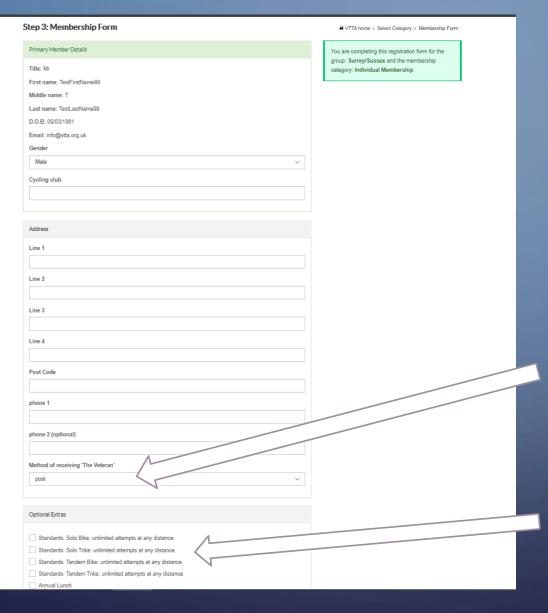


1. Complete the fields on the form.

2. You are registered on the website if you have an email and password to login. If you are registered, then click the back button to exit this screen.

- 3. If you tick this box your lastname and date of birth will be used to look up your member details.
- 4. The email address and password you set here are used for logging in, so make a note of them.

REGISTRATION SCREEN 2



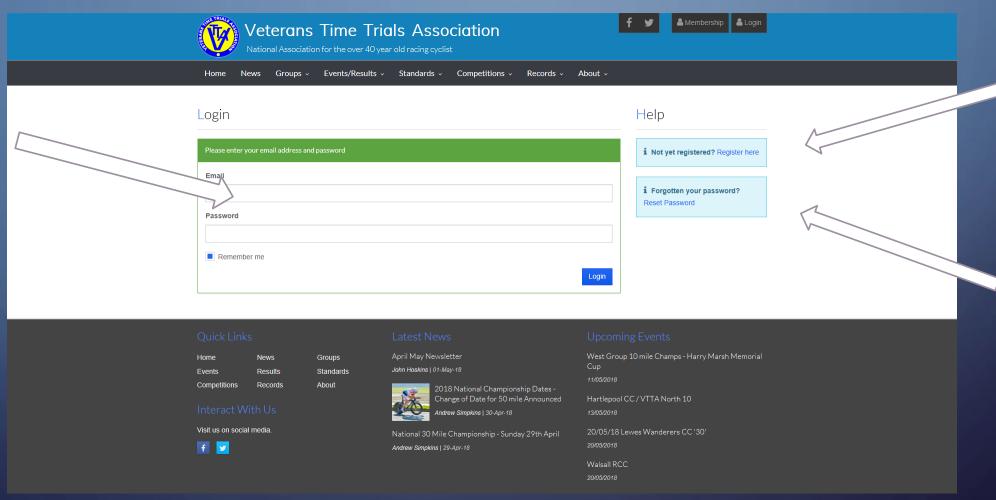
1. Complete the fields on the form.

2. If you wish to receive the Veteran magazine hardcopy by post, click and select "post", otherwise leave as the default PDF by "email".

3. If you click any of the standards options, you will need to pay a fee at checkout.

LOGIN

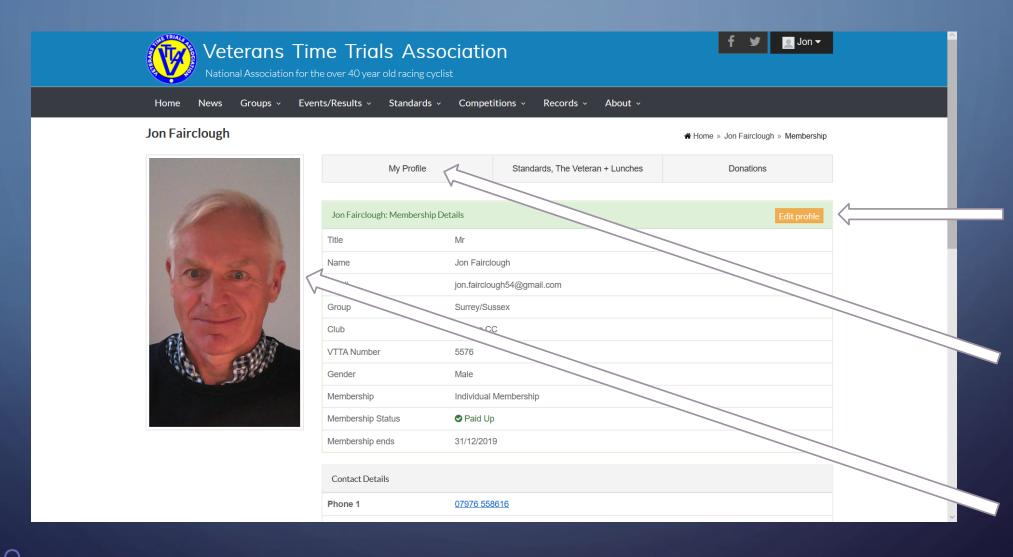
2. When registered, enter your email address and password to login



1. If you are logging in for the first time, click on Register

3. Select
Reset
Password to
set your
password if
you have
forgotten it

REVIEW YOUR DETAILS



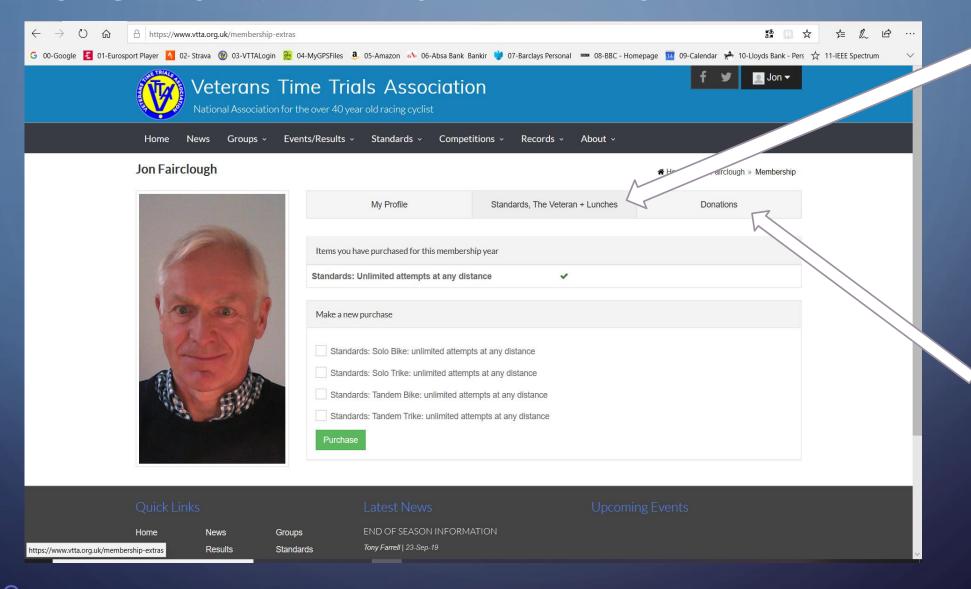
1. Click on the Edit Profile button to modify your details

2. You can access the details later by selecting My Profile

3. Upload your photograph

VTTA ONLINE MEMBERSHIP SYSTEM 9

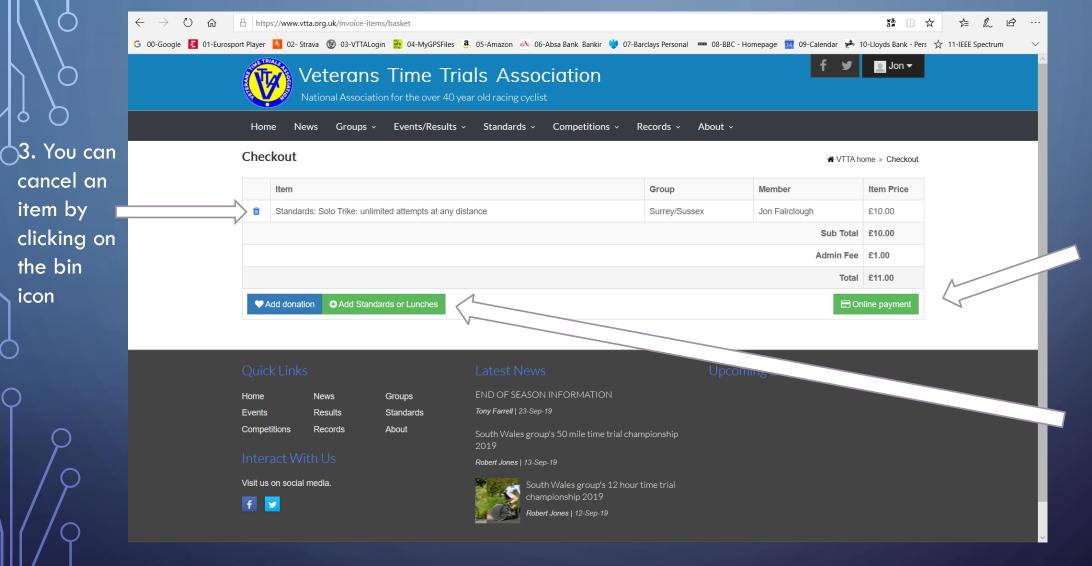
PURCHASE MEMBERSHIP EXTRAS



1. Click on the
"Standards +
Veteran Tab +
Lunches" tab to
show other items
you can purchase
besides your
subscription, in
this example I can
only buy
standards

2. Click on the "Donations" tab to make a donation

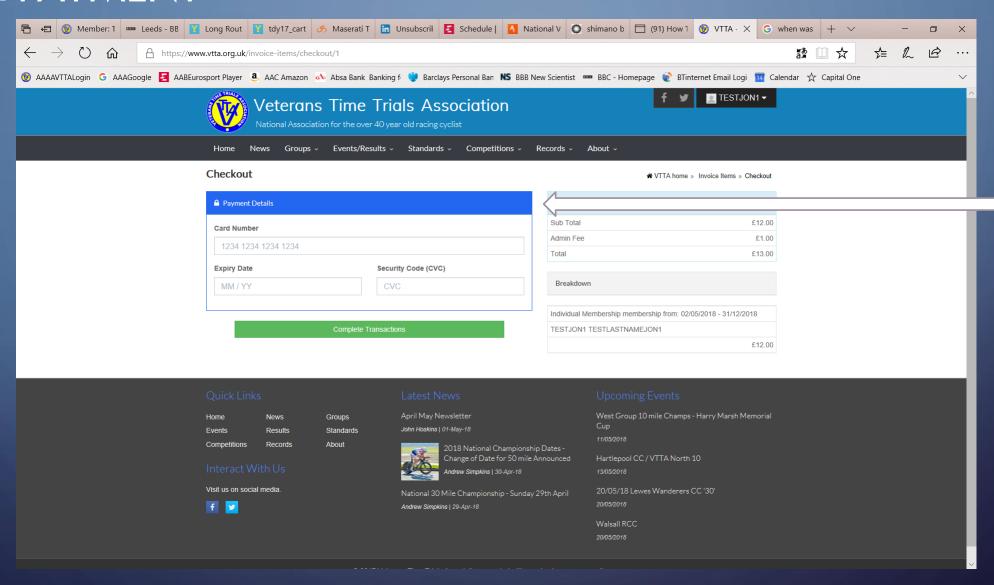
CHECKOUT



Click on
 Online
 payment to
 pay by card

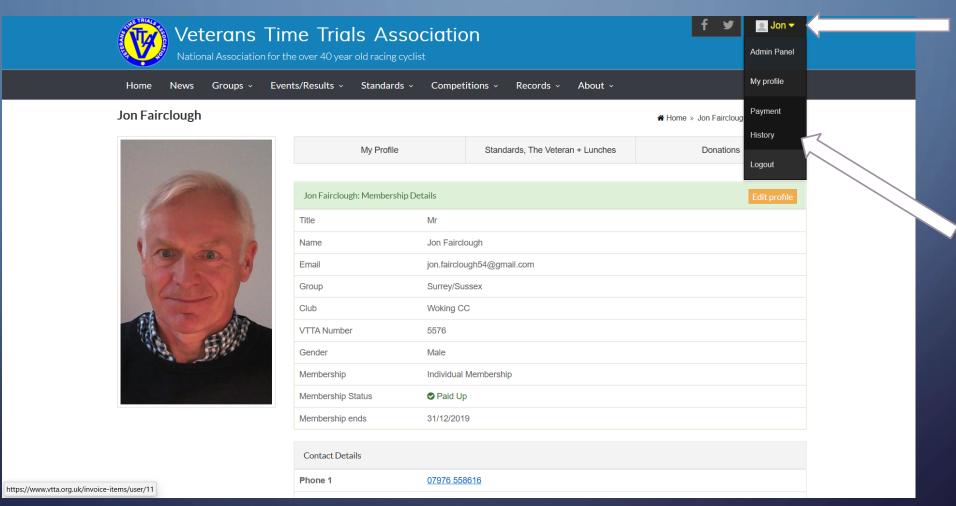
2. You can also add a donation or go back and purchase additional items

PAYMENT



Enter your card details and click on the Green Button to Complete the Transaction

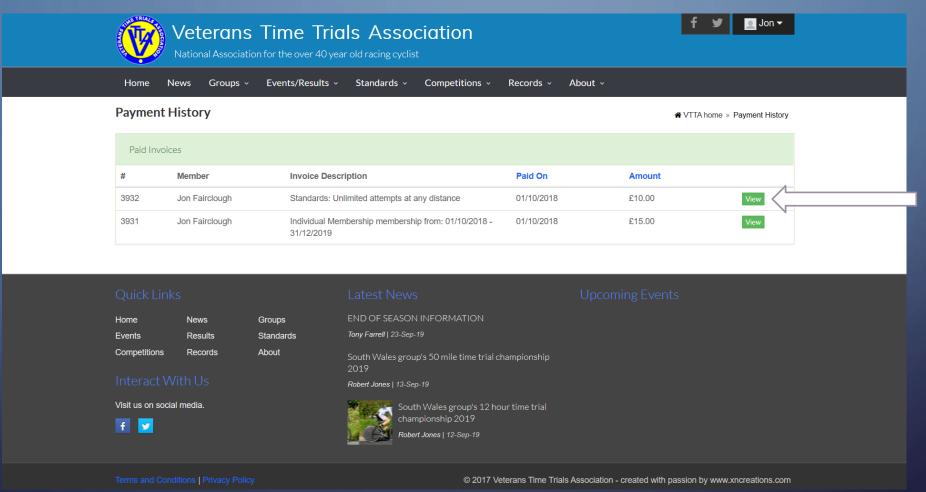
REVIEW YOUR PAYMENT HISTORY 1



1. Click on your name in the top right hand corner to show the options

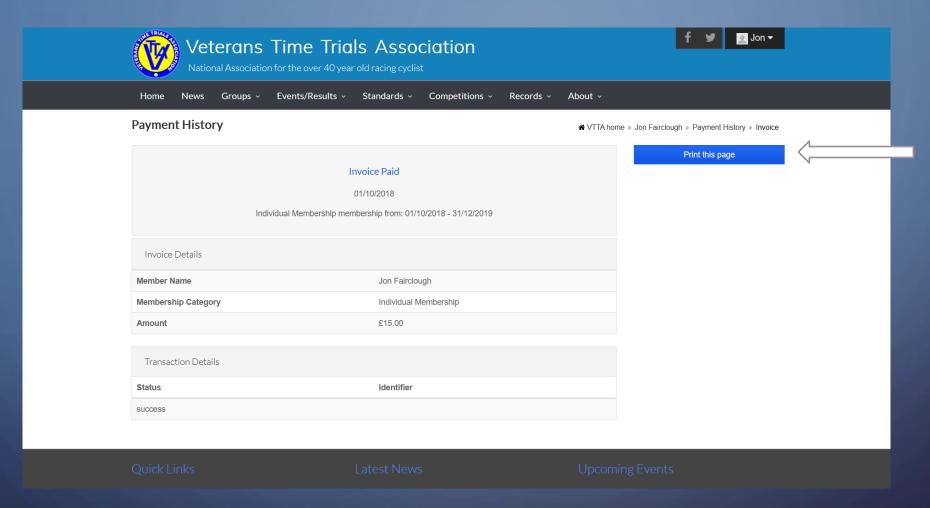
2. Click on PaymentHistory

REVIEW YOUR PAYMENT HISTORY 2



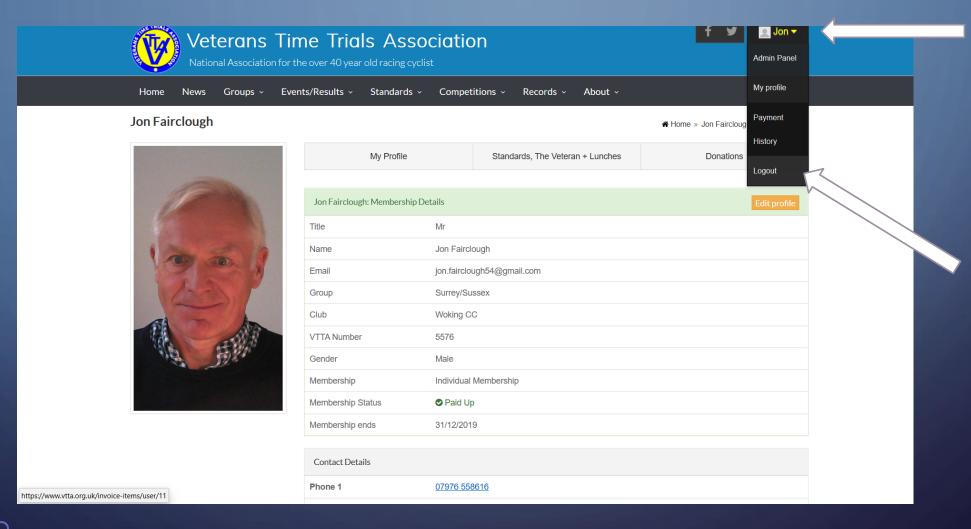
Click on
"View" to view
and print an
invoice

PRINT YOUR INVOICE



Click on the blue button to print the invoice for your records

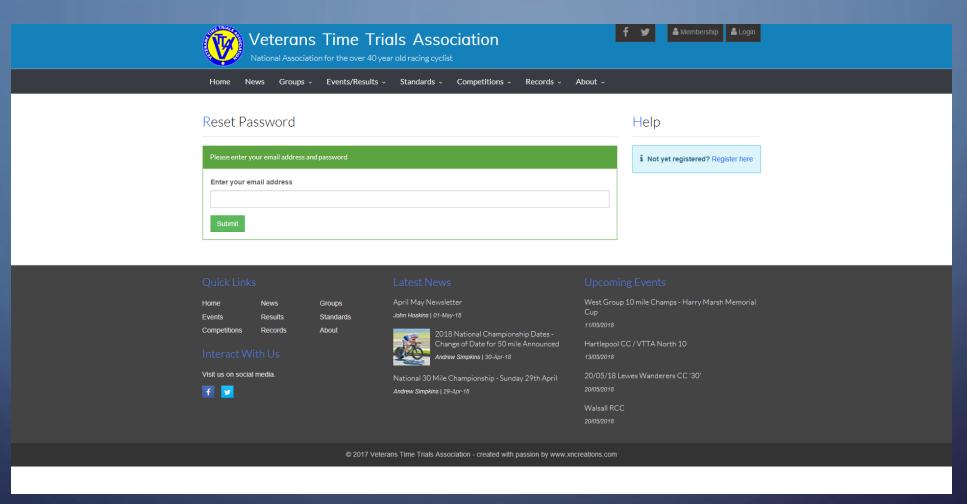
LOGOUT



1. Click on your name in the top right hand corner to show the options

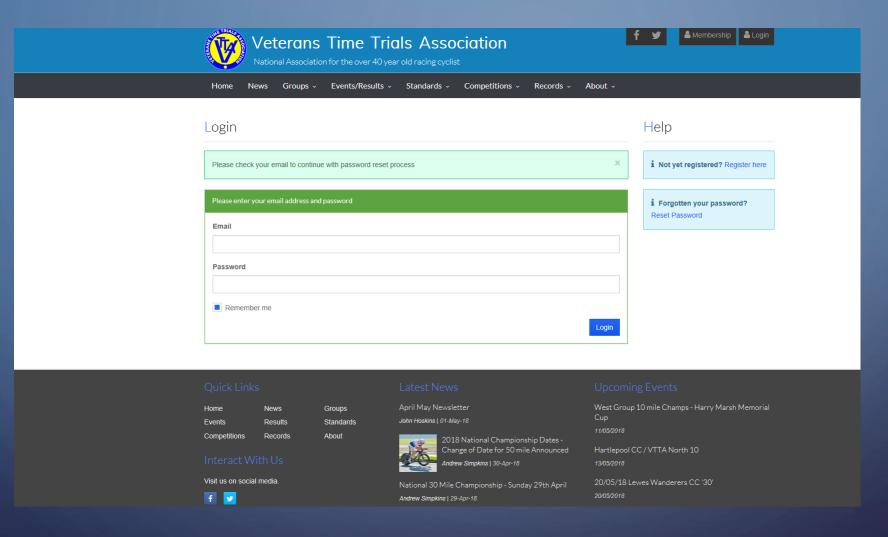
2. Click on "Logout"

RESET YOUR PASSWORD



Click on Reset
"Password"
and enter
your email
address to
receive the
change
password
email

CHECK YOR EMAIL



Go to your email app, follow the instructions in the email to set the new password and then login

