



## Want to learn more about the new Membership Management system?

For any questions or issues, please reach out to [membership@blackfret.org](mailto:membership@blackfret.org).

For general questions about Black Fret Memberships, renewals, and payment options, please consult the Membership Renewal guide in the [Resources section of the Member Portal](#).

For issues regarding logging into the Community Portal or your Membership Profile, see the [Login Guide](#).

### NEW MEMBERSHIP MANAGEMENT SYSTEM

Black Fret has a new Membership Management system in place for the 2020 renewal season. This system will make it easier to make online credit card payments and will improve members' visibility into their membership status, open balances, invoices, contact information, etc.

### ACCESSING THE MEMBERSHIP PROFILE

To access your Membership profile, click on the "Your Membership" link within the Community Profile.

- Austin Members: As part of the consolidation of the Community Portal and the Membership Management system, logins have also consolidated. Please see the separate guide on Login instructions.
- Seattle Members: The Seattle Membership Management System uses a separate URL (<https://seattle.blackret.org>) and login from the Member Portal. See the Login instructions for Seattle members for more info. Once logged in to the Seattle Membership Management System the remaining guide and screenshots will be similar.

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## SCREENSHOTS AND GUIDE

The following screenshots provide some basic guidance on the information available and the actions you can take inside your Membership Profile.

Profile View

Edit Member Profile View

Invoice / Payment View

**YOUR MEMBERSHIP**

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Welcome to your Membership profile for Black Fret Austin!

This is where you can check your membership status, see invoices, make credit card payments, change your login email address and password.

Please contact [sustain@blackfret.org](mailto:sustain@blackfret.org) with any questions.

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**EDIT PROFILE** ← Click to edit Membership Profile Info (email, name, mailing address, etc.)

Profile [Invoices and payments](#) ← Click to see Invoice and payment history (historic invoices are not loaded before the 2020 renewal season)

### MEMBERSHIP DETAILS

Membership level	<b>Black Fret Annual Membership Dues - Full Season - \$1,500.00 (USD)</b> <i>Subscription period: 1 year, on: January 1st</i> <i>No automatically recurring payments</i>
Membership status	<b>Active</b>
Member since	September 01, 2018
Renewal due on	January 01, 2020 ← Click to Renew your Membership for the upcoming period. (30 days in advance of your renewal, an invoice is automatically created and will be visible for payment.)

**RENEW TO JANUARY 01, 2021**

User ID	51869418
First name	Fred test

**NOTE:** Scroll to the bottom of the Profile to see the Change Password link.

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## YOUR MEMBERSHIP

SAVE

CANCEL

Membership Profile fields that can be adjusted.  
Name, Org, Email, Phone, Mailing Address, etc.

Profile

These changes are only visible to Black Fret  
administrators and staff.

\* Mandatory fields

User ID 51869418 This field is generated automatically and cannot be changed

First name

Last name

Organization   
*Please enter the Company for which you work or the primary Organization with whom you are affiliated.*

Email   
*Please enter your email address. This is the primary means by which Black Fret will contact you.*

Phone

### MAILING ADDRESS

Street

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## YOUR MEMBERSHIP

This is where you can check your membership status, see invoices, make credit card payments, change your login email address and password.

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Balance due: \$400.00

[Profile](#) [Invoices and payments](#)

**Balance due (1 items): \$400.00**  
Thank you for your support of Black Fret! Online payments support all major credit cards. The invoice includes details about the charges and the amount due.



Click to make a credit card payment for the balance due

PAY ONLINE

Search  Records found: 1

Search transactions or scroll through invoice and payment transactions. Click on a transaction to see further details. NOTE: Historic transactions before the 2020 renewal season are not visible.

Date	Transaction	Balance due <input checked="" type="checkbox"/>
October 05, 2019	<a href="#">Invoice #00500</a> Member application Black Fret Annual Membership Dues - Full Season (with Corporate Match)	\$400.00 <input checked="" type="checkbox"/>

Thank you for your support of Black Fret! Online payments support all major credit cards. The invo...

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