# **MEMBERSHIP APPLICATION PROCESS**

#### **FIRST STEP** - Create a member account

- Go to the Membership Database login/signup page: members.nsdtrc-usa.org
- Click on Signup
- Enter your email address for the username and then assign a password. The password should be 8 characters of any combination. You will have to confirm the password for accuracy.
- Click on Signup at the bottom.
- You should get the message at the top of the screen "Your signup was successful. Please check your email to activate your account."
- Go to your email account and a message should be there that says "Please Click Here to validate your email and activate your account." If you don't see it in your inbox, please check your Spam and Junk Folders.
- Click on it and it will take you back to the Membership Database and a message that says "Congratulations, you have activated your user account".
- Now that you have activated your account, you can login to your account. Go to the top right corner and click on login. Enter your username (email) and password.

## **SECOND STEP** – Complete the Membership Application

## **THIRD STEP** - Please read the NSDTRC (USA) Code of Ethics

By signing, you agree to abide by the COE.

#### **LAST STEP** – Make a payment

Select option: purchase a printed copy of the quarterly publication, Quackers

Select option: printed Roster

Select option: donations to Rescue and/or Health and Genetics

Payment may be made via PayPal or check

This completes the Membership Application process. The Board of Directors will review pending applications on a periodic basis. You will be notified once your application is approved.

Thank you very much for your interest in the Nova Scotia Duck Tolling Retriever Club (USA).

Any questions, please email the membership chair at: membership@nsdtrc-usa.org