

# AWSC

529 Trail Side Drive, Suite 200 DeForest, WI 53532 608-846-5530 / 800-232-4108 www.awsc.org

# Credit Card/Debit Card

Online Renewal Users Guide – AWSC Commercial Sponsor Roster

#### Introduction

PLEASE NOTE: YOU CANNOT CHANGE/UPDATE ANYTHING ONLINE UNLESS YOU PAY DURING THAT TRANSACTION WITH A CREDIT/DEBIT CARD. PAID ONLINE TRANSACTIONS ARE PROCESSED IN THE AWSC OFFICE WITHIN 48 <u>BUSINESS</u> HOURS. IF YOU DO NOT PAY WITH A CREDIT/DEBIT CARD, THE SYSTEM DOES NOT RETAIN ANY CHANGES/UPDATES.

#### Please try to limit your online transactions to once per week - thank you!

Note: There will be no refunds online, so be careful what you enter to update. If there is a problem, call the AWSC office.

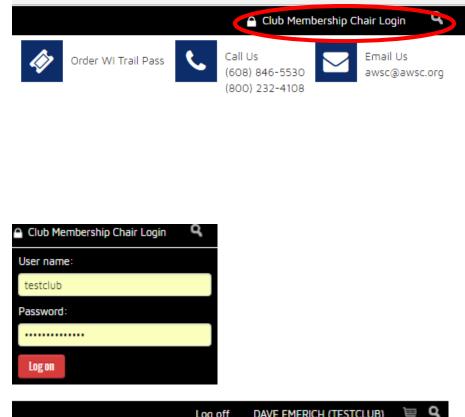
### Accessing the Club Commercial Sponsor Roster

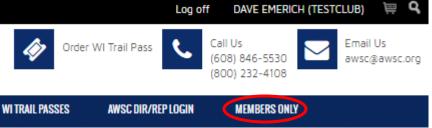
To access the online club roster site,

1. Open

www.awsc.org using an Internet browser. Google Chrome works best.

- Click the Member ship Chair Login link above the main menu.
- Type in the USER NAME and PASSWORD that was provided for your club by AWSC.
- 4. Click the LOG ON button.
- After successfully logging in, a new link will appear, MEMBERS ONLY.

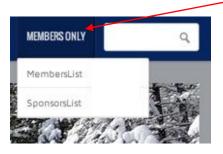




If you do not have a user name or you have misplaced the user name and/or password, contact AWSC.

## To View the Commercial Sponsor List

To view the club's commercial sponsor list, go back to **MEMBERSONLY** menu. Then click on the **SPONSORS LIST** link.



Below is an example of what an online commercial sponsor roster would look like.

	CIATION OF W Mobile Clui	-				Orc 📎	er WI Trail Pass	<u>~</u>	Call Us (608) 846-5530 (800) 232-4108	Email Us awsc@aw
	HOME	AWSC	CLUBS	SPONSORS	WI TRAILS	WI TRAIL PASSES	AWSC DIR/REF	PLOGIN	MEMBERS ONLY	
1159 - TEST CL	UB								Welcome	DAVE EMERIC
							If you ha	ve auesti	ons, please call AWS	C at 1 (608) 846-55
TEST CLUB		Edit Clu	ıb	Show:  A	I © Current Memt	oers Only 🔍 Pendi	ng Renewals 🔍 No		1.1	
TEST CLUB Add New Sponsor	Pay by Cred				I <sup>©</sup> Current Memt Total Sponsors: 5	oers Only 🔍 Pend			1.1	Export Rost
		it Card (no		er Checked: 0,				on Renew	1.1	Export Rost
Add New Sponsor	Pay by Cred	it Card (no	refunds), Numb	ber Checked: 0, 1 nber	Total Sponsors: 5	nber		on Renew	Address	
Add New Sponsor Sponsor #	Pay by Cred	it Card (no	refunds), Numb Renew this Men	ber Checked: 0, nber TES	Total Sponsors: 5 Primary Men	111	ng Renewals 🔍 No	Mailing	Address	Export Rost
Add New Sponsor Sponsor # C120468	Pay by Cred VALID THRU 09/19/2018	it Card (no	refunds), Numb Renew this Men	oer Checked: 0, <b>nber</b> TES <sup>-</sup> TES <sup>-</sup>	Total Sponsors: 5 <b>Primary Men</b> T BAR & GRILL	111 276	ng Renewals © No TEST ST MADISON	Mailing WI 53711 EN BAY W	Address	Export Rost Edit
Add New Sponsor Sponsor # C120468 'NEW'	Pay by Cred VALID THRU 09/19/2018 09/29/2015	it Card (no	refunds), Numb Renew this Men	oer Checked: 0, ' nber TES' TES' TES'	Total Sponsors: 5 <b>Primary Men</b> T BAR & GRILL T BUSINESS	10 <b>ber</b> 111 276 555	ng Renewals  No TEST ST MADISON 1 SHERRY LN GREE	Mailing WI 53711 EN BAY W	Address - 1 54302	Export Rost Edit Edit

## **To Download Sponsor Roster**

While in **Sponsors List** screen click the **EXPORT SPONSOR LIST** button to download the roster.

	IATION OF V Mobile Clu					Or	der WI Trail Pass	٩	Call Us (608) 846-5530 (800) 232-4108	Email Us awsc@aws
	HOME	AWSC	CLUBS	SPONSORS	WI TRAILS	WI TRAIL PASSES	AWSC DIR/R	EP LOGIN	MEMBERS ONLY	Y
1159 - TEST CLU	JB								Welcom	1e DAVE EMERIC
							lf vou h	ave questi	ons, please call AW	VSC at 1 (608) 846-55
TEST CLUB		Edit Cl	ub	Show:	I © Current Memb	ers Only 🔍 Pend				
TEST CLUB	Pay by Cred				I <sup>©</sup> Current Memb Total Sponsors: 5	oers Only 🔍 Pend				Export Roste
	Pay by Crec	dit Card (no		ber Checked: 0,				Non Renev		
Add New Sponsor		dit Card (no	p refunds), Num	ber Checked: 0, <b>mber</b>	Total Sponsors: 5	ber		Non Renev Mailing	Address	Export Roste
Add New Sponsor Sponsor #	VALID THRU	dit Card (no	nefunds), Num Renew this Me	ber Checked: O, <b>mber</b> TES	Total Sponsors: 5 Primary Mem	10 <b>ber</b>	ing Renewals 🄍 I	Mailing N WI 5371	Address	Export Roste
Add New Sponsor Sponsor # C120468	VALID THRU 09/19/2018	dit Card (no	Renew this Me	ber Checked: 0, <b>mber</b> TES <sup>-</sup> TES <sup>-</sup>	Total Sponsors: 5 <b>Primary Mem</b> T BAR & GRILL	10 <b>ber</b> 111 276	ing Renewals © 1 TEST ST MADISO	Mailing N WI 5371 EEN BAY W	Address	Export Roste Edit
Add New Sponsor <b>Sponsor #</b> C120468 *NEW*	VALID THRU 09/19/2018 09/29/2015	dit Card (no	Renew this Me	ber Checked: 0, <b>mber</b> TES <sup>:</sup> TES <sup>:</sup> TES <sup>:</sup>	Total Sponsors: 5 <b>Primary Mem</b> T BAR & GRILL T BUSINESS	111 111 276 555	TEST ST MADISON	Mailing N WI 5371 EEN BAY W E WI 5411	Address 1- // 54302 5	Export Roste Edit Edit

This download requires that your P.C. have the capability to open a **Microsoft Excel** file. Depending on your web browser, you may be prompted to open the download or the downloaded file will appear in the footer of the page like below.



Below is an example of how a roster will appear in Excel.

	- 🔍 - 🖸	( 🛱 🗋 ) 🖲								RosterExpo	ort_All_2_4_2	015 - Micros	oft Excel
Home	Insert	Page Lay	out For	rmulas D	Data Re	view Vie	ew PDF						
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Renew	Memberl	RenewalD	FirstName	LastName	SOFirstNa	SOLastNa	Street	City	State	Zip			
Х	C100354	02/27/201		AVASTON			1700 STEP	LITTLE CH	WI	54140			
	100862	01/06/201		HAMILTON			5505 S KEN	WAUNAK	WI	53597			
	99539	01/08/201	SPONSOR	JANSSEN			123 MAIN	APPLETON	WI	54913-			
	C101486	12/19/201		Janssen G			123 State	Appleton	WI	54911-			
х	C103751	01/01/000		JOE'S BAR			12345 SNC	WAUNAK	WI	53597			
	C101676	12/10/201		NEW SPOI			123 STATE	LITTLE CH	WI	54140			
	C100486	11/11/201		pet supply									
	A1 A Renew X	A B Renew MemberII X C100354 100862 99539 C101486 X C103751 C101676	A         B         C           A         B         C           Clipboard         Clipboard         Clipboard           A         B         C           Renew         Memberll RenewalD         Clipboard           X         Cli00354         02/27/201           100862         01/06/201         99539           9539         01/08/201         Cli01486           L2/19/201         X         Cli03751           X         Cl03751         01/01/000           Cl01676         12/10/201	A         B         C         D           A1         -         fs         Rene           A1         -         fs         Rene           A         B         C         D           Renew         MemberII         Renewall FirstName         X           100862         01/06/201         99539         01/08/201           Sp539         01/08/201         SPONSOR           C101486         12/19/201         X           C101676         12/10/201         12/10/201	A     B     C     D     E       A1     -     fx     Renew       C100354     02/27/201     AVASTON       100862     01/08/201     SPONSOR       JO0862     01/08/201     SPONSOR       C101486     12/19/201     Janssen G       X     C103751     01/01/000     JOE'S BAR       C101676     12/10/201     NEW SPOI	Home       Insert       Page Layout       Pormulas       Data       Rec	Home       Insert       Page Layout       Pormulas       Data       Review       Vit	Home       Insert       Page Layout       Pormulas       Data       Review       View       PDP	A       B       C       D       E       F       G       H       I         Clipboard       Image Layout       Font       Image Layout       Image	A       B       C       D       E       F       G       H       I       J         Clipboard       Image Layout       Font       Image Layout       Font       Image Layout       <	A       B       C       D       E       F       G       H       I       J       K         Clipboard       Image Layout       Format Painter       Image Layout       Image Layout	A       B       C       D       E       F       G       H       I       J       K       L         Clipboard       Image Layout       Font       Image Layout       Font       Image Layout       Fond       Image Layout       Image Layout <td< td=""><td>Al       Font       Font       Fond       &lt;</td></td<>	Al       Font       Font       Fond       <

To print this roster off in a more-useable format:

- 1. Go to PAGE LAYOUT, set orientation to *landscape*
- 2. Double-click in the column to expand it so all information is visible. Print.

# To Renew or Add a Commercial Sponsor

The same format applies to commercial sponsors as with members.

1. To renew an existing commercial, click on the box in front of the sponsor you wish to renew (under the Renew This Member column).

Businesses can be a commercial sponsor of **only** one (1) club. Prior to adding a new commercial sponsor, go to the AWSC website (<u>www.awsc.org</u>), select the county where the new commercial sponsor is located and view all of the businesses. If the business is already listed on the AWSC website, they are a member of another club and cannot be added to your club.

2. If this new business is not listed on the AWSC website, click on the Add New Sponsor button.

1159 - TEST CLUB			Welcom	e DAVE EMERICH
			If you have questions, please call AW	SC at 1 (608) 846-5530
TEST CLUB	Edit Club	how: 🖲 All 🔍 Current Members Only	Pending Renewals 🔍 Non Renewed Members	
Add New Sponsor Pay by Cr	edit Card (no refu 1 nber Ch	necked: 3, Total Sponsors: 5		Export Roster
Sponsor # VALID TH	RU Renew this Member	Primary Member	Mailing Address	Edit
C120468 09/19/20	18 🔲	TEST BAR & GRILL	111 TEST ST MADISON WI 53711-	Edit
"NEW" 09/29/20	15	TEST BUSINESS	2761 SHERRY LN GREEN BAY WI 54302	Edit
120252 03/11/20	17 🖉	TEST NEW SPONSOR	555 TEST DR DE PERE WI 54115	Edit
C120467 09/19/20	18	TEST SNOW STORE	123 TEST LN MADISON WI 53711-	Edit
"NEW" 04/04/20	117 🕑	TEST SPONSOR	123 STATE ST APPLETON WI 54911	Edit

A new commercial sponsor does require more detailed information specific to the business as can be seen on the next page.

Please be aware that businesses often have a mailing address which is different than the physical address. Important information to include with ALL commercial sponsors:

- (1) The **physical address** is listed in the commercial insert of the Wisconsin Snowmobile News
- (2) Business website also listed in the WSN commercial insert (must have for Premier Sponsor)
- (3) Descriptive information for these sponsors is displayed on the AWSC website for 12 months

TEST CLUB Sponsor: #					Welcome DAVE EMERICH
' Marked fields are re	quired			SPO	Cancel Save
Sponsor:			Web/Add Text	:	
Business Name:	NEW TEST SPONSOR1	*	2 Website Address:		
Contact Email:	Email Address	j	Ad Text:	New Test Sponsor	
Sponsorship Type:	Standard - \$35 🔹	*			
Category:	Other 🔻	*	3		
Mailing Addres	t wish to receive WSN Magazine: SS :		Physical Addre	255: 🔲 Same as Mailing	<u>1</u>
Address:	1234 Test Ln	)*	Address:	456 Other St	*
	Mailing Street Address Line 2	]			
City:	Cottage Grove	)*	1 City:	Madison	*
State:	Wisconsin 🔻	*	State:	Wisconsin	*
Zip Code:	53527	*	Zip:	53711	*
County:	DANE	*	County:	DANE	*
Phone:	123-456-7890	]	Phone:	(xxx) xxx-xxxx	
Fax:	(xxx) xxx-xxxx	]	Fax:		

When entering the name of the business please use ALL CAPS. When entering the mailing address, physical address and ad info, please use upper and lower case letters.

Enter the address informaiton using the abbreviations listed below, and do <u>NOT use punctuation</u> such as (.,-).Please do not include titles (MR, MRS, MISS, MS), we do, however use JR, SR, II, III – as shown below:

Avenue – Ave	Lane – Ln	Trail - Trl
Boulevard – Blvd	Parkway – Pkwy	Terrace - Terr
Circle – Cir	Place – Pl	County Highway (letter of road)
Court – Ct	Road – Rd	State Highway (number of highway)
Drive – Dr	Street – St	

Failure to follow these address guidelines may delay processing of your roster.

After filling in the necessary fields, click on the **SAVE** button.

This will take you back to your commercial roster, where you should see the new sponsor listed.

X

159 - TEST	LIOR		how- ® All © Current Members Or	<b>WEICON</b> If you have questions, please call Al Ily <sup>©</sup> Pending Renewals <sup>©</sup> Non Renewed Members	NSC at 1 (608) 846-553
Add New Spons	sor Pay by Credit Ca	ard (no refunds), Number C	ecked: 4, Total Sponsors: 6	ny – Ferlang Kerewais – Han Kerewea Hernoria	Export Roster
Sponsor #	VALID THRU	Renew this Member	Primary Member	Mailing Address	Edit
'NEW'		×.	NEW TEST SPONSOR1	1234 TEST LN COTTAGE GROVE WI 53527	Edit
120468	09/19/2018		TEST BAR & GRILL	111 TEST ST MADISON WI 53711-	Edit
'NEW'	09/29/2015	•	TEST BUSINESS	2761 SHERRY LN GREEN BAY WI 54302	Edit
20252	03/11/2017		TEST NEW SPONSOR	555 TEST DR DE PERE WI 54115	Edit
C120467	09/19/2018		TEST SNOW STORE	123 TEST LN MADISON WI 53711-	Edit
	04/04/2017		TEST SPONSOR	123 STATE ST APPLETON WI 54911	Edit

If you have additional memberships to update on the regular roster, you can toggle between the membership and commercial sponsor rosters. The system will total all the transactions as long as you do not exit the application.



When you are finished updating both members and commercial sponsors, click on the **Pay by Credit Card** button in either the membership or commercial sponsor roster.

# **To Enter Payment Information**

If you are finished renewing & adding new Commercial Sponsors and members, Click on the **Pay by Credit Card** button in either the membership or commercial sponsor rosters.

CLUB			Welcome	DAVE EMERICH
			If you have questions, please call AWS	GC at 1 (608) 846-5530
•	Edit Club Sh	now: 🖲 All 🔍 Current Members On	ly $^{\odot}$ Pending Renewals $^{\odot}$ Non Renewed Members	
or Pay by Credit Ca	rd (p) refunds), Number Ch	ecked: 4, Total Sponsors: 6		Export Roster
VALID TURU	Renew this Member	Primary Member	Mailing Address	Edit
		NEW TEST SPONSOR1	1234 TEST LN COTTAGE GROVE WI 53527	Edit
09/19/2018		TEST BAR & GRILL	111 TEST ST MADISON WI 53711-	Edit
09/29/2015		TEST BUSINESS	2761 SHERRY LN GREEN BAY WI 54302	Edit
03/11/2017		TEST NEW SPONSOR	555 TEST DR DE PERE WI 54115	Edit
09/19/2018		TEST SNOW STORE	123 TEST LN MADISON WI 53711-	Edit
04/04/2017		TEST SPONSOR	123 STATE ST APPLETON WI 54911	Edit
	<ul> <li>Pay by Credit Ca</li> <li>09/19/2018</li> <li>09/29/2015</li> <li>03/11/2017</li> <li>09/19/2018</li> </ul>	Edit Club     Edit Club     Pay by Credit Card     Por Pay by Credit C	Edit Club     Show: <sup>®</sup> All <sup>©</sup> Current Members On           or         Pay by Credit Card         or refunds), Number Checked: 4, Total Sponsors: 6           WHED TUBU         Renew this Member         Primary Member           Ø         NEW TEST SPONSOR1           09/19/2018         TEST BAR & GRILL           09/29/2015         Ø         TEST BUSINESS           03/11/2017         Ø         TEST NEW SPONSOR           09/19/2018         TEST SNOW STORE	If you have questions, please call AWS

A summary of all transactions, both membership and commercial sponsor updates will appear. Verify that these are correct. If not, toggle back to the membership or commercial sponsor rosters to make corrections.

## SUMMARY OF TRANSACTIONS

Item Standard	Additional Information Renewal for Member NEW TEST SPONSOR1 ['NEW'] of Club 1159	<b>Qty</b> 1	<b>Total</b> \$35.00	Remove
Premier	Renewal for Member SPONSOR TEST BUSINESS ['NEW'] of Club 1159	1	\$75.00	1
Premier	Renewal for Member TEST NEW SPONSOR [120252] of Club 1159	1	\$75.00	Ē.
Premier	Renewal for Member TEST SPONSOR ['NEW'] of Club 1159	1	\$75.00	1
Convenience Fee		1	\$1.50	Next

#### Click **NEXT** to continue if summary is correct.

# **To Enter Credit Card Information**

1. You will be prompted to enter the name & email address where you would like the transaction receipt emailed:

Step 1 of 4	
PAYEE INFORMATION	

### Enter Name/Email Here

	First name:*	Jane
	Last name:*	Doe
	Email:	youremailhere.com
		Your receipt will be sent to this email address
Back		



Click **NEXT** when finished.

2. Enter the credit card billing address – use the address of where the statement is sent:

Step 2 of 4 BILLING ADD	RESS	
Address:	John Doe, 123 Lake St, DeForest	٣
Name (Company or Personal)	John Doe	
Address on Credit Card	123 Lake St	
City:*	DeForest	
Zip	53532	
State:*	Wisconsin	٣
Phone number:	123-456-7890	
Back		

Click **NEXT** if the auto-filled information is corect. If you need to change the billing information, click on the first address drop down list and choose NEW. Enter the new name & billing information:

Step 2 of 4 BILLING ADD	RESS	
Address:	(new) 🔻	>
Name (Company or Personal)	Jane Doe	
Address on Credit Card		
City:*		
Zip		
State:*	Wisconsin	
Phone number:		
Back		

Click **NEXT** when finished entering address information.

3. A preview of the order will appear. Double check all information is correct, especially the number of renewals, billing address, etc. and then click **NEXT**.

Step 3 of 4				
ORDER PREVIEW				
Billing Address				
John Doe 123 Lake St DeForest, WI 53532 USA 123-456-7890				
Payment Method				
VISA 🚧 🚥				
Product name	Units	Unit price	Тах	Subtotal
Standard Renewal for Member NEW TEST SPONSOR1 ['NEW'] of Club 1159	1	\$35.00	\$0.00	\$35.00
Premier Renewal for Member SPONSOR TEST BUSINESS ['NEW'] of Club 1159	1	\$75.00	\$0.00	\$75.00
Premier Renewal for Member TEST NEW SPONSOR [120252] of Club 1159	1	\$75.00	\$0.00	\$75.00
Premier Renewal for Member TEST SPONSOR ['NEW'] of Club 1159	1	\$75.00	\$0.00	\$75.00
Convenience Fee	1	\$1.50	\$0.00	\$1.50
Total Price	S	\$261.50		
Order Note:				
Back			(	Next

4. Enter credit card information and click **FINISH PAYMENT** when done.

Step 4 of 4
PAYMENT
Your order was saved.
Payment Summary
Order ID: 69303 Payment method: Credit/Debit Card Total price: \$261.50
Your credit card details
Credit card number:*
Credit card CCV:*
Credit card expiration:* _
Finish Payment
VISA MasterCard DISCOVER
AWSC accepts only Visa, MasterCard, and Discover credit cards Please enter your credit card number <b>WITHOUT the dashes</b> .

Two (2) receipts will go to the email address provided once you have completed the process:

- 1. One receipt is from Authorize.net which is the credit card processing companywe use.
- 2. The second receipt is from AWSC with specific information on how much was paid and who was renewed/new members.

Commercial Sponsor cards will be processed and mailed directly to the Sponsor within 48 **business** hours.

**Please note:** The AWSC automatically verifies if a business is actually a "new" sponsor to the AWSC. Although new sponsors are automatically assigned an ID number, if it is found that this business was previously an AWSC Commercial Sponsor, their number will revert to the original ID number.

If you wish to have a Commercial Sponsor removed from your roster or have a name change for a sponsor, please send an email request to the AWSC office at: <a href="mailto:reception@awsc.org">reception@awsc.org</a>.

In order for a commercial sponsor to purchase a trail pass for their personal use snowmobiles, we must have their name listed in our database with that commercial business. You may email or call the AWSC office with this information.