## How to pay membership fees in iCrew – Web browser instructions

- 1. Login to iCrew (<u>https://icrew.club/logon?index=1</u>).
  - a. If you do not have an existing iCrew account, then <u>click here to watch a video on how to get</u> <u>started with iCrew.</u> (The video mentions a registration link: <u>https://www.icrew.club/signup?crewOrg=GCRA&crewRegProfile=238d9582-90fe-128e-fe3c-449f71fcb43a</u> and a registration code: Miles)
- 2. Navigate to My Home if you are not already there.

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A My Home	🗹 Today	📩 Club Home	Bessions	• Reservations	Messages	<b>«</b>

3. Click on My Team, and then Join or leave teams

A Member's Home Pag Rachel Test	je
<ul> <li>Today's Line-up</li> <li>My Attendance Plans</li> <li>My Team</li> <li>My Dates Away</li> <li>My Lates Away</li> </ul>	My Team View my checklist Join or leave teams All Members Coaches:
My Journal	

4. Join the "Team(s)" that apply to you. This is important because it will assign to you the correct fees. If you store a private boat, then you would join the team for your membership type and also the applicable boat storage team. Note: If you want to pay the Adult Membership fee in 3 monthly installments, please join the INSTALLMENTS team in addition to the Adult Regular Membership team.

Team List			
Туре	Name	Description	
ADULT ROWING TEAMS	Adaptive Membership	Adaptive Membership \$300	Doin Team
	Adult Regular Membership	Adult Regular Membership \$900	Join Team
	Collegiate Membership	Collegiate Membership \$450	Join Team
	Coxswain Membership	Coxswain Membership \$25	Join Team
	Double Storage	Double Storage \$350	foin Team
	Half Year Adult Membership	Half Year Adult Membership \$450	Join Team
	Single Storage	Single Storage \$250	for Join Team

5. In the sidebar, click on **Payments** Rachel Te



6. You should already see the correct membership fees and any applicable boat storage fees assigned to you. Click the blue Pay now button. Note: If you have chosen to pay the Adult Membership fee in 3 installments, please only pay the INSTALLMENTS amount due. An admin will go in and edit your account to reflect the correct balance on your Adult Membership.

My Payments <u>View my checklist</u> View my club's Store Unpaid Items	page				
Fee item	Amount Due	Due Date	Note to bookkeeper	Edit note	Related/Alternative Item
Adult Membership Membership for April 1, 2021 - March 31, 2022	\$900.00 Pay now	05-01-2021		D	
<b>Private Double</b> <b>Storage Fee</b> Private Double Storage Fee \$350	\$350.00 Pay now	05-01-2021			

7. Enter your bank information or select the credit card option. The PaySimple system is secure.

ank Account Information	
outing Number *	Account Number *
Enter routing number	Enter account number
ank Name *	Account Type *
e.g. Chase	