

Online Membership Renewal - Member

1. Validate your membership if not validated (go to <http://www.quartermidgets.org/index2.asp> and click on “Log In”. Have your membership # ready (it’s on your I.D. card!). Follow links on page.
2. Log in. At the top-left of the page, a member section will show up where you can reach the online application.
3. Select online application and follow all prompts. *Update any information that is not correct - this is important as everything you do or receive will be based on this info.*
4. Please print a copy of your completed application; your club secretary will stamp and forward to National Secretary. If you want a copy for yourself, print 2 copies. *Important: if you do not print the copy at this point, you will have to fill it out manually to give to your club secretary. Once you close out of the page with the completed application, it cannot be retrieved later.*
5. Print the required number of adult and child waiver forms.
6. Submit application online.
7. Once submitted an email will be sent to you, your club secretary or membership processor, and the National Secretary.
8. Bring all forms to your club for processing with appropriate payment. Do not sign waivers before hand – the signature must be witnessed by an authorized QMA witness!
9. Once this step is complete, your club will notify the National Secretary that your application has been received and payment will be sent in.
10. Once payment is received the National Secretary, you will be marked as a valid member for upcoming season in the database.

Secretary/Membership Processor

1. Once a member renews online you will receive an email with this information.
2. Receive application (two copies if they want to keep one), waivers, and payment from member.
3. Stamp both applications with QMA seal and give one to the member (if they wish to keep one).
4. Make 2 additional copies of application and waivers; retain one for Club records and send one to the Region Director.
5. Notify the National Secretary that payment and paperwork has been received and approve member's application online.
6. Submit **stamped** application, waivers, and payments to the National Secretary within 15 days of receipt.