



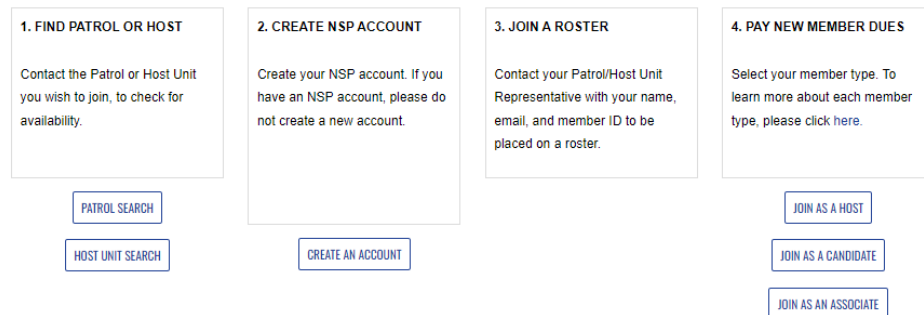
A STEP-BY-STEP GUIDE TO BECOMING A NATIONAL SKI PATROL MEMBER

1. FIND AND CONTACT A PATROL
2. CREATE AN ACCOUNT
3. JOIN A ROSTER
4. PAY YOUR MEMBERSHIP DUES
5. TROUBLESHOOTING

1. FIND AND CONTACT A PATROL

- a. Go to www.nsp.org
- b. Hover over the JOIN US menu option
- c. Click the BECOME A MEMBER option, and you'll reach this page:

HOW TO BECOME A MEMBER



- d. Click the PATROL SEARCH or HOST UNIT SEARCH button to contact the Patrol Rep or Unit Rep. Find out what their requirements are and if they have availability on their roster. Once confirmed, please move on to Step 2.

2. CREATE AN ACCOUNT

- a. Once you have contacted the Patrol Rep or Host Unit Rep and confirmed that there is space on their roster and learned about their requirements, you can create an NSP account and receive a Member ID.
- b. Go to www.nsp.org
- c. Hover over the JOIN US menu option

- d. Click the BECOME A MEMBER option, and you'll reach this page again:

HOW TO BECOME A MEMBER

1. FIND PATROL OR HOST
Contact the Patrol or Host Unit you wish to join, to check for availability.

PATROL SEARCH
HOST UNIT SEARCH

2. CREATE NSP ACCOUNT
Create your NSP account. If you have an NSP account, please do not create a new account.

CREATE AN ACCOUNT

3. JOIN A ROSTER
Contact your Patrol/Host Unit Representative with your name, email, and member ID to be placed on a roster.

4. PAY NEW MEMBER DUES
Select your member type. To learn more about each member type, please click here.

JOIN AS A HOST
JOIN AS A CANDIDATE
JOIN AS AN ASSOCIATE

- e. Click the CREATE AN ACCOUNT button, and fill the form out COMPLETELY
- (Your birthdate is a required field, and will be important in the Dues Payment Process)
- f. Your password must be 7 characters, and at least 1 letter and 1 number
- g. Click SUBMIT
- h. Once you create an account, you'll be assigned a Member ID. In your profile, you'll see your Member ID under your name. (You can reach your profile by clicking on MY ACCOUNT in the top bar)

PRINT MY CARDS

PRINT MEMBERSHIP CARD

The CEC Card is not available, please contact education@nsp.org if you qualify for this card

Jambo Buckman
NSP Staff
ID: 258701 Join Date: 2/18/2020 Record Type: Host
Status: Active Paid through: 12/31/2023

PRINT PROFILE

3. JOIN A ROSTER

- Once your account is created, you will receive a confirmation email with your account information. Email the Patrol or Host Unit Rep your Member ID and request they add you to their roster. If you do not already have it, you can find their contact information [here](#).
 - Sample Email - First Contact: Hello, My name is _____. Can you please tell me if your patrol is accepting new recruits and if so, can you provide me information on the training requirements and schedule for the upcoming season? Thank you.
 - Sample Email - Add to a roster: Hello, My name is _____. My Member ID is _____. I am requesting to be added to your patrol roster. Please email me when I have been added. Thank you.
- You will receive a confirmation email once you have been added to a roster

4. PAY NEW MEMBER DUES

- Once you are confirmed to be on a roster, go to www.nsp.org
- Sign in using the credentials you saved when creating your account
- Click the "MY ACCOUNT" button at the top of the page (and again in the drop-down menu)
- Scroll down to your profile, and click the "JOIN NOW" button

e. You will reach this page:

HOW TO BECOME A MEMBER

1. FIND PATROL OR HOST

Contact the Patrol or Host Unit you wish to join, to check for availability.

2. CREATE NSP ACCOUNT

Create your NSP account. If you have an NSP account, please do not create a new account.

3. JOIN A ROSTER

Contact your Patrol/Host Unit Representative with your name, email, and member ID to be placed on a roster.

4. PAY NEW MEMBER DUES

Select your member type. To learn more about each member type, please click [here](#).

- f. Click either the JOIN AS A HOST, JOIN AS A CANDIDATE, or JOIN AS AN ASSOCIATE button
 - i. It is important to pick the correct Member Type. If you do not know which option you should choose, please ask your Patrol or Unit Rep, or click ["Member Types"](#) to get an explanation of member types
- g. Confirm your account information and birthdate are correct
- h. Click "Submit"
- i. You will reach this page. This page shows the New Membership dues amount for your specific patrol. Your total dues include your patrol's Division and Region dues. Depending on your Division and Region, they may collect their dues separately after you pay your national dues. National dues are currently \$100.00

CANDIDATE MEMBERSHIP

Term dates to

Term length

Term dates may be affected if the transaction date is overridden in the cart.

Dues Payments

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> National Dues	100.00	1	100.00
<input checked="" type="checkbox"/> Division Dues	17.00	1	17.00
<input checked="" type="checkbox"/> Region Dues	10.00	1	10.00

Voluntary Contributions

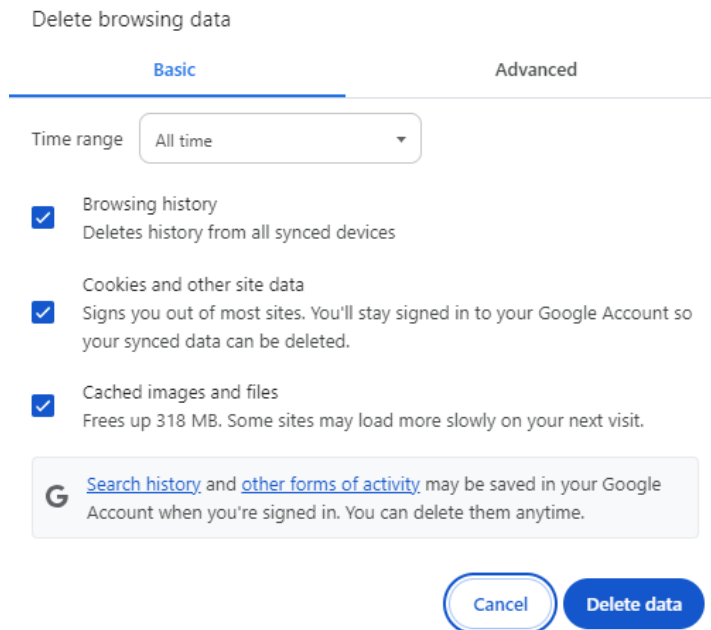
Item	Unit Price	Quantity	Amount
<input type="checkbox"/> Donation to National Ski Patrol	N/A	0	0.00

Subtotal 127.00

- j. Click “Add to Cart”
- k. Enter your payment information. Be sure to change the credit card type to match the one you are using
- l. Click Submit order
- m. You will receive an order confirmation via email
- n. Your new membership card will be emailed after 2 business days
 - i. Check your Spam/Junk/Clutter mailboxes if you have not seen your membership card emailed within 2 business days
 - ii. You can also print or download your card from your member profile page

5. TROUBLESHOOTING: I CAN'T LOG IN

- a. Change your web browser.
 - i. If you use Chrome, try Safari, Edge, or Firefox. If you can successfully log in using another browser, it is not your credentials, it is that your preferred browser is “holding on” to the old website, and it needs to be cleared out. See the next step to fix that. If this does not fix the issue, you will need to contact us to confirm your credentials are correct. Email memberrecords@nsp.org with the credentials you are using to log in so we can test it.
- b. Clear your browsing history and cached images/files
 - i. Use these shortcuts:
 1. Chrome: Ctrl + Shift + Delete (Windows), Command + Alt + Delete (MacOS)
 2. Edge: Ctrl + Shift + Delete (Windows), Command + Alt + Delete (MacOS)
 3. Firefox: Ctrl + Shift + Delete (Windows), Command + Alt + Delete (MacOS)
 4. Safari: Option + Command + E
 - ii. A small screen will show up. Ensure you are using the Time Range drop-down menu to choose “All-time” vs the default of “Last Hour”
 - iii. Tick the boxes for Browsing history; Cookies and other site data; and Cached images and files.
 - iv. Click the blue “Delete Data” box.



- v. Close out all NSP-related tabs you may have open.
- vi. Open a New Tab, and TYPE IN www.nsp.org with nothing behind it to get to the website.
- vii. Sign in to the NSP member website using your current credentials again.

If further issues persist, please contact us at 303-988-1111 ext 2625, or memberservices@nsp.org