

Instructions for a New Member to join OHC online



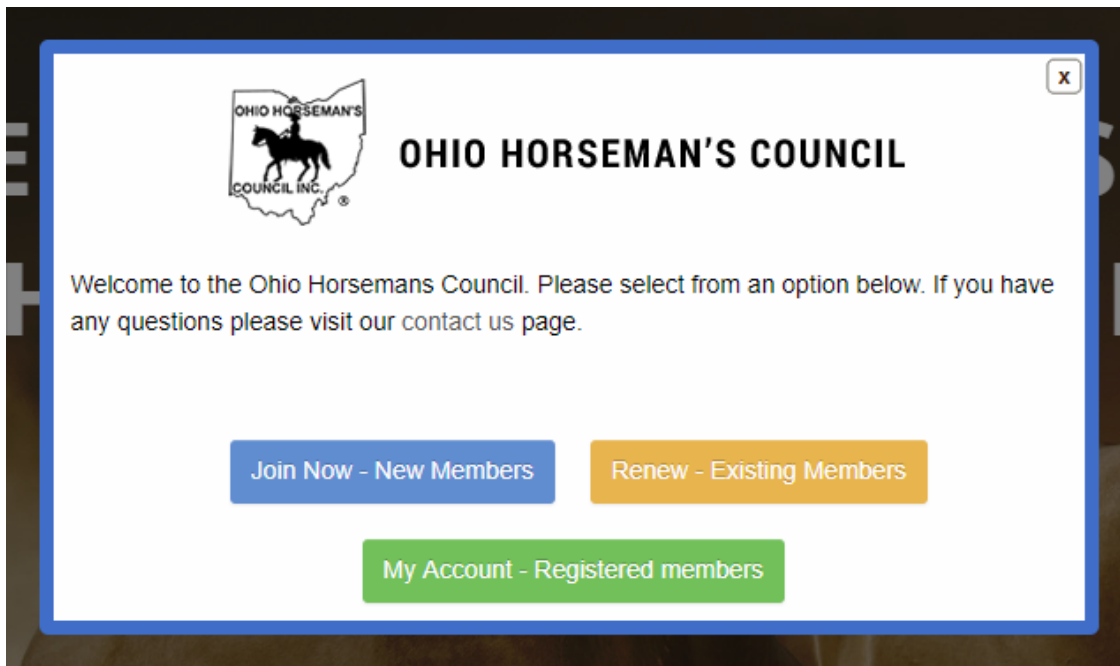
**Instructions for NEW MEMBER Joining Via Online Signup at ohconline.com**

(Revised 6/2/2019)

Document owner: Membership chair

Contact info: membership@ohconline.com or go to 'Contact Us' to find current committee chair phone number.

- 1) Go to the OHC website: <https://ohconline.com/>
- 2) Select the **Membership** tab in the top menu
- 3) Click on **2019 Online Membership - New or Renewal**
- 4) Click on the red link: **Click Here to Join Now or Renew your Membership**
- 5) Click on the **"Join Now - New Members"** blue box



- 6) Select a Membership Type: **INDIVIDUAL, FAMILY, ASSOCIATE OR YOUTH**

# SIGN UP

## SELECT A MEMBERSHIP TYPE

INDIVIDUAL      FAMILY      ASSOCIATE      YOUTH

Please select a membership type and click Next.

NEXT

7) Select a PRIMARY COUNTY CHAPTER (or At Large) from the drop-down list.

CHAPTER    MEMBER INFO    CONTACT INFO    TERM & CONDITIONS

\* PRIMARY COUNTY CHAPTER

PREVIOUS    NEXT

*You may join one of the many OHC chapters as your primary chapter or you may join as an "At Large" member, which has no chapter affiliation. After joining a primary chapter, you may choose to join other chapters as your "secondary" chapter affiliation.*

8) Complete the MEMBER INFO: Name, Birth Year, Address

## Instructions for a New Member to join OHC online

CHAPTER	MEMBER INFO	CONTACT INFO	TERM & CONDITIONS
*MEMBER (ACCOUNT OWNER)			
FIRST NAME		*MEMBER LAST NAME	MEMBER MIDDLE NAME
<input type="text"/>		<input type="text"/>	<input type="text"/>
MEMBER PREFIX	MEMBER SUFFIX	*MEMBER BIRTH YEAR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
*STREET ADDRESS	*ZIP CODE	*CITY	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
*STATE			
<input type="text"/>			

### 9) Complete the CONTACT INFO: Phone, Account Address (usually same as Address), Email

CHAPTER	MEMBER INFO	CONTACT INFO	TERM & CONDITIONS
*MEMBER PHONE NUMBER			
<input type="text"/>	TYPE	MEMBER OTHER PHONE NUMBER	TYPE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*ACCOUNT STREET ADDRESS			
<input type="text"/>	*ACCOUNT ZIP CODE	*ACCOUNT CITY	*ACCOUNT STATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*MEMBER EMAIL		*CONFIRM MEMBER EMAIL	
<input type="text"/>		<input type="text"/>	

### 10) Check TERMS & CONDITIONS: optional Corral magazine & State OHC Newsletter, optional Insurance, and required agreement to Bylaws & Standing Rules

CHAPTER	MEMBER INFO	CONTACT INFO	TERM & CONDITIONS
<input checked="" type="checkbox"/> Wish to receive the Corral and Newsletter that are included with my membership.			
<input type="checkbox"/> Want to upgrade to an OHC Plus Membership that includes Equine Excess Liability Insurance.			
<input type="checkbox"/> I agree to follow the Bylaws and Standing rules of the Ohio Horseman's Council *			
<input type="button" value="PREVIOUS"/>			
<input type="button" value="NEXT"/>			

### 11) MEMBERSHIP CHECKOUT

## Instructions for a New Member to join OHC online

- a. Review Membership Level (or change if not correct). Cost includes your dues, insurance if applicable, and your selected chapter's charge, if any.
- b. Create a Username. A good practice is to use your email address up to the @ symbol. For example, if your email address is myemail@gmail.com, make the Username "myemail". Don't include punctuation in the Username. If the beginning of your email is "my\_email\_23", make the Username "myemail23".
- c. Create a Password. If your preferred password is short, just double it to make a stronger password.
- d. Check "I'm not a robot"
- e. Choose Payment Method
  - i. PayPal or Credit Card - PayPal is the safest way to pay by credit, and you may pay as a PayPal "guest" if you don't want to create a PayPal account.
  - ii. Pay by Check or Cash - Pay your chapter treasurer. Your membership status will be "pending" until the treasurer receives your payment and changes your status online to "success". (Find your treasurer on the OHC website: Select the Chapters tab in the top menu, then click on Chapter List and click on your chapter. The officers are shown on the chapter page.)

12) Click on "Submit and Check Out"

13) You will see the Membership Confirmation page. You're finished! Go to the upper right corner and click the power button to log out.

- **MEMBERSHIP CARD**

To view and print your Membership Card, and if applicable, your Insurance Card and Certificate:

After completing your membership sign up above,

1. Click on your name in the upper righthand corner of the screen.
2. A pop-up window appears; click on the green box in the lower right, "Print Card". That takes you to your Profile page.
3. On your Profile page, under the blue heading, is a blue box "Print Membership Card". Click on the box, then print.
4. If you paid for the optional liability insurance, a blue box says "View Insurance Card" and another says "Evidence of Insurance". Select a box, and then print.

- **MEMBERSHIP PROFILE**

## Instructions for a New Member to join OHC online

You can log in anytime to view or edit your OHC online Profile (membership information) and to print your membership and insurance card:

1. Go to <http://www.ohconline.com>, click on the *Membership* tab, then *My Account Log in*, then the red “Click here to go to Login Page”.
  - (OR, go directly to [members.ohconline.com](http://members.ohconline.com))
2. A pop-up window appears; select the green box “My Account - Registered members”. Log in with your email and password.
3. A Membership Renewal pop-up window appears; click on the “X” in the upper righthand corner of this window to close it.
4. Click on the OHC logo in the middle of the screen to go to your Profile.
5. Click on “Profile” in the menu tabs. View your membership information.
6. To update your information, click on “Edit”. After making your changes, click on the “Save Changes” box at the bottom of your Profile.