

## Step by step instructions on how to add multiple memberships to NSDOAF's Shopping Cart and Checkout System.

- 1. **Click on the PayPal Icon,** that is located in the top green header section of the top of the page. It is located on the right side of the top header. (Please see circled items in the header graphic at the top of this page.)
- 2. Now you should be on the Join Online Today page. On this page you will find instructions on how to submit NSDOAF membership applications online as well as how to pay for memberships online via our shopping cart system.
- 3. Add to Cart: Scroll down the page and click on the Add to Cart button (this will add one regular Adult Membership to your shopping cart.) If you would like to pay for other membership types, please continue to scroll down the page and there you will find a list of other membership options. Clicking on those links will take you to the area where you may add them to your shopping cart.
- 4. After you click on "Add to Cart", a side panel view of the shopping cart will appear on the right side of the screen. This shows you what is currently in your cart. From here, you can either click on the blue "View Cart" button, which will take you to the shopping cart page, or close the side panel cart view and continue browsing NSDOAF'S website. To access your cart later, simply click on the shopping cart icon that is at the top of the page, the green header area. (Please see circled items in the header graphic at the top of this page.)

5. **HOW DO I ADD MORE THAN ONE MEMBERSHIP:** This is done from within the shopping cart. While in the shopping cart, click on the plus or minus sign for add or subtract the number of items in the cart. (Please see diagram below.)

My cart		Continue Shopp	ing >	Order summary	
L	NSDOAF Membership Fee - Regular Adult Membership	\$309.50	×	Subtotal	\$309.50
PayPal	\$309.50			Checkout	
				Secure Checkout	

**HOW DO I ADD MORE THAN ONE** <u>TYPE</u> **OF MEMBERSHIP?** NSDOAF has several types of membership. We offer Regular Adult Memberships, Youth Memberships, Family Group Memberships that have a special rate, Senior Rates, as well as Memorial Memberships to honor our departed loved ones. To add more than one type of membership to the shopping cart, follow these steps:

- 1. Click on the PayPal Icon at the top of the screen: After you have added a membership to the shopping cart, simply click on the PayPal icon that is located in the top green header section of the top of the page. It is located on the right side of the top header. (Please see circled items in the header graphic at the top of this page.) -- This will take you away from the shopping cart and take you to the Join Online Page where you can choose other membership types. (Please note, that items that are placed in the shopping cart will remain in the cart for up to 24/hours, so do not worry about moving away from the cart.)
- 2. Now you should be on the Join Online Today page. Scroll down the page to the other membership options, which is located at the bottom of this page.
- 3. Click on the desired membership type. You will be taken to the page that gives information about that particular type of membership. There, you will be able to add the other type of membership to your shopping cart. Simply click on the PayPal "Add to Cart" button that it at the bottom of the page. This will add the item to the shopping cart.
- 4. **REPEAT STEPS 1-3** to add additional memberships to the shopping cart. After you click on "Add to Cart", a side panel view of the shopping cart will appear on the right side of the screen. This shows you what is currently in your cart. From here, close the side panel cart view and proceed to click on the PayPal lcon at the top of the website in the green top header section. This will take you back to the page that lists all of the various membership types. Continue to add to the shopping cart by following these steps, until you are ready to check out.

6. CHECK OUT: Once you are ready to check out, simply click on the blue VIEW CART button from the side panel view of the cart. That will take you to the shopping cart page where you can check out. The side panel cart view appears on the right side of the page after you add an item to the cart. If you do not see the side panel: do not worry. Simply click on the shopping cart logo at the top of the page in the green top header section. This will open the side panel cart view and all you need to do is simply click on blue "View Cart" button and that will take you to your shopping cart. (Please see circled items in the header graphic at the top of this page.)

## 7. Changing item amounts and checking out from within the

**shopping cart:** Once you are on the shopping cart page, you will be able to add or delete cart items. To proceed to checkout, simply click on the blue "Checkout button."

PayPal manages financial tractions for NSDOAF. <u>You do not need</u> <u>to have a PayPal account and may pay by credit card</u>. Directions on how to pay by using a credit card are posted on the Join Online Today page. Or, click on the following link to download the instructions directly.

https://www.nsdoaf.com/\_files/ugd/191a86\_2a2d161b159940aa bc02bf124ecd9586.pdf

If you need additional assistance, please contact the President National at president@nsdoaf.com