



Candidate Join Process

Step 1

The new Candidate needs to go to www.nsp.org and click on the “Create Account” link in the upper right hand corner of the screen. The Candidate will continue to fill in the required fields and click “Save” in the bottom right corner of the screen.

A screenshot of the National Ski Patrol website's Sign In page. The page features a dark blue header with the National Ski Patrol logo on the left, navigation links for "Sign In", "Create Account", and "Cart" in the center, and a "Keyword Search" box on the right. Below the header is a dark blue navigation bar with links for "ABOUT US", "GET INVOLVED", "PROGRAMS", "COMMUNITY", "SAFETY", and "CONTACT US". The main content area is titled "Sign In" and contains a form with the following elements: a "Username" label above a text input field, a "Password" label above another text input field, a checkbox labeled "Keep me signed in", a dark blue "Sign In" button, and two links at the bottom: "Forgot username?" and "Forgot password?".

Step 2

After creating an account on the www.nsp.org website the new Candidate will receive a 6 digit ID number that they will need to give to their Patrol Director. The Candidate can find this 6 digit ID number by signing in and clicking “Hi (Your Name)” in the upper right hand corner of the screen. This links to the Candidate’s profile. New Candidates should have a record type of “Entered on Web”.



Sign Out Hi, John Cart Keyword Search

ABOUT US MEMBER RESOURCES PROGRAMS COMMUNITY SAFETY GET INVOLVED CONTACT US

John Elway

ID
268559

Record type
Entered on Web

Status
Active

You are not due for renewal.

Renew Now

View my contact info

About Me Education / Roles Payments Preferences Host Member Email Log

My Profile

Organization

About

Email broncos@nsp.org

First Name John

Middle Name

Last Name Elway

Suffix

Date of Birth

Gender

Step 3

The Patrol Director will add the Candidate to their roster using the Manage Patrol Roster function under Member Resources on the www.nsp.org website. **There will then be an overnight delay before the Candidate can continue to step 4.**

Step 4

The Candidate will go to www.nsp.org and sign in to their account using their email address as username and the password they created in Step 1. After they sign in they will see a button in the middle of their screen that says "PATROL CANDIDATE JOIN". The new Candidate will click on this button. They will be brought to a screen that will explain the join process. Click NEXT.



Select the [For Members](#) button to obtain member information.

To pay your dues, select your profile where it says "Hi, Name" near the top right then click on the Renew Now button.

You can also find your membership card and OEC card emails in the Email Log on your profile.

For Members

Patrol Candidates Join

Host Member Join

Step 5

After the Candidate clicks NEXT they should get a screen that breaks down their National, Division, and Region dues, as applicable. If the Candidate does not see this screen then most likely they were not added to the roster by the Patrol Director, or it has not been 24 hours since they were added.

Candidate Member Information for Joining Candidate Member Join Thank you

Click Add to Cart Button and then View Cart Link to Complete the Join Process

Candidate_Online_Join

Dues Payments

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> 2018 National Dues	55.00	1	55.00
<input checked="" type="checkbox"/> 2018 Division Dues	13.00	1	13.00
<input checked="" type="checkbox"/> 2018 Region Dues	21.00	1	21.00

Subtotal 89.00

Add to Cart

Previous



Step 6

The Candidate will need to click “Add to Cart”. There will be a number 1 next to the shopping cart in the upper right hand corner of the screen. Click on the shopping cart to continue with payment.

Shopping Cart

Override transaction date

Items

Item	Quantity	Price	Total	
Candidate Online Join	1	89.00	89.00	Remove

Update

Cart Charges

Item Total	89.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	89.00

Payment Details

Payment amount	89.00
Payment method	VISA <input type="button" value="v"/>
*Card number	<input type="text"/>
*Name on card	<input type="text"/> Required
*Expiration date	01 <input type="button" value="v"/> 2018 <input type="button" value="v"/>
*CSC	<input type="text"/>



Step 7

The Candidate will continue to put in their credit card information and click “Submit Order” at the bottom right corner of their screen. After they click “Submit Order” the Candidate should receive a confirmation email sent to the email on their account within 2 hours of submission. The following business day the Candidate should receive a NSP membership card to the email on file. **There is a processing delay of up to 2 business days after the Candidate pays to get full access to the www.nsp.org website as a NSP Member.**

***If you have additional questions or concerns please reach out to memberrecords@nsp.org or call the National office at (303) 988-1111.**