

**Introduction to new
CMS Field Trip and Membership
Website Application
May 1, 2020**

CMS is moving the membership renewals and Field Trip sign-ups to a new custom web-based system. This is the initial rollout of the system so there are certain steps members need to take to get it functioning as expected.

The goal of this system is to:

- Give members access to their information to make updates less cumbersome.
- Give members the ability to renew memberships, or prospective members the ability to join, using a credit or debit card.
- Make signing up for field trips more adaptable to schedules. Instead of signing up several weeks in advance or hesitating to sign up, members can sign up closer to the actual date.
- Make it easier for field trip coordinators / class instructors to have current lists of participants and those on waitlists.

Members will receive email notification when the site is available. (Please do not attempt to use the site before then.) You should also receive a PDF copy of the User Guide for the new system.

To use the website:

If you renewed for 2020 by April 15, 2020:

- Your membership information has already been loaded into the system. Effective May 2, you will receive an email with a link to create your login password. (The email for the account will be the address that receives this notice.) Go ahead and use this to confirm and activate your account.
- Once you login, go to **Profile** to confirm your information is correct and complete. Make any necessary edits available to you. If there is information that you cannot edit (e.g. administrator access only) then use **Questions/Comments** to contact CMS.
- You can now use the **Field Trips** sign-up tool.

If you did not renew for 2020 by April 15, 2020:

- Your membership information was not loaded into the system. You will need to follow the instructions in the User Guide to **Register** an account.
- Then use **Become a Member** to renew your membership.
 - On the application form check the box for the line that asks if you were a member during a previous year. This will prompt CMS to match your information to your previous membership records.
- If you use this opportunity to update your email or make a name change, please use the **Questions/Comments?** Form to inform us of the changes to help us match you to the correct membership.