TEAE MEMBERSHIP INITIAL SETUP

I. To take on this position there are some things that you will need to get started:
  - Username and password to website
  - Username and password to stripe
  - Username and password to paypal
  - Username and password for FTP access to website
  - Username and password to club bank account (to deposit checks remotely)

  These can be obtained from your predecessor, the webmaster or treasurer. Have your predecessor walk through each of these to get your familiar.

II. Computer setup
  - Note: these instructions are all based on a Windows operating system.
  - It is assumed that you have a working knowledge of Microsoft Office
  - Unless you are familiar with Wordpress and PMPro you will need some support from your predecessor and/or the webmaster.
  - Make a folder on your computer called TEAE
  - Make subfolders for:
    - Members Lists
    - Map Data
    - Rosters
    - Monthly Membership Report
    - You will come up with more as time goes on
  - Obtain a couple of recent documents of each type from your predecessor.
  - Download and install:
    - Dymo printer software
    - Filezilla

III. Supplies and Equipment
  - The club owns a Dymo label printer. This should be used for address labelling. It is good practice to include the member's expiration date on reminder mailings.
  - There is a stock of membership cards and magnets
  - You will need a stock of envelopes (business size and 6 by 9)
  - Yu will need a scale for outgoing mail
  - You will also need a decent printer
  - Any stamps owned by the club will be turned over to you
  - Any club brochures remaining in stock will also be provide to you