



# MDCLCA Membership Renewal

Instructions for how current members can renew their membership for the new membership year.

11 Steps [View most recent version on Tango](#) 

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Created by  
MDCLCA Org

Creation Date  
February 27, 2023

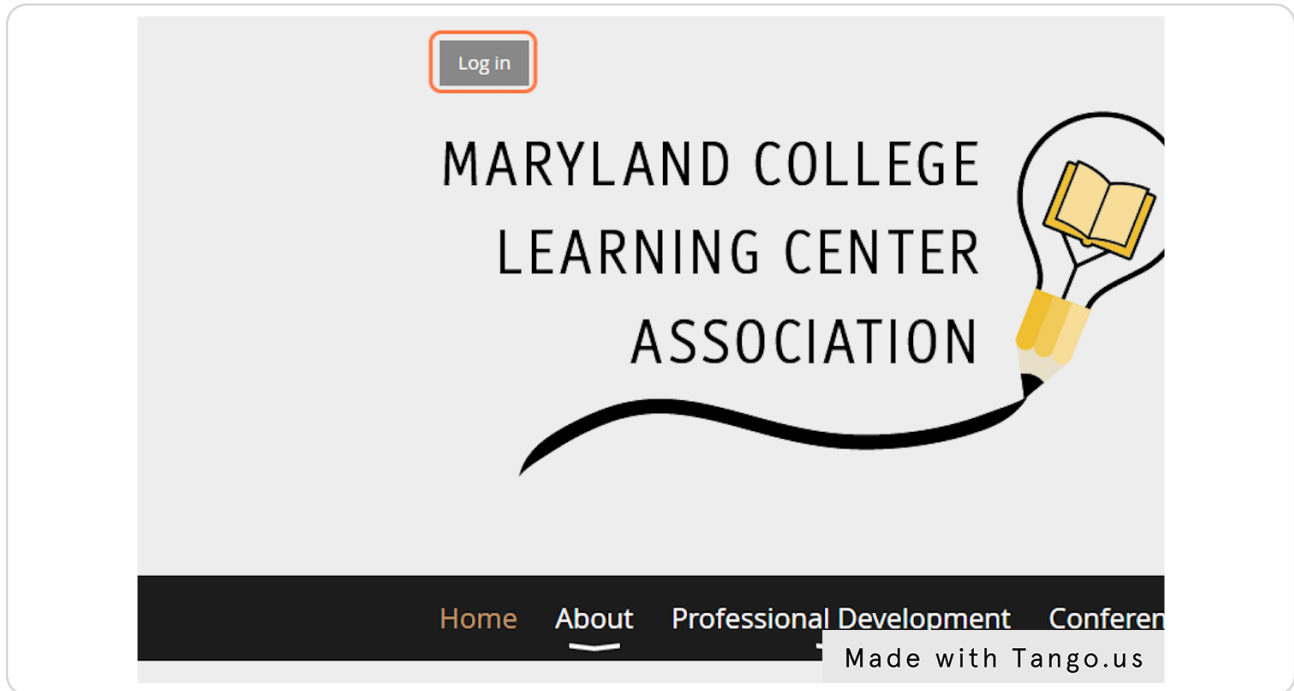
Last Updated  
February 27, 2023

STEP 1

[Go to mdclca.wildapricot.org](http://mdclca.wildapricot.org)

STEP 2

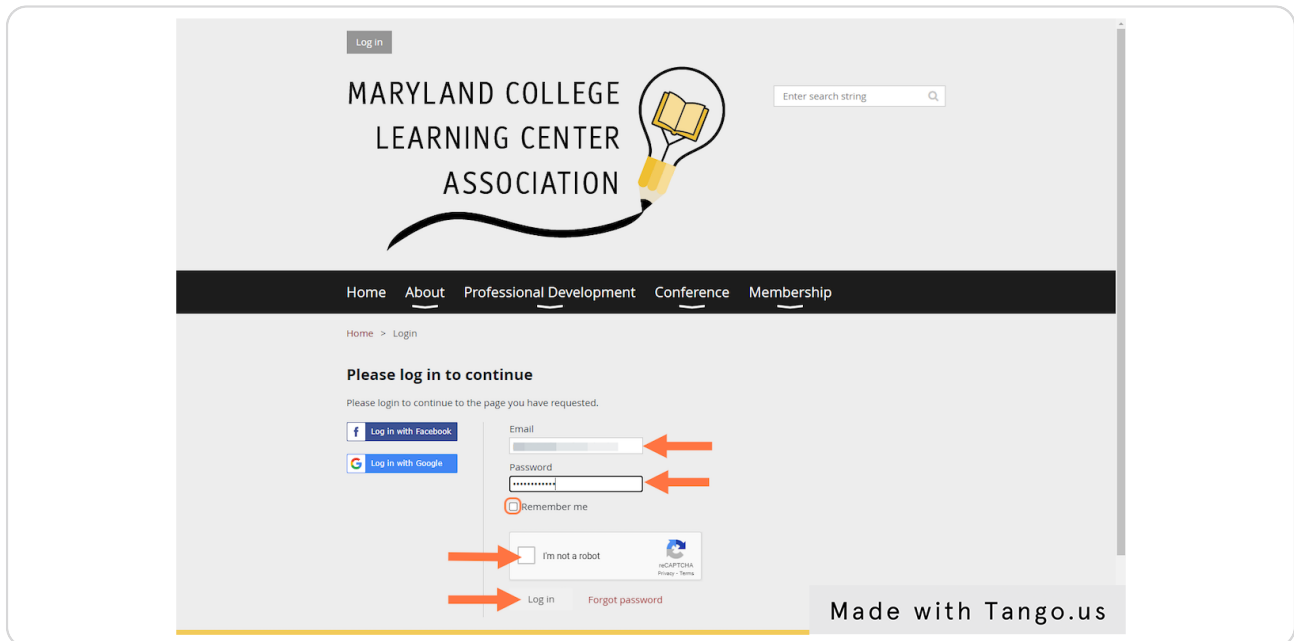
Click on Log in



### STEP 3

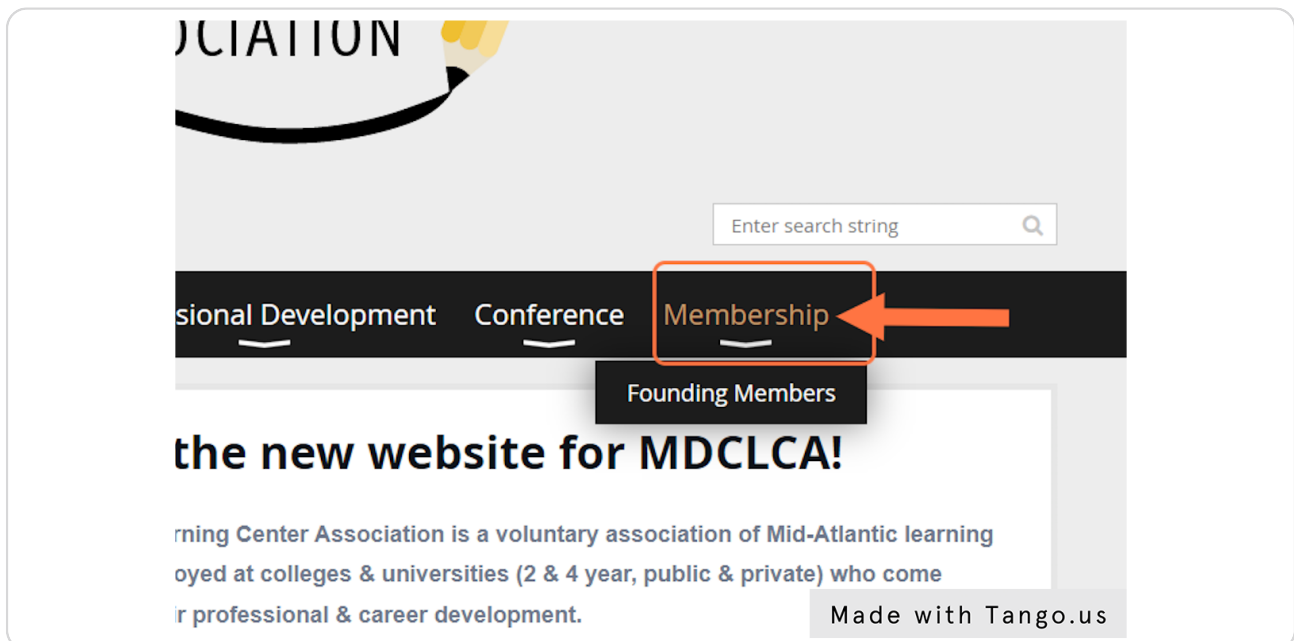
#### Enter your login details

Enter your **email**, **password**, confirm the **reCAPTCHA**, and choose **Log In**.



### STEP 4

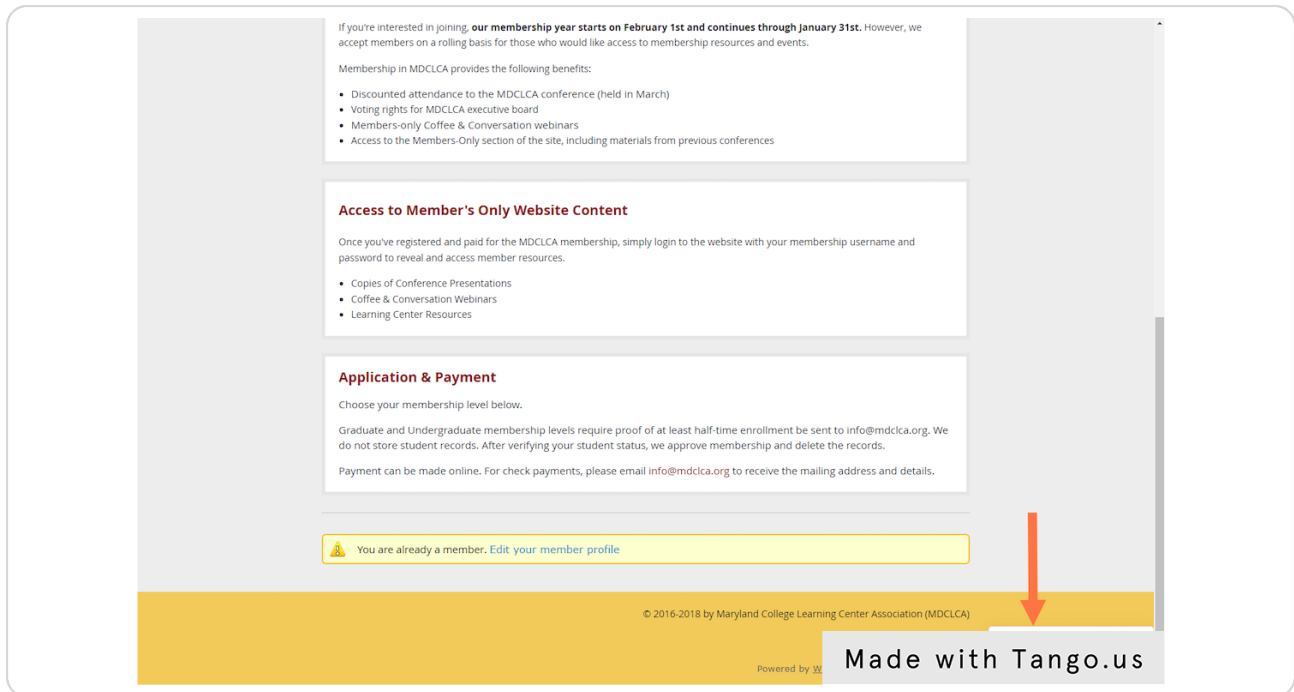
#### Click on Membership



## STEP 5

### Click on Membership renewal overdue

This message will be located in the bottom right corner of your screen



The screenshot shows a web page with several sections of text. At the bottom right, a yellow notification box contains the text: "You are already a member. [Edit your member profile](#)". A red arrow points to this notification box. Below the notification box, the footer contains the text: "© 2016-2018 by Maryland College Learning Center Association (MDCLCA)" and "Powered by W". A watermark "Made with Tango.us" is visible in the bottom right corner of the screenshot.

If you're interested in joining, **our membership year starts on February 1st and continues through January 31st**. However, we accept members on a rolling basis for those who would like access to membership resources and events.

Membership in MDCLCA provides the following benefits:

- Discounted attendance to the MDCLCA conference (held in March)
- Voting rights for MDCLCA executive board
- Members-only Coffee & Conversation webinars
- Access to the Members-Only section of the site, including materials from previous conferences

**Access to Member's Only Website Content**

Once you've registered and paid for the MDCLCA membership, simply login to the website with your membership username and password to reveal and access member resources.

- Copies of Conference Presentations
- Coffee & Conversation Webinars
- Learning Center Resources

**Application & Payment**

Choose your membership level below.

Graduate and Undergraduate membership levels require proof of at least half-time enrollment be sent to [info@mdclca.org](mailto:info@mdclca.org). We do not store student records. After verifying your student status, we approve membership and delete the records.

Payment can be made online. For check payments, please email [info@mdclca.org](mailto:info@mdclca.org) to receive the mailing address and details.

**You are already a member. [Edit your member profile](#)**

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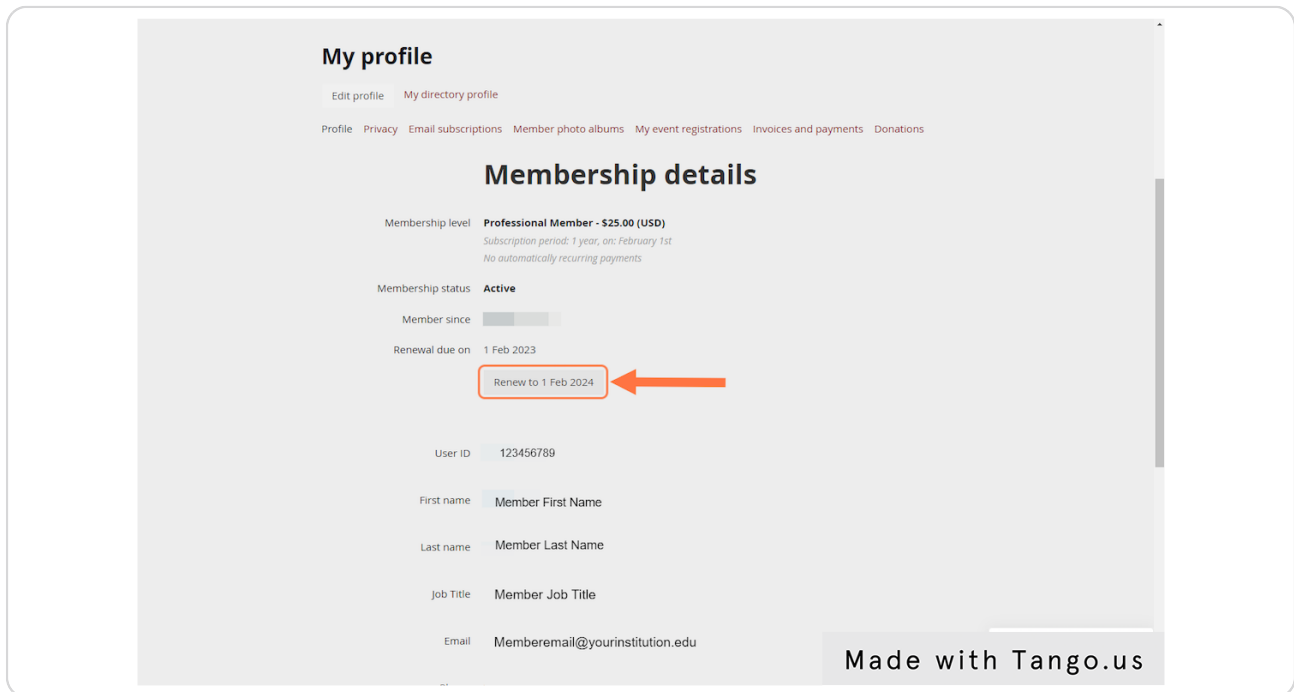
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## STEP 6

### Click on the Renewal Date Button

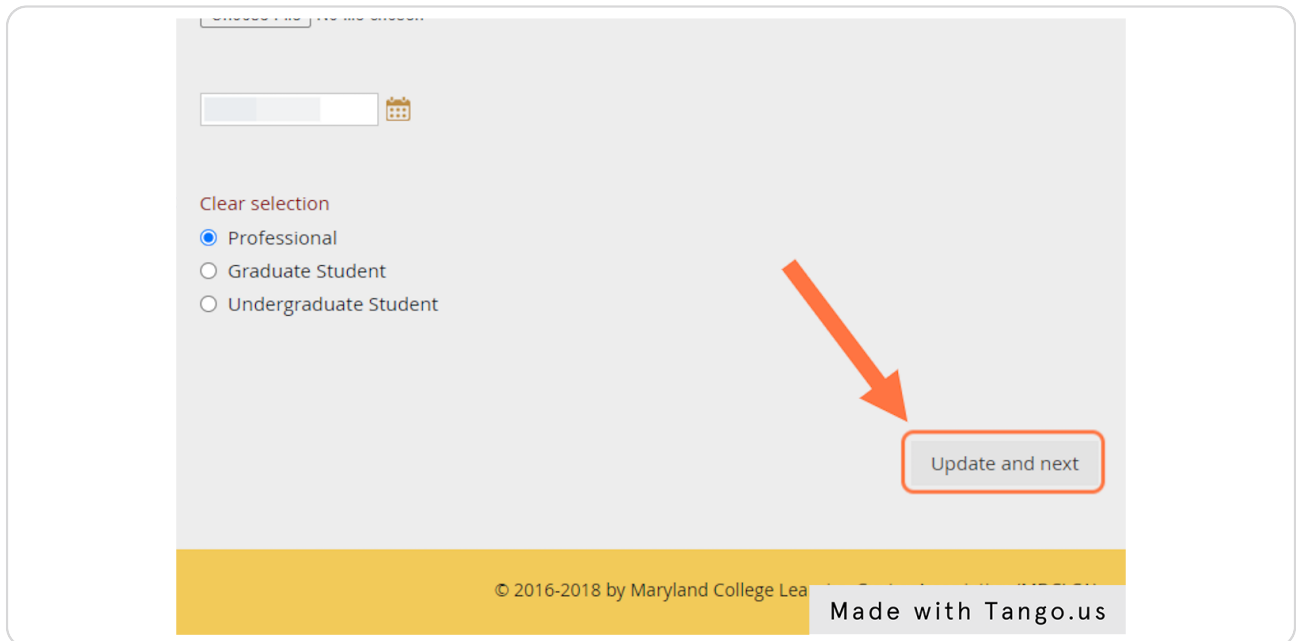
The renewal date is actually a button. Click on this date to be taken to the renewal process.



## STEP 7

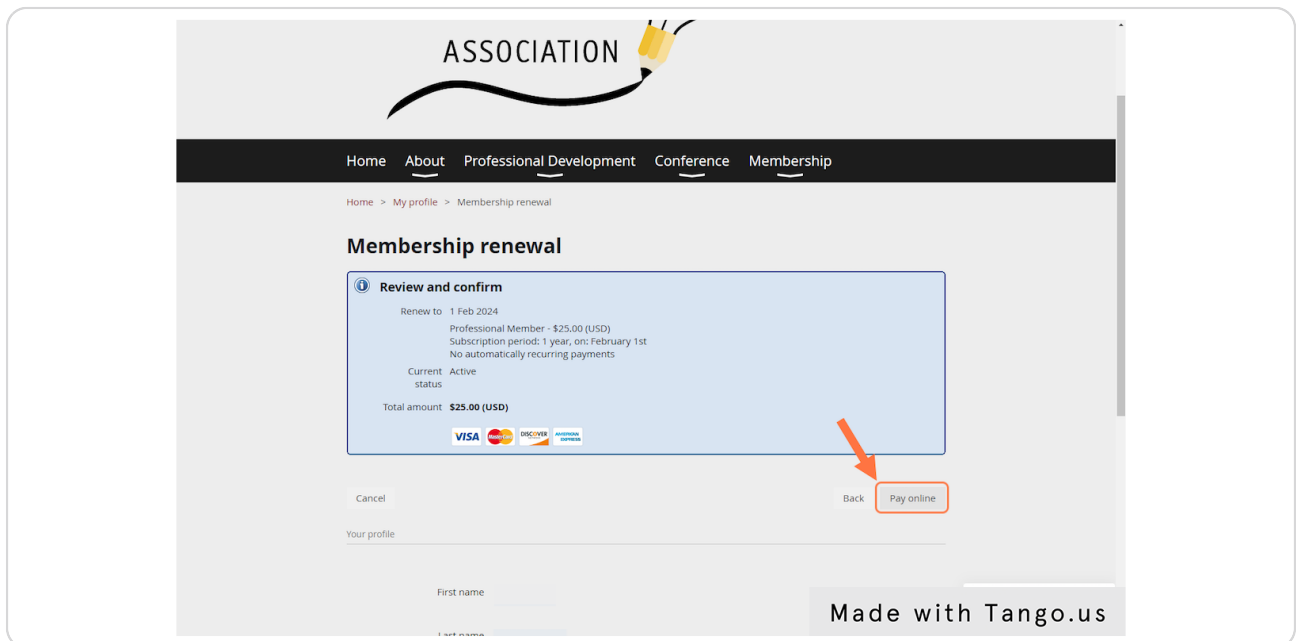
### Click on "Update and Next"

Find the **Update and Next** button located in the bottom right corner of your screen.



## STEP 8

### Click on Pay Online



## STEP 9

### Enter your Payment Information

Maryland College Learning Center Association  
<https://mdclca.wildapricot.org/>

Credit card payment

/

Store card details for faster checkouts

Billing information

**Details**

Invoice #00199 \$25.00

Membership renewal, Level: Professional Member, Renew to 1 Feb 2024

**Total amount:** \$25.00 (USD)

Cancel **Pay \$25.00 (USD)**

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

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## STEP 10

### Click on the Pay Button

Maryland College Learning Center Association  
<https://mdclca.wildapricot.org/>

Credit card payment

/

Store card details for faster checkouts

Billing information

**Details**

Invoice #00199 \$25.00

Membership renewal, Level: Professional Member, Renew to 1 Feb 2024

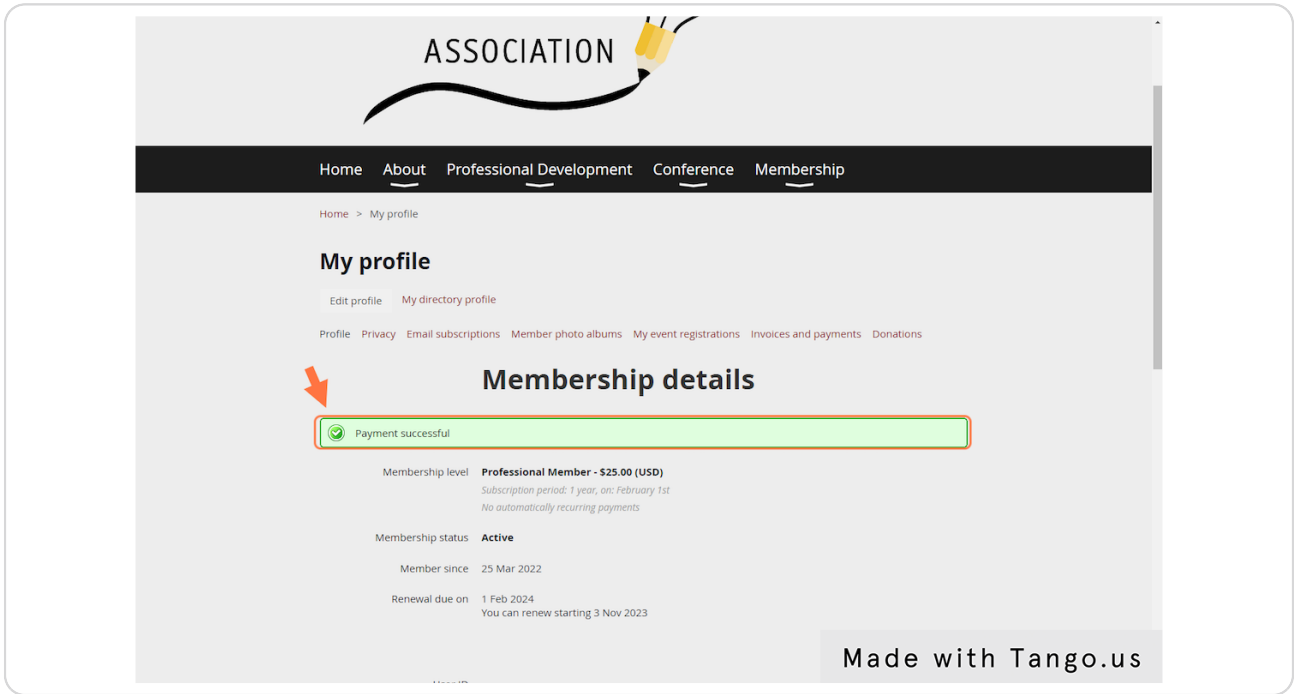
**Total amount:** \$25.00 (USD)

Cancel **Pay \$25.00 (USD)**

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

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**Successful payment will be confirmed by the green bar stating "Payment Successful"**





Created in seconds with

*Tango*