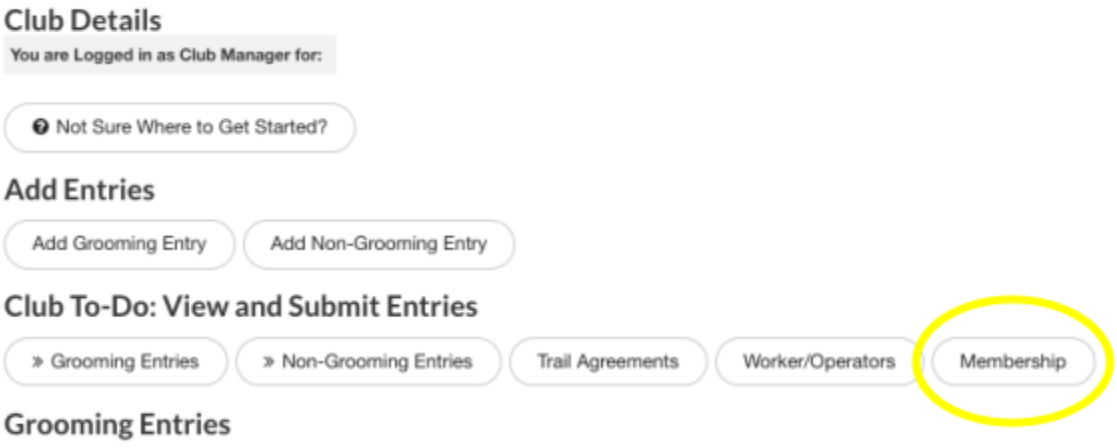
❄️ ISSA 2026 Membership Guide: Simple Step-by-Step Instructions

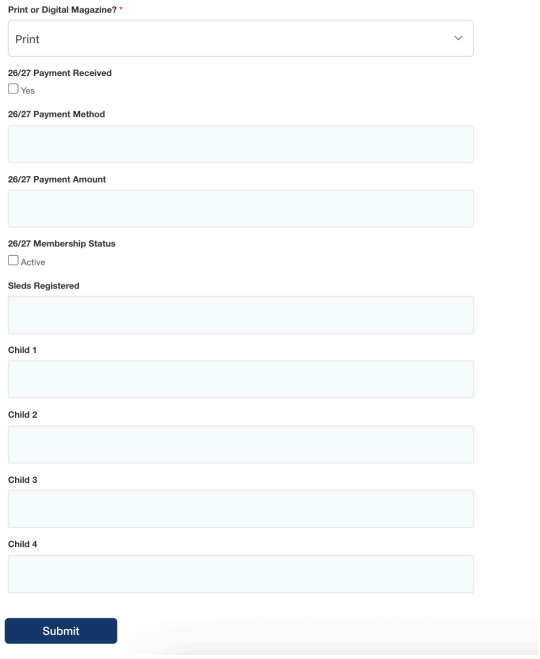
📝 How to Update Existing Memberships (Step-by-Step)

Follow these steps when updating a current member's info:

1. **Log In:** Using your clubs log in open SNAR and select the MEMBERSHIP Tab

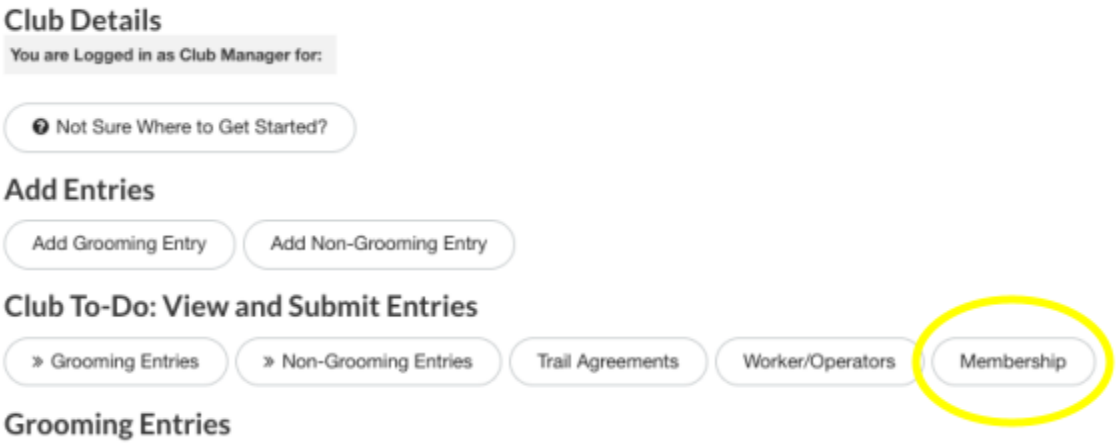


2. **Find the Member**: You will now see last year's members. All members will need to be updated. Go to the member's name in the system.
3. **Click Edit**: Click on the **Edit** button next to their name.
4. **Scroll Down**: Scroll down the page until you reach the payment section.
5. **Enter Payment Info**:
    - State **how** the member paid (e.g., Cash, Check, Card).
    - Enter the **amount** paid.
    - Mark their status as **Active**.
6. **Submit**: Click the **Submit** button at the bottom!



🆕 Creating New & Associate Memberships

- **Log In:** Using your clubs log in open SNAR and select the MEMBERSHIP Tab



- **Scroll Down**: Scroll down the page until you reach the ADD CLUB MEMBER.
- **Enter Information**: Enter individuals information
- **Submit**: Click the **Submit** button at the bottom!

Associate Members: Use the exact same submission form for Associate Members as regular members.

✉️ Sending Checks (Important Payment Note!)

- **Where to Send Checks**: All physical checks **STILL GO TO AMY**.
    - 21263 Prairie Stream Dr. Adel, IA 50003
- **Memo Line Requirement**: Please write clearly in the memo line what the payment covers (for example: *"34 members"*).