Membership Change
ISSA 2026

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Membership



Goal

We are creating a membership process that is:

- **Streamlined** — fewer unnecessary steps
- **Consistent** — the same basic process across clubs
- **Clear** — everyone understands what happens next
- **Efficient** — less administrative work for club leaders
- **Member-focused** — a smoother experience for new and renewing members

What's wrong with our current system?

Different clubs may have different:

- Membership procedures
- Forms or information collected
- Communication methods
- Timelines

The Result

This can create **confusion, extra work, and inconsistency** for both clubs and members.

What will change accomplish?

1. Standardize

Create a common process that all clubs can follow.

2. Simplify

Make the steps easier to understand and complete.

3. Improve Communication

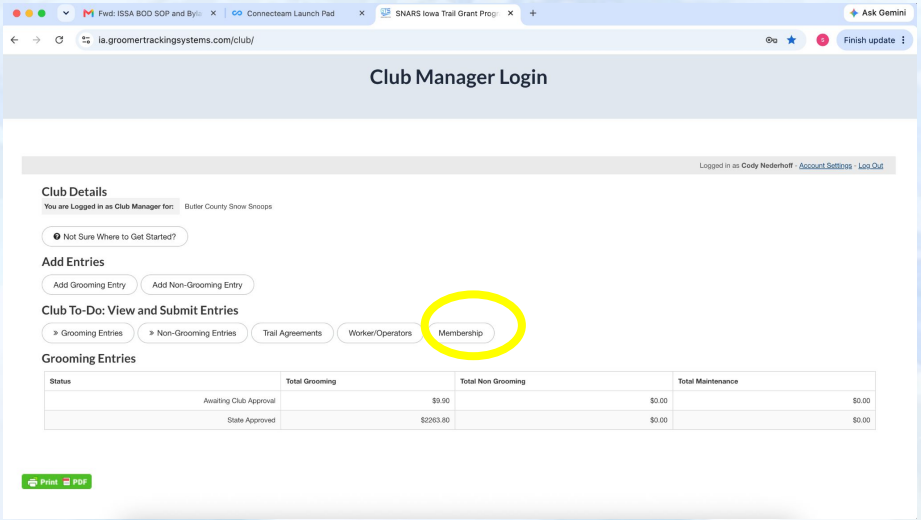
Make sure members know what to expect.

4. Improve Accuracy

Reduce missing information and administrative errors.

How to Update This Years Membership

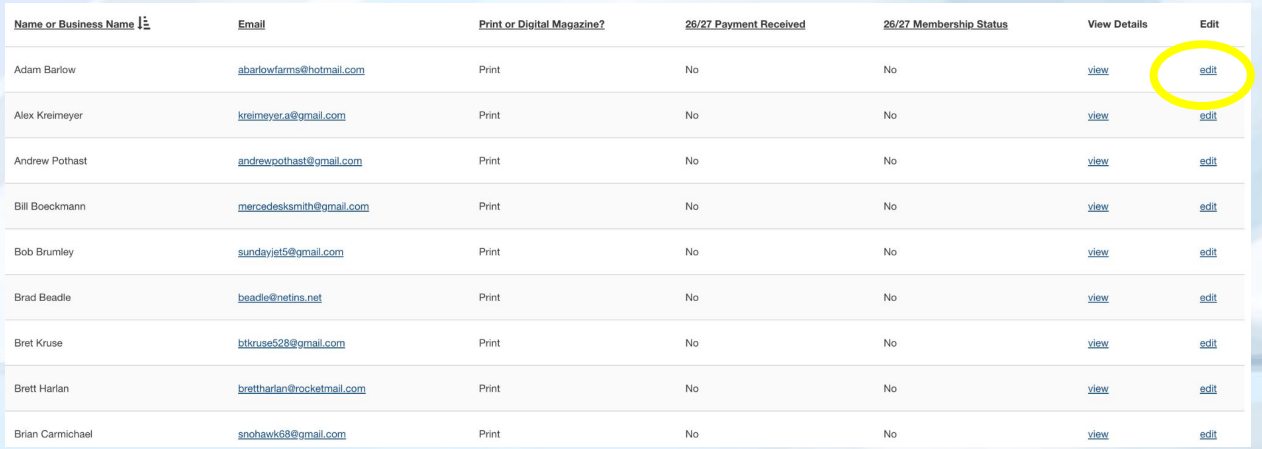
1.Log In: Using your clubs log in open SNARS and select the MEMBERSHIP Tab



How to Update This Years Membership

2.Find the Member: You will now see last year's members. Go to the member's name in the system.**All members will need to be updated.**

3. Click Edit: All members will need to be edited in order to update for the snow season



Name or Business Name	Email	Print or Digital Magazine?	26/27 Payment Received	26/27 Membership Status	View Details	Edit
Adam Barlow	abarlowfarms@hotmail.com	Print	No	No	view	edit
Alex Kreimeyer	kreimeyer.a@gmail.com	Print	No	No	view	edit
Andrew Pothast	andrewpothast@gmail.com	Print	No	No	view	edit
Bill Boeckmann	mercedesksmith@gmail.com	Print	No	No	view	edit
Bob Brumley	sundayjet5@gmail.com	Print	No	No	view	edit
Brad Beadle	beadle@netins.net	Print	No	No	view	edit
Bret Kruse	btkruse528@gmail.com	Print	No	No	view	edit
Brett Harlan	brettharlan@rocketmail.com	Print	No	No	view	edit
Brian Carmichael	snohawk68@gmail.com	Print	No	No	view	edit

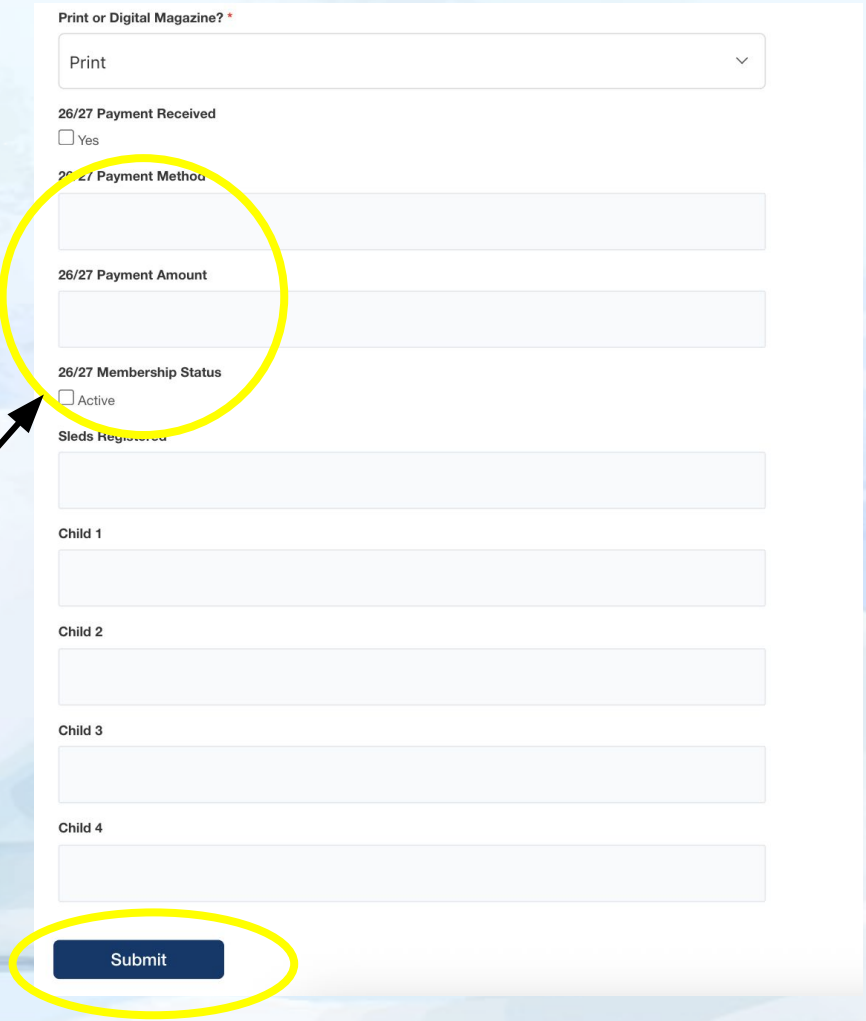
How to Update This Years Membership

4. Scroll Down: Scroll down the page until you reach the payment section.

5. Enter Payment Info:

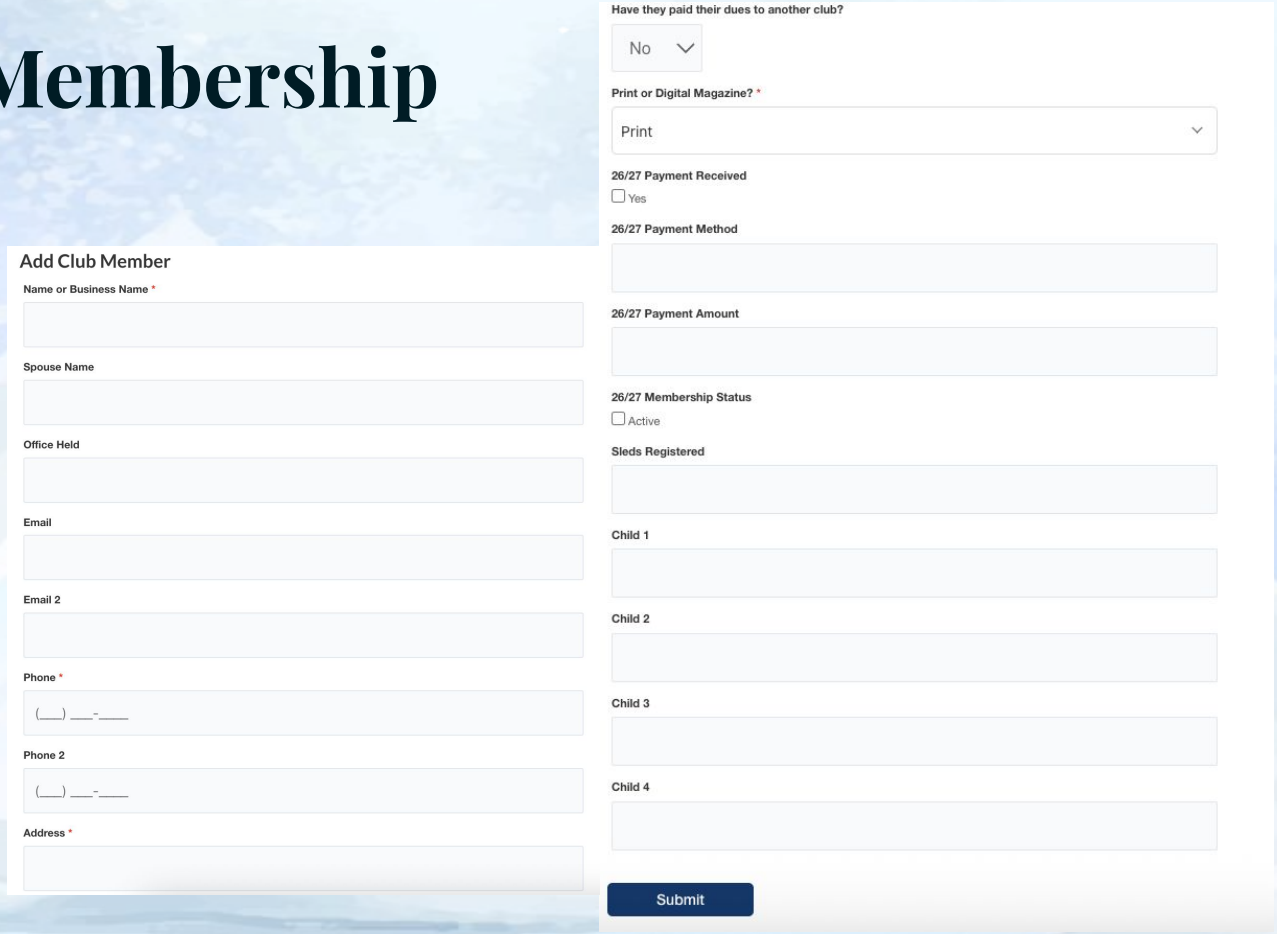
- State **how** the member paid (e.g., Cash, Check, Card, Venmo).
- Enter the **amount** paid.
- Mark their status as **Active**.

6. Submit: Click the **Submit** button at the bottom!



Creating New Membership
SCROLL DOWN

1. **Log In:** Using your clubs log in open SNAR and select the MEMBERSHIP Tab
2. **Scroll Down**: Scroll down the page until you reach the ADD CLUB MEMBER.
3. **Enter Information**: Enter individuals information
4. **Submit**: Click the **Submit** button at the bottom!



Payment Information

- **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"*).