

# NABA.org membership site guide v0.2



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## 1. Starting or Renewing Your Membership

You can start or renew your membership by purchasing the NABA Membership product available on our site: <https://butterflies.naba.org/consERVE/naba-membership/>.

- First, choose your membership level. You can find out more about what benefits each level entails by scrolling down and reading the Details tab.
- Next, choose how you'd like to receive your publications. Family membership level and up can choose to receive both, or only the digital version.
- Then, indicate if you would like to sign up as a member for one or two years.

If you are purchasing this membership as a gift, click [here](#). Otherwise, you can skip the next three fields.

- In the field "Membership name should appear as" let us know how we should refer to your membership. You can list your family, or organization here.
- Select whether or not this membership is a renewal. This applies only to legacy members who are using our new site for the first

How else can I get help using the site?

- Click on the Feedback button on the left-hand side of your screen.
- Email [cerbone@naba.org](mailto:cerbone@naba.org)

Don't forget to include a specific description of your issue, including screenshots if available. The more information you can initially provide, the more quickly your issue can be resolved!

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time. If you are new to NABA, you can ignore this question.

Click Add to Cart. On the page that follows, you can either click on the View Cart button on the left-hand side, or if you like what you see in your shopping cart view on the right-hand side, you can skip ahead by clicking on Checkout.

## Checkout

- If you are a new user:

- Start by entering your billing address, email address, and if desired, phone number.
- Enter what you would like your username to be for the site, as well as your desired password. This will create your membership account for future use.
- If the shipping address is the same as your billing address, uncheck the box next to "Ship to a different address?"
- Enter your credit card information.
- Click on "Place Order".

- If you are a returning user who is logged in:

- Start by clicking the link at the top of the form where it says "Returning customer? Click here to login". This will open a window on the same page where you can enter your email address or username, and password.
- Review your billing, shipping, and payment information, and then click on "Place Order".

## Gift Memberships

- If you are purchasing a membership for someone else, here is our recommended process:

- Click "Yes" for the question "Is this membership a gift?"
- Enter the Gift Recipient's Address. This is important if the new member is to receive our print publications, and for us to send them membership material.
- Enter the Gift Recipient's Email Address. This will allow us to send them notices.
- Decide how you would like to handle the transfer of membership to the gift recipient. Normally, when purchasing a membership, it is assigned to your user account. If you would like to continue using your account (because, for example, you have your own

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membership through that), let us know and we can create a new account for the gift recipient. If you would rather use the account you just created, you can do that yourself by changing the account's email address in your profile to the gift recipient's, and then requesting a password reset from the system. Or you can reach out to us and we can change the email address to the gift recipient and send them a password reset.

## 2. Certifying Your Garden

You can certify that your garden helps to provide the world's butterflies with resources: <https://butterflies.naba.org/consERVE/butterfly-garden-habitat-program-certification/>

## 3. Making a Donation

Help to support NABA's conservation mission: <https://butterflies.naba.org/consERVE/naba-tax-deductible-donation/>

## 4. Logging Into Your Account

You can find our login page here: <https://butterflies.naba.org/wp-login.php>

To reset your password, click here: <https://butterflies.naba.org/account/lost-password/>

## 5. Managing Your Account

Once logged in, you can find a link to your account page by clicking on the Members Only menu button, or just click here:

<https://butterflies.naba.org/account/>

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