

Des Moines Cycle Club

Membership Registration Tip Sheet

Note: Please complete your Membership Registration PRIOR to registering for any other DMCC programs/events.

1. On the <http://www.dmcycleclub.com/> website, click on the Membership menu, then click on **Join Our Group**.
2. You will fill out the section in blue, Create an account – this will take you into account setup in our new Membership system.
3. Once you enter your basic information, you will be taken into your Profile. You **MUST** enter information in the CONTACT section and the LOCATION section before continuing...click on Edit on the right side of each section.
4. CONTACT section:
 - a. Phone number is required; *enter numbers only (no dashes)*
 - b. All other information is optional
 - c. Click on Save at the bottom to continue
5. LOCATION section:
 - a. Change Country to United States
 - b. Enter your home mailing address – be sure to select your State from the drop down menu
 - c. Change the time zone to Central
 - d. Click Save at the bottom to continue
6. Click Continue at the bottom of the page
7. Additional Information
 - a. Emergency Contact Name & Phone Number is Required
 - b. Agreeing to the Waiver (click Yes) is required
8. When you get to the payment option – click on PayPal regardless of if you are truly using your PayPal account or just using a debit/credit card. After you click on PayPal, you will have the option to login to PayPal or click on Debit/Credit Card to complete the transaction.