

## NCDXC HOW TO...THE BASICS

The NCDXC maintains a website at [ncdxc.org](http://ncdxc.org). This is a quick summary of some of the site data.

### 1. USERNAME & PASSWORD

- Many links under the **MEMBERS ONLY** tab require the username. It is always **dxer**.
- The password is available by contacting any officer should you have lost or forgotten it.
- **Current Leadership** is found on the home page under the **About Us** tab – no password needed.
- You can also email [password@ncdxc.org](mailto:password@ncdxc.org)

### 2. THE ROSTER

The Club roster is a protected document and requires the password. To check your listing, your dues status or a follow member's info, proceed as follows:

Under the **MEMBERS ONLY** tab go to the **Members Only Documents** in the dropdown menu and select **Roster**. Review all of your information and if it needs updating, under **MEMBERS ONLY** select **Update Your Roster Info** from the dropdown menu. Dues not paid by July 31 of any year will cause you to be **dropped from the Roster**.

### 3. HOW TO PAY YOUR DUES – ORDER A NAME BADGE – MAKE A DONATION

The Club is on a June 30 fiscal year and dues are paid through June 30. Dues payments are requested in early June for the next year and should be paid on the website via PayPal no later than July 31<sup>st</sup>.

Unless instructed otherwise, **please do not pay dues at any other time** during the year. **Please do not pay your dues for more than one year**. If you have a question about your dues or the dues process, email them to [treasurer@ncdxc.org](mailto:treasurer@ncdxc.org)

Go to the **MEMBERS ONLY** tab and then **Members Only Documents** from the dropdown menu – this is a good time to check your Roster information - see item 2 above. After confirming that your information is correct, back out to **MEMBERS ONLY** and select **Renew** from the dropdown menu and follow the instructions there. You can also order an **NCDXC Badge** or make a **Donation** when renewing your dues at this site. With over 200 members, your payment may not be immediately posted in the Roster. Your PayPal receipt is immediate verification that you have renewed your dues. **You may also pay your dues directly from your PayPal account by sending money to [treasurer@ncdxc.org](mailto:treasurer@ncdxc.org)**

### 4. NAME BADGE

You can order an NCDXC Badge by going to the **MEMBERS ONLY** tab and select either **New Members** or **Renew** from the dropdown menu and follow the instructions in the **Optional NCDXC Badge** area at the bottom of the page.

### 5. DONATIONS

Go to the NCDXC Home Page and select the **DONORS** tab – no password required – scroll down past the long list of fellow donors to the bottom of the page to **Donation to NCDXC**, choose a donation amount from the dropdown menu and hit **Add to Cart** – and thank you for your donation.

### 6. The Board, Webmaster, Social Media Manager, DX Editor, Chat Postmaster, Database Manager, QSL Card Service, Card Checkers & Volunteers are found in the **ABOUT US** tab and selecting **Current Leadership** from the dropdown menu.