

## HOW TO USE THE MEMBERSHIP SYSTEM

PACS uses MemberMojo to hold all your personal details and record your membership, so it is important for you to keep this up to date. If you move, change your phone number or email address, we need to know so that we can keep in touch with you. Moreover, your email address is the prime piece of data that enables you to access our system.

When you click on any link in our website to engage with the membership system, be that to update your personal information or make payment for your annual membership fee, you will be presented with a screen that prompts you to choose how to access the system.



Please Sign In to view this page.

### Sign In to Petersfield Arts and Crafts Society at membermojo

You do not need a password to Sign In.

Enter your membership email address so we can send some simple instructions.

\* email

Sign In with email

[Sign In with password](#)

Select "Sign in with Email" (most users won't have a password).

This will send an email to the address that you enter in the box above the button, provided it is the email address that we hold for you. It only takes a few seconds to arrive, and it contains a link to open your page in Membermojo.

If the system does not recognise the email address it will not allow you to proceed. In that instance, please email the membership secretary [membership@petersfieldartsandcrafts.org.uk](mailto:membership@petersfieldartsandcrafts.org.uk).

The screen you arrive at gives you the option to update your personal information or make a payment. It also shows a summary of your details, including your membership number. You will need that to enter the annual exhibition or to register for workshops at the discounted member rate.

Once you have finished, click on your name (top right) and select Sign Out.