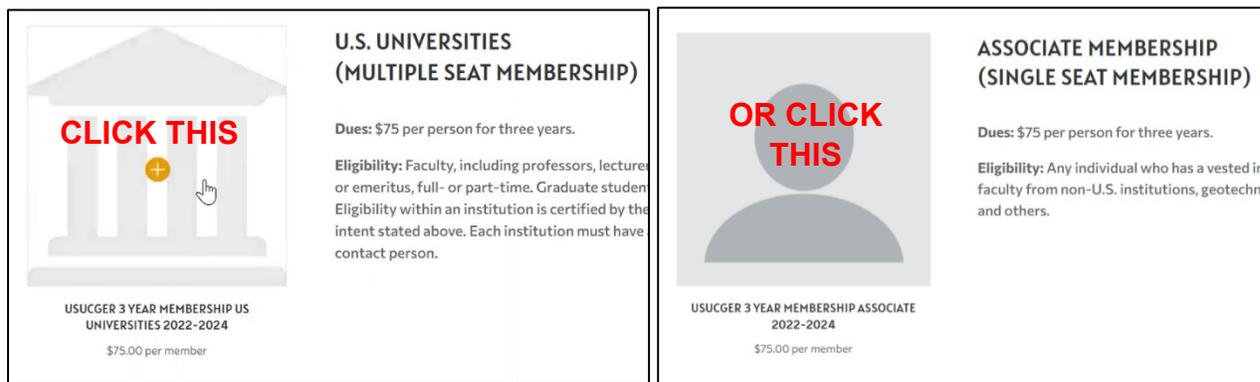


HOW TO PAY USUCGER MEMBERSHIP DUES FOR THE 2022-2024 CYCLE

1. Go to usucger.org. Note there is also a [video demonstration](#) of paying dues on the homepage.
2. At the top left of the menu bar, under “About USUCGER”, click “USUCGER Membership” from the drop down.



3. This will bring you to the page with information about USUCGER membership dues and eligibility. Scroll down to select the membership type you would like to pay for.
 - The first option is the U.S. Universities Membership. Choose this option if you are purchasing membership(s) for eligible member(s) at a U.S. Institution. You can pay for just yourself, or for multiple members at your institution (just like has been done in the past). If you are staff of admin paying on behalf of others, you will still choose this option. Simply click on the icon on the left to choose the U.S. Universities Membership option.
 - The second option is the Associate Membership. Choose this option if you are faculty from non-U.S. institutions, geotechnical practitioners, government employees, or others with a vested interest in the USUCGER mission. Click on the person icon to the left.



4. Enter the requested information and then click “Go to Checkout” at the bottom. If you selected U.S. Universities Membership, you will then be asked to enter your University name, and how many memberships (“number of seats”) you are paying for. If your payment will include a membership for yourself, choose “take up a seat”. If you are paying on behalf of others, and you will not be using one of the memberships for yourself (e.g. staff member), then leave “take up a seat” unchecked. In the example shown, the person paying is a geotechnical faculty member paying for 4 total faculty memberships at Villanova. They want to use one of the memberships for themselves, so they chose “take up a seat”.

HOW TO PAY USUCGER MEMBERSHIP DUES FOR THE 2022-2024 CYCLE

USUCGER 3 YEAR MEMBERSHIP US UNIVERSITIES 2022-2024

\$75.00 per member

If you are purchasing the University Membership for yourself, please remember to check the Take up a Seat box here before selecting Go to Checkout.

Full name of university

University Name *

Villanova University

Take up a seat (optional)

Number of Seats:

4

Go To Checkout

Check this box if you want to include yourself as one of the members being paid for

Enter how many people you are you paying for

5. Enter your billing details. Then at the bottom right, choose “Proceed to PayPal”. You do *not* need a PayPal account. You will have the option to pay with just a debit or credit card.

4 x "USUCGER 3 Year Membership US Universities 2022-2024" have been added to your cart. Continue shopping

Have a coupon? Click here to enter your code

Billing details

Additional information

First name * Last name * Order notes (optional)

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

Proceed to PayPal

6. Select payment method (PayPal account or Debit/Credit card). Then enter Billing Information. After payment is confirmed, click “Return to Merchant”. The payment confirmation will be sent to the email you entered in the Billing information.

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Forgot password?

Log In

Log in with a one-time code

or

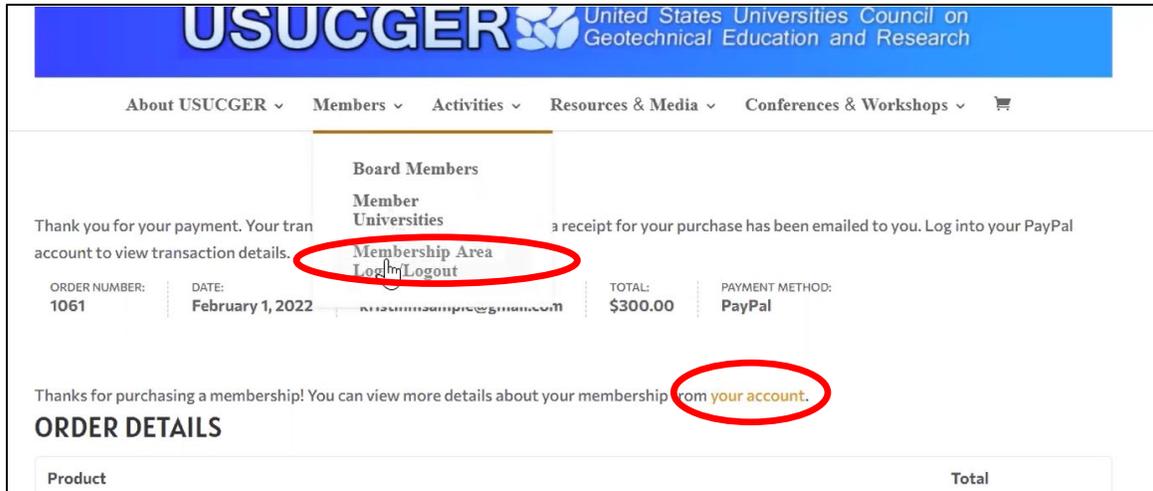
Pay with Debit or Credit Card

7. If you **were only paying for yourself, you are all done.** 😊
If you were **paying for multiple people, you need to invite them to accept their memberships. This next step is important.** This is part of the improved, more automated membership tracking that USUCGER has implemented. See the next page.

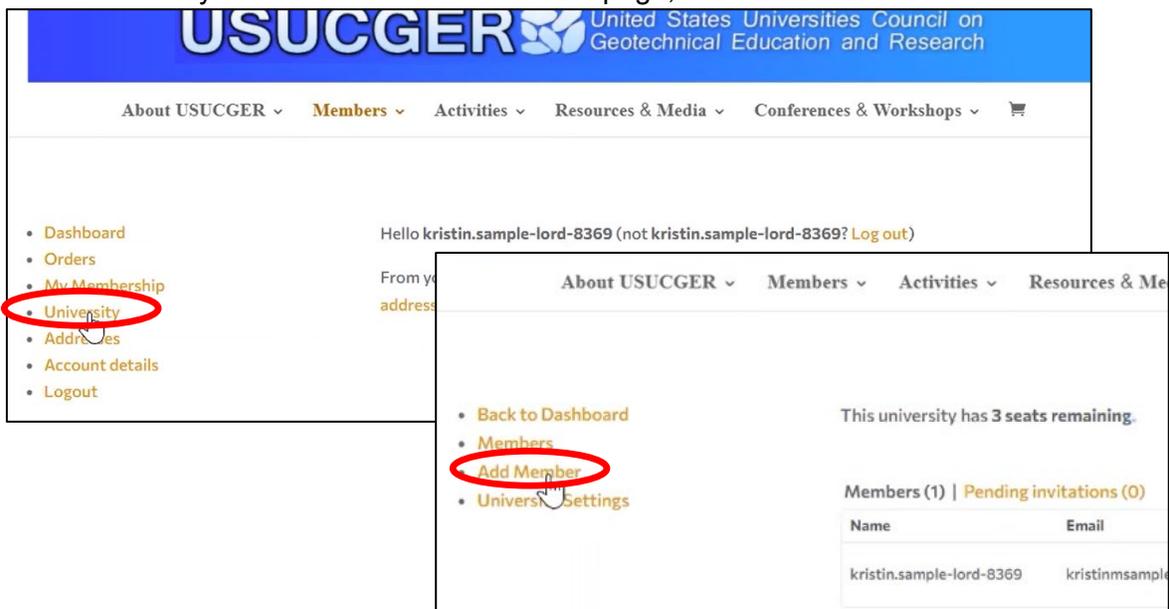
HOW TO PAY USUCGER MEMBERSHIP DUES FOR THE 2022-2024 CYCLE

Inviting people to accept their memberships (this part only necessary for those paying for multiple memberships):

1. After paying, either click the “your account” hyperlink, or choose “Membership Area” under Members.



2. Click “University” on the left. Then on the next page, click “Add Member” on the left.



HOW TO PAY USUCGER MEMBERSHIP DUES FOR THE 2022-2024 CYCLE

- You now have 2 choices for how you would like to invite people at your institution to accept their paid memberships:
 - Option 1: Copy the link in the Registration Link box and send it to them directly via an email from you. You can use the same link for all members you are inviting (it is specific to your group payment).
 - Option 2: Enter their email address and click Add Member to generate an automated email from the system. If you have issues with emails getting spam blocked, it is recommended you choose option 1 instead.

This university has **3 seats remaining**. You can share your university registration link or manually add new members below.

Registration Link

This registration link will allow members to register themselves for your university. Please use caution when sharing this, as it allows any visitor to add themselves to your university.

<https://usucger.websites503.com/my-account/join-team/7ac98a53770035e6f...> Regenerate link

Add Member

Enter member details - your university member will receive an invitation via email.

Email *

Role *

Add member

OPTION 1 (points to the registration link)

OPTION 2 (points to the Add member button)

- When the people that you invited click on the link, it will bring them to this Register page. After they enter their name and email and click Register, they will be added to the USUCGER membership database. This will keep them listed as an active paid member, and will keep them on the listserv. This will also confirm that they have taken up one of the "seats" you paid for. If they have any issues, they can contact webmaster@usucger.org.

You've been invited to join Villanova University. This will give you US Universities Mem

Please create an account or log in with an existing account to join this university.

REGISTER

Email address *

First Name You Last Name

r
pers
onal

data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

Register