

Instructions for Renewing DISC Membership Online

DISC is proud to announce that our centralized database project is finally completed. Now, you can pay for your membership online and help us keep our mailing list up-to-date at the same time. Not interested in paying by credit card? That's fine. We'd still like you to renew/join online to help us keep our mailing list correct. You can just use the pay by "check" option. Here are the instructions.

1. Visit: <http://www.discinfo.org/renew.htm>.
2. Log in using your QuickR user ID and password. If you do not have a Quickr account or can't remember your log in credentials, please contact QAdmin@discinfo.org.
3. Locate your Diocese in the list and click on its link.
4. Please click the "Edit" button to update the contact information for your Diocese.

Please note we have a new confidential section which asks for information about the number of parishes, schools, clergy and teachers in your Diocese. We will NOT share your Diocese's individual information with anyone. We do however use the grand totals during negotiations for discounts for all dioceses. Feel free to use the figures in the Kenedy Directory if you do not know the numbers off hand.

5. Please update information about yourself and other diocesan IT staff
 - a. Adding: Use the "Add New Person" button to add new contacts for your Diocese. Remember, all individuals in our database will receive our newsletter, information about discounts we have negotiated and advertisements for the yearly conference.
 - b. Updating: Click on the link for each person listed for your diocese and then click the "Edit" button. Click the "Save" button when you are done editing.
 - Edit the contact information where necessary.
 - Check appropriate boxes to indicate conferences past conference attendance.
 - c. Deleting: If you wish to delete a contact, click on the link for that person, click the "Edit" button and then click the "Delete" button.
6. When you are ready, click the "Renew Membership for 2010" button.
7. Please select your method of payment.
 - a. If you choose to pay by check, please put a dot next to "Check" and click the "Continue" button. Remember to print the "Renewal Confirmation" and return it to the address with your check.
 - b. If you choose to pay by credit card, please put a dot next to "Credit Card" and click the "Continue" button. You will be directed to PayPal where you can choose to log in to pay with an existing PayPal account or you may pay directly with a credit card without logging into PayPal.

Thank you for joining DISC or renewing your membership. We hope you will consider joining us for our yearly conference in Toronto on June 9-11th. Check out our website to learn more: <http://www.discinfo.org/index.html>.

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Upcoming Conferences

2010: Toronto
2011: Boise, ID

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