

Instructions for Renewing DISC Membership Online

NEW TO DISC?

Learn the "10 Things You Should Know About DISC":
discinfo.org/pdf/10things.pdf

DISC Newsletter
disc-community.org

DISC discounts:
discinfo.org/pdf/discounts.pdf.

Hear from first-time attendees from the Diocese of Honolulu:
discinfo.org/pdf/hawaii.pdf

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Upcoming Conferences

2011: Boise, ID
2012: Arlington, VA

1. Visit: <http://www.discinfo.org/renew.htm>.
2. Log in using your QuickR user ID and password. (Contact QAdmin@discinfo.org with login problems).
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 complete the information regarding parishes, schools, clergy and teachers in your Diocese. This information will remain confidential. The aggregate information is used when negotiating discounts for all dioceses. Use the figures in the Kenedy Directory if you do not know the numbers off hand.

Scan this QR code on your smartphone today to renew your DISC membership



5. Please update information about yourself and other diocesan IT staff
 - a. **Adding:** Use the "Add New Person" button. 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 2011" button.
7. Please select your method of payment.
 - a. **Check:** 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. **Credit Card:** 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.

Check out our website to learn more: <http://www.discinfo.org>.