

How to add members with the same email addresses

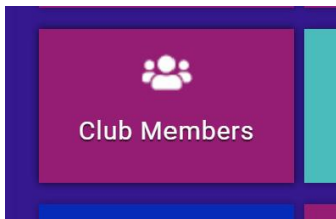
1. Go to <https://fpusa.justgo.com> or scan the QR code below.



2. Enter your **email address** for the **Username**. Enter your **password** and click on Log In.
3. If you need to reset your password, click on “Forgot Password?”
4. Select **Menu** from the upper left corner.



5. Select **Club Members**:

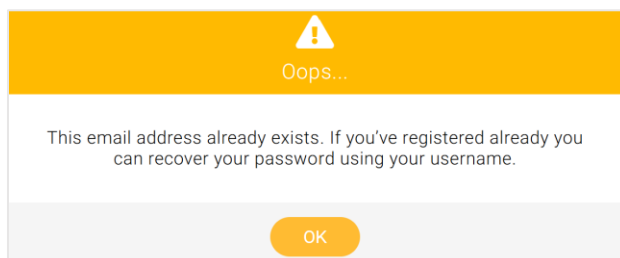


6. Select **Add New Member**:



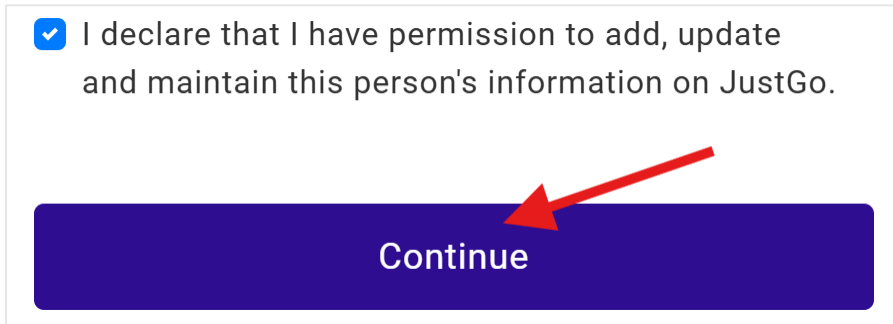
7. Enter the following information: **First Name, Last Name, Email Address, Phone Number, Date of Birth, Gender, Username (filled automatically with email address), Address** and click Continue.

If there is another member with the **same email address** you get the message: “**This email address already exists,**” Click **OK**.



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8. The workaround is to **enter a temporary email address**.
9. For example, if your **email address** is john.doe@gmail.com you would use something like john.doe.temp@gmail.com
10. **Enter the temporary email address and click continue**

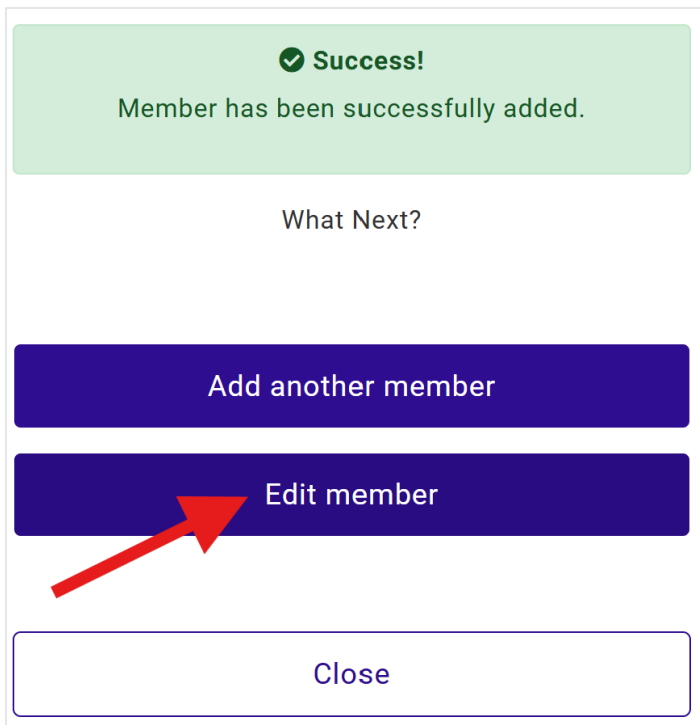


☒ I declare that I have permission to add, update and maintain this person's information on JustGo.

Continue

A red arrow points to the 'Continue' button.

11. Select **Edit member**.



✓ **Success!**
Member has been successfully added.

What Next?

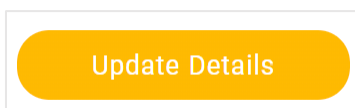
Add another member

Edit member

Close

A red arrow points to the 'Edit member' button.

12. Click on **Update Details**:

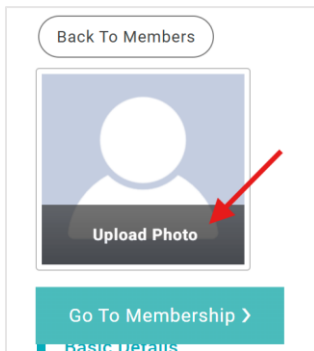


Update Details

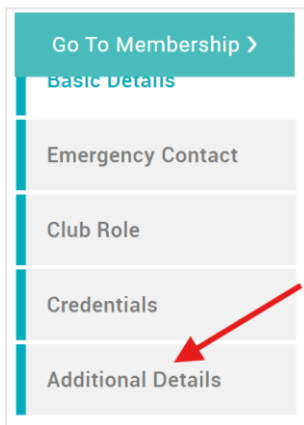
13. **Replace the temporary email address with the correct email address.** In our example, we replace john.doe.temp@gmail.com with john.doe@gmail.com. This time the system will let you enter a duplicate email address.

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14. Click on **Upload photo**:



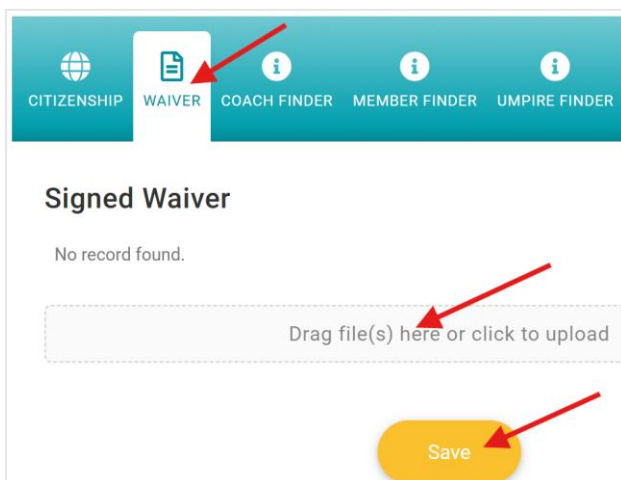
15. Click on **Additional Details**:



16. The **waiver** can be signed online by the member here:

<https://waiver.fr/fpusawaiver>

17. A photo of a paper waiver can be uploaded by selecting the **Waiver** tab.



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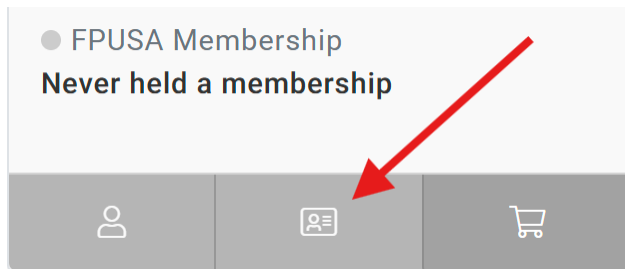
18. **Drag or upload** the waiver.

19. Click **Save**.

20. Click on **Back to members**:

Back To Members

21. Click on the **Membership icon**:



22. Click on **Buy/Review Memberships**:

Buy/Review Memberships

23. Select your **Club Membership**. If only one option is available, it will be selected automatically.

24. **Validate** if you agree to the terms:

☐ As a condition of FPUSA membership, I have read and signed the [Waiver and Release of Liability](#) form and agreed to its terms.
Renewing members who already submitted a waiver do not need to resubmit.

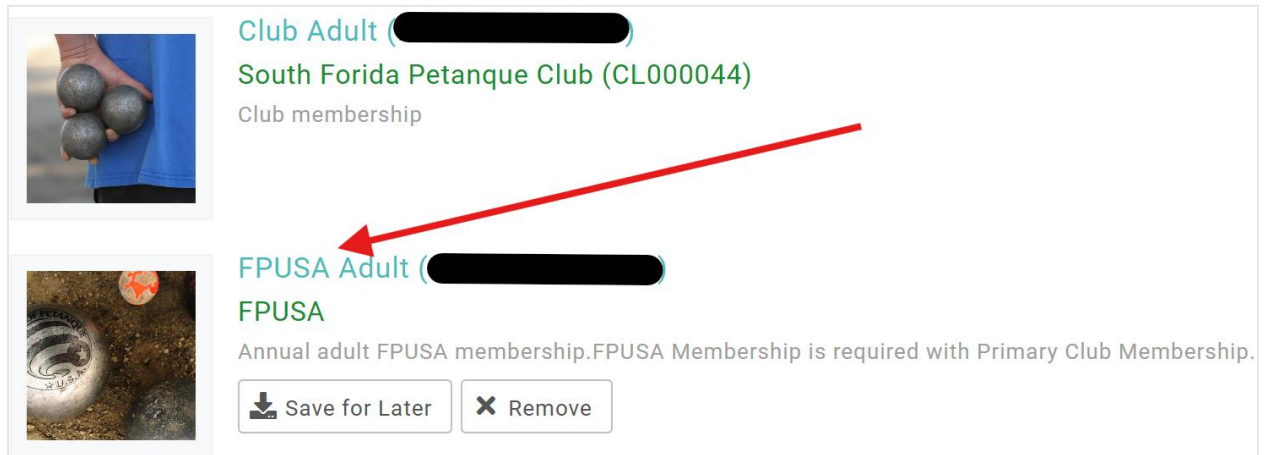
25. Select **Yes, Proceed to the Cart**:

Your membership has been successfully added to your cart. Do you want to proceed to checkout?

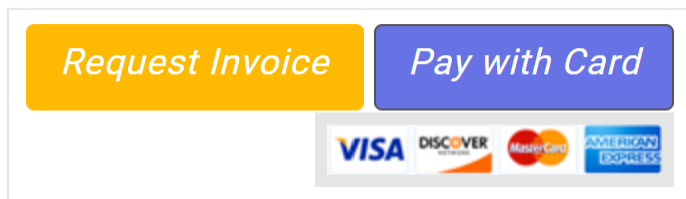
No, not yet Yes, Proceed to Cart

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26. The FPUSA Membership is automatically added to the cart. Club members are required to be affiliated with the Federation.



27. Select **Request Invoice** or **Pay with Card**:



28. Request Invoice if you prefer to **send a check with the invoice** to the [FPUSA treasurer](#).

29. Enter the required payment information if you pay by card.

For questions or further assistance, please contact us at: membership@usapetanque.org.

Alain Gimenez

FPUSA Membership Secretary