JustGo

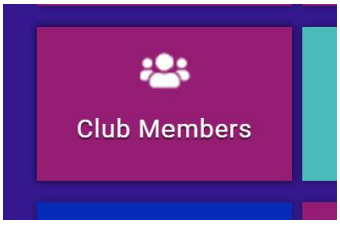
How to add members with the same email addresses

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:**

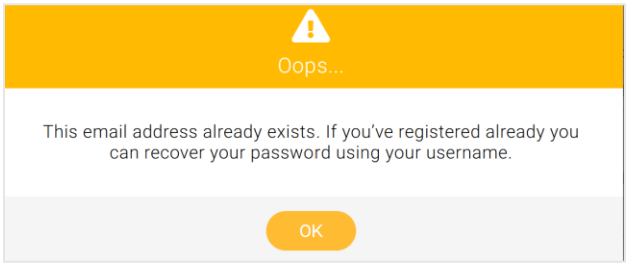


6. Select **Add New Member:**



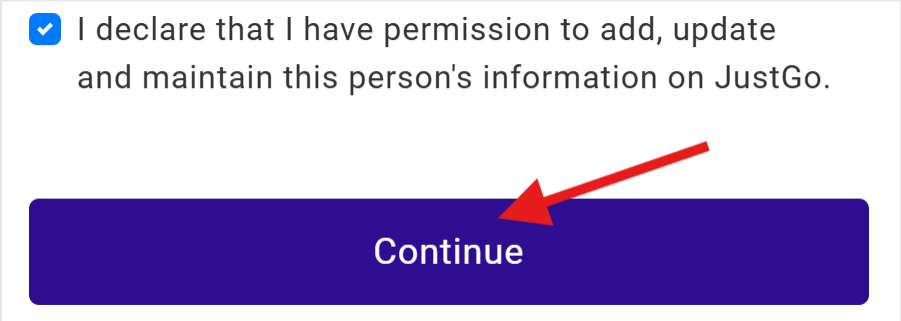
7. Enter the following information: **First Name, Last Name, Email Address, Phone Number, Date of Birth, Gender, Username (filled automatically with email address), Address** and click Continue.

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

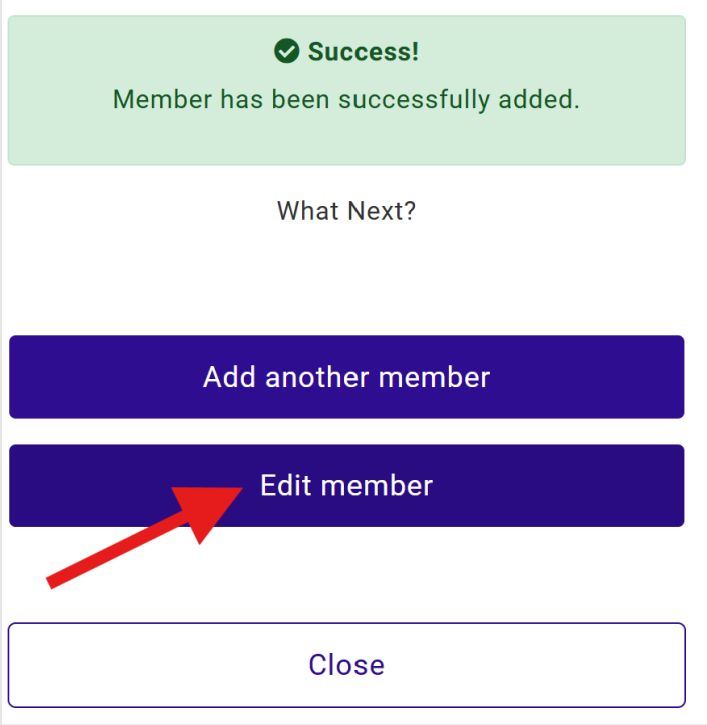


How to add members with the same email addresses

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**



11. Select **Edit member.**



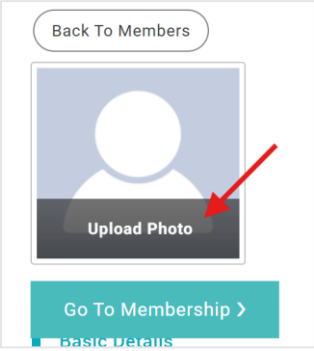
12. Click on **Update Details:**



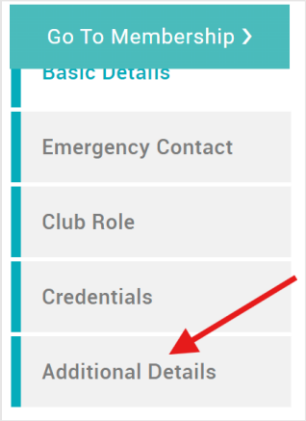
13. **Replace the temporary email address with the correct email address.** In our example, we replace john.doe.temp@gmail.com with john.doe@gmail.com. This time the system will let you enter a duplicate email address.

How to add members with the same email addresses

14. Click on **Upload photo:**



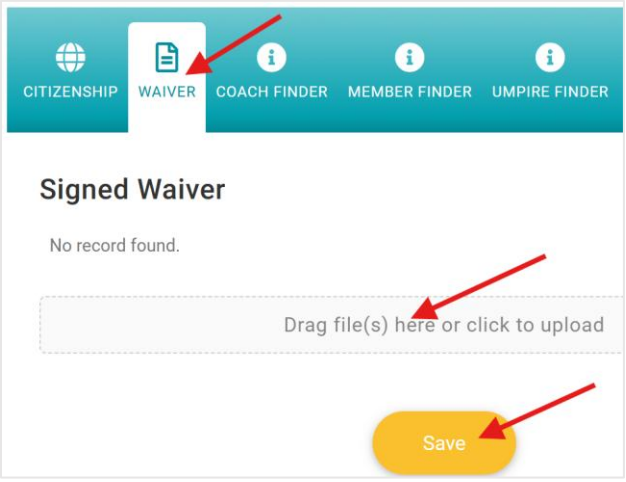
15. Click on **Additional Details:**



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.



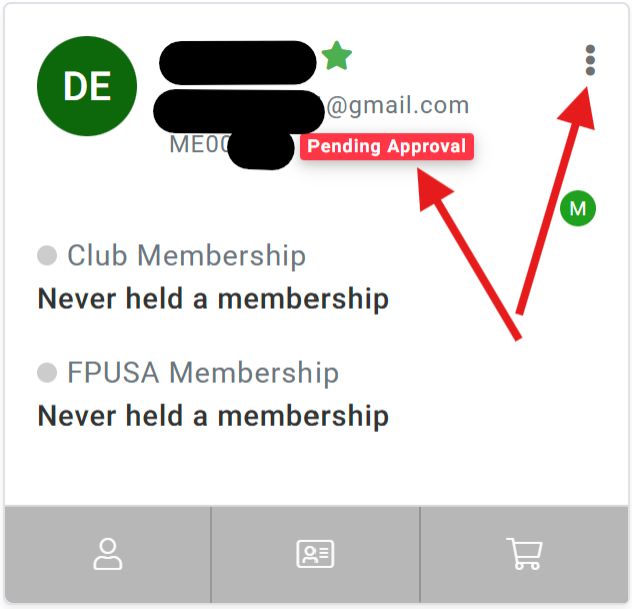
18. **Drag or upload** the waiver.

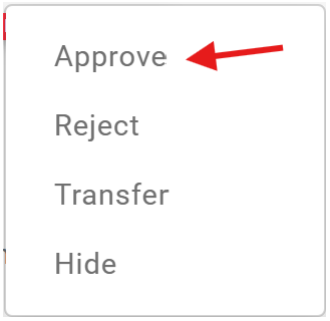
19. Click **Save.**

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

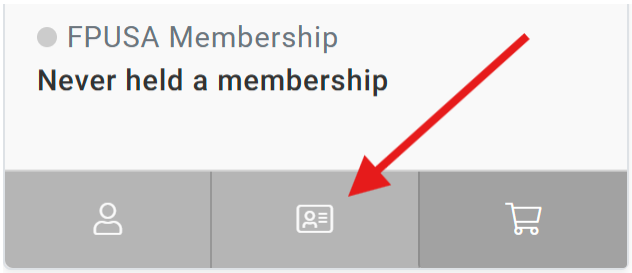


21. **Member is Pending Approval. Click on the three dots and select Approve.**





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



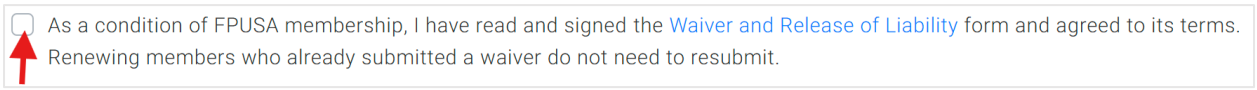
How to add members with the same email addresses

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

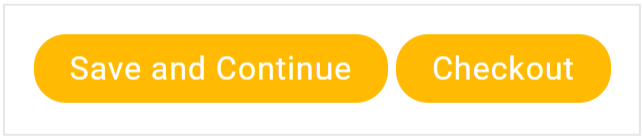


24. Select your **Club Membership**. If only one option is available, it will be selected automatically.

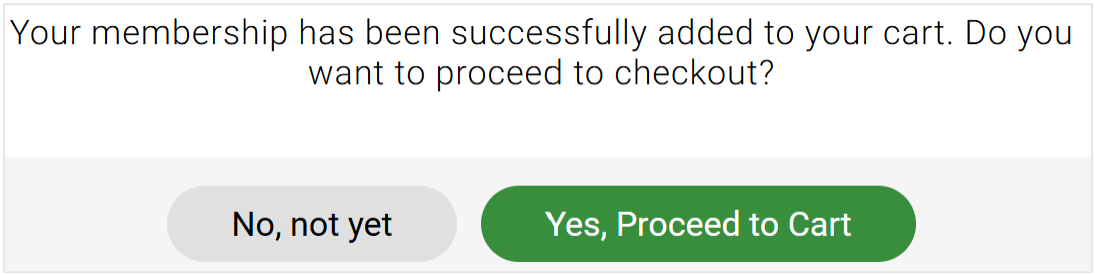
25. **Validate** if you agree to the terms:



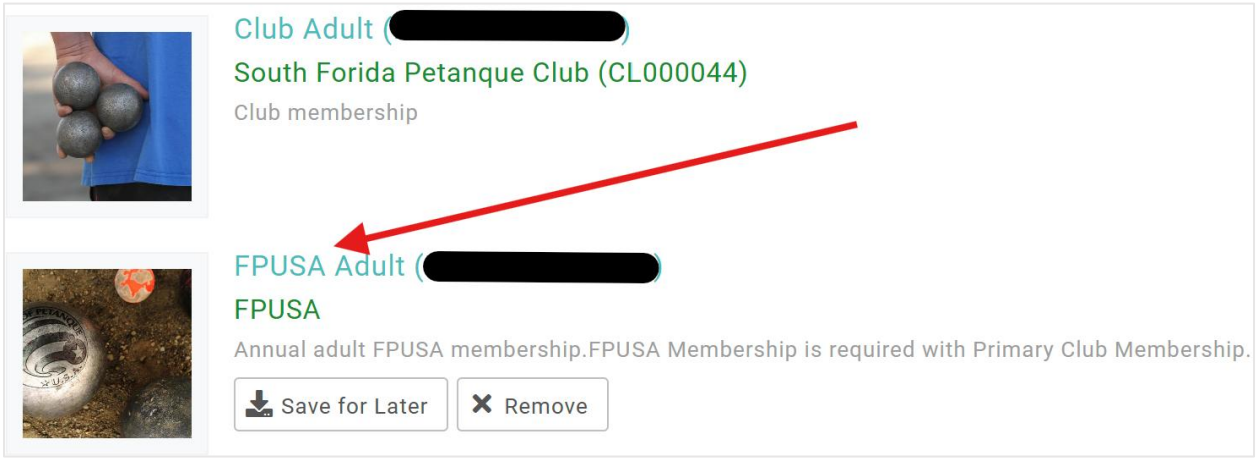
26. Click on **Checkout.**



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

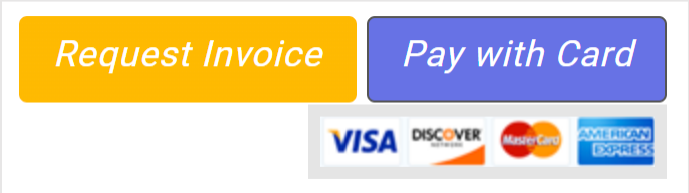


28. The FPUSA Membership is automatically added to the cart. **Club members are required to be affiliated with the Federation.**



How to add members with the same email addresses

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



30. **Request Invoice** if you prefer to **send a check with the invoice** to the FPUSA treasurer.

31. 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