

## RRCA Club and Event Membership Renewal/Join Process Tip Sheet

First Create Your Personal Profile and Password ...

1. Go to [www.rrca.org/membership/join-renew/](http://www.rrca.org/membership/join-renew/)
2. Select the appropriate membership type from the list (running club or event).
3. Review the information provided about the membership category and the dues and insurance rates.
4. Select the Join/Renew link.
5. This will take you to a login page. Select the link in green which indicates "Obtain Password".
6. Submit your name and email in the proper fields and choose "Continue". Many of our club and event contacts are pre-programmed into the system so chances are you already have a profile created in the database. If so, you will be able to select "This is Me" from the list of possible contacts and an email will be sent to you with a user name and password. If your profile has not already been pre-programmed you will be prompted to enter information that will become your personal profile. Complete the required fields and click "Find My Company" (Company = Club Name). Type your club or event name in the appropriate search field and select your club. Choose continue, and finish creating your profile.
7. Once you have received your user name and password, you can log in and renew your club or event membership, as long as you are the designated Primary Contact for your club. (See note 3 below)
8. To edit personal profile information, choose "My Profile" in the blue header of the RRCA.org home page.

Next, Process Your Membership Renewal...

1. After creating your personal profile, obtaining your user name and password, and "attaching" to your Club/Event (Company), you can complete the renewal process.
2. Go to [www.rrca.org/membership/join-renew/](http://www.rrca.org/membership/join-renew/), and select the Join/Renew link. You will be taken to the Membership Application/Renewal screen. Select either Club or Event membership then Join/Renew. Enter your log in information if requested.
3. At this point you may receive a message that you are not the Primary Contact for your club. Each club is assigned a Primary Contact who is authorized to renew a club/event membership. If a new Primary Contact has been designated, please complete a personal profile for the new Primary Contact then send an email to [membership@rrca.org](mailto:membership@rrca.org) indicating the name of the new Primary Contact and the club/event name. We will make the change within 24 hours and notify you when the change is complete.
4. You will be taken to the membership application and asked to answer a few questions. All members need to review the [Insurance FAQs](#), the [Guidelines for Safe Event Management](#), and for clubs, the [Guidelines for Leading a Group Run](#).
5. Choose whether your club/event is a nonprofit organization or a for profit organization.
6. Club members will be asked a series of questions about club activities for data collection purposes. Club membership dues and insurance fees are calculated on the number of

household members in the club. Event membership dues and insurance fees are based on the total number of individuals involved in the event.

7. Next, please consider giving an optional contribution to one of the various RRCA funds. The RRCA is a 501c(3) organization and contributions are tax deductible.
8. Choose Save/Continue. Your membership dues and insurance fee will be automatically calculated and appear on the next screen.
9. Choose to pay by check or credit card. Payment by check is preferred however Visa and Master Card are also accepted. If paying by check, print the invoice and send it with your check.
10. Club members must also email a [club roster](#) to [membership@rrca.org](mailto:membership@rrca.org). This is used to verify membership numbers for dues, and all households listed will receive Club Running, the RRCA quarterly magazine.
11. Complete the renewal by listing your club's race events on the calendar as a record of your activities for insurance coverage. Insurance coverage extends only to running events and club activities.

#### \* Special Instructions for Event Directors with Multiple Events

Event Directors hired to direct races for clients can obtain insurance through the RRCA if responsibilities include complete direction of the race(s) and not simply providing finish line direction and timing services. Event directors seeking RRCA membership and insurance will apply for coverage for one event through the online membership system, and subsequent events should be placed directly on the RRCA calendar and an invoice will be sent for all subsequent races. Event Directors will pay an annual one-time membership fee of \$75 for nonprofit members, and \$100 for profit members plus the insurance premium for the event. Subsequent events will be charged \$.05 per participant plus the insurance premium for the event.

#### Entering and Editing Events on the RRCA Online Calendar...

1. Select "Find an Event" from the header of the RRCA Home Page,
2. Choose "Enter an Event" and you will be prompted to enter your username and password,
3. Proceed to enter events one at a time.
4. To edit an event please send an email with a listing of the changes to [membership@rrca.org](mailto:membership@rrca.org)

#### **Online Registration for New RRCA Club and Event Members \***

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1. Go to <http://www.rrca.org/membership/> and review the information on this page. Also view the "Member Benefits" listed under the link on the left side of the page.
2. Select the "Join/Renew" tab and select the appropriate membership type from the list (running club or event).
3. Review the information provided about the membership category and the dues and insurance rates.
4. Select the Join/Renew link.
5. This will take you to a login page. Select the green link that says "Obtain Password".

6. Submit your name and email in the proper fields and choose "Continue". You will be sent a user ID and password via email which you will use to create a personal profile and continue processing your membership. Complete the required fields to create your personal profile and choose "New Company" (Company = Club Name). Type in your club or event name and choose continue to finish creating your profile.
7. Once have your user name and password, you can log in and continue the membership process.
8. To edit personal profile information, choose "My Profile" in the blue header of the RRCA.org home page. Here you are able to personal contact information. Primary Contacts are also able to edit Club or Event Member information.

Next, Process your Membership Application...

1. After creating your personal profile, obtaining your user name and password, and "attaching" to your Club/Event (Company), you can complete the membership process.
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3. You will be taken to the membership application and asked to answer a few questions. All members need to review the [Insurance FAQs](#), the [Guidelines for Safe Event Management](#), and for clubs, the [Guidelines for Leading a Group Run](#).
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9. Club members must also email a [club roster](#) to [membership@rrca.org](mailto:membership@rrca.org). This is used to verify membership numbers for dues, and all households listed will receive Club Running, the RRCA quarterly magazine.
10. New Club and Event members will receive approval of membership via email from the RRCA Membership Department prior to being charged the membership and insurance fee.
11. Complete the renewal by listing your club's race events on the calendar as a record of your activities for insurance coverage. Insurance coverage extends only to running events and club activities.

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