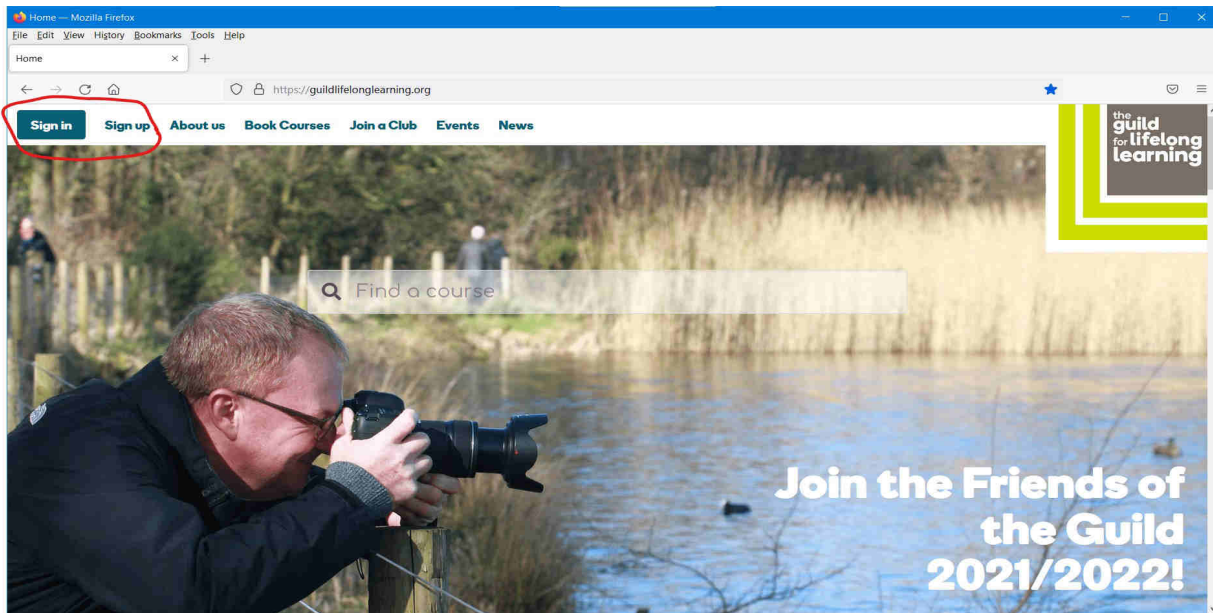


# Signing Up For Membership Of Wilmslow Guild AV Group

1. Go to the new Guild website <https://guildlifelonglearning.org/>



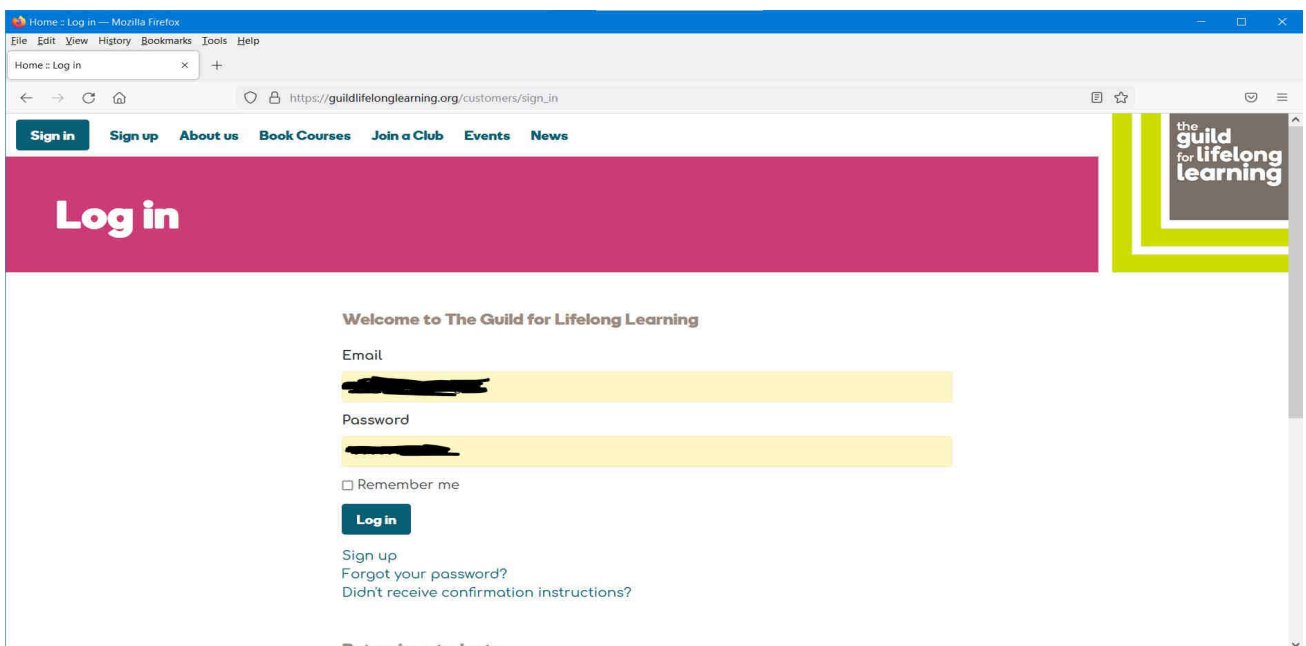
2. On the Menu Top left – Circled in red

2a. If you are a **New Member** - then Click SIGN UP

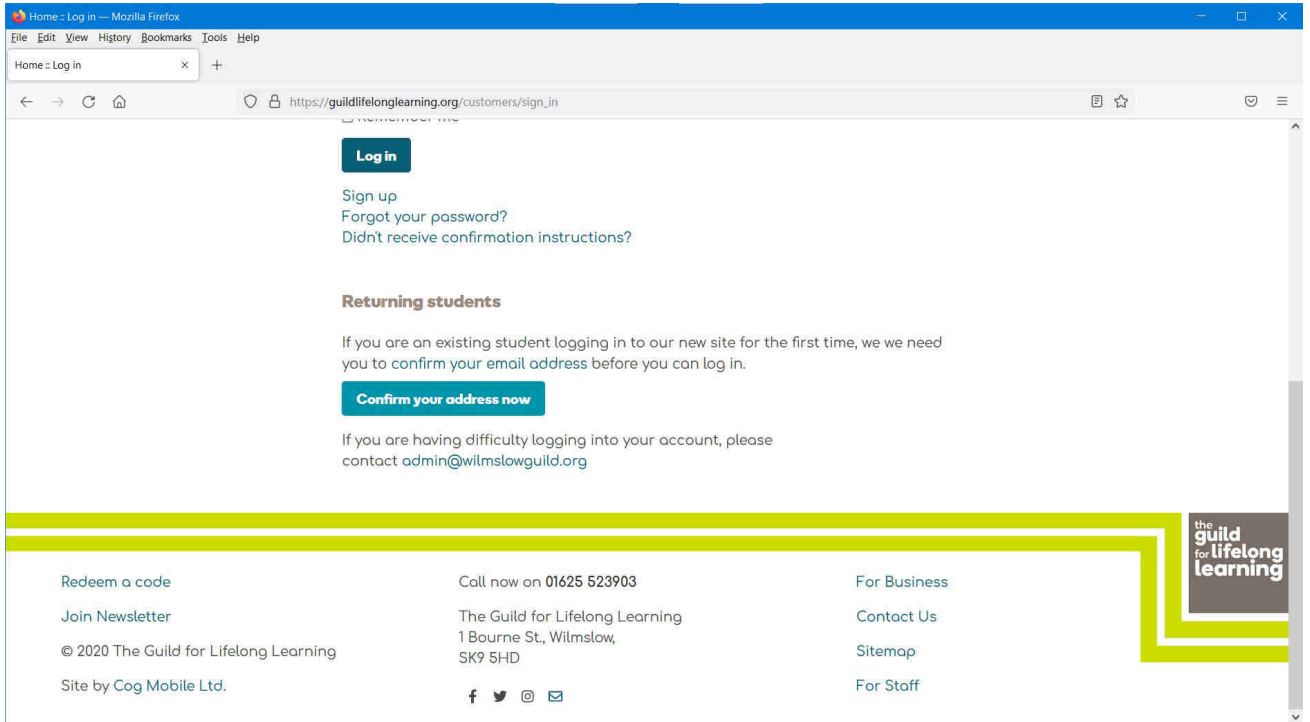
Fill in your details & Click Sign Up  
Then follow instructions from 4. below

2b. If you have been a **previous member** (or paid Visitor),  
you should have a Guild Login – Click SIGN IN

3. Enter your Guild email address & Password – DO NOT CLICK LOG IN



Scroll down the page to Returning Students & Click Confirm Your Address Now

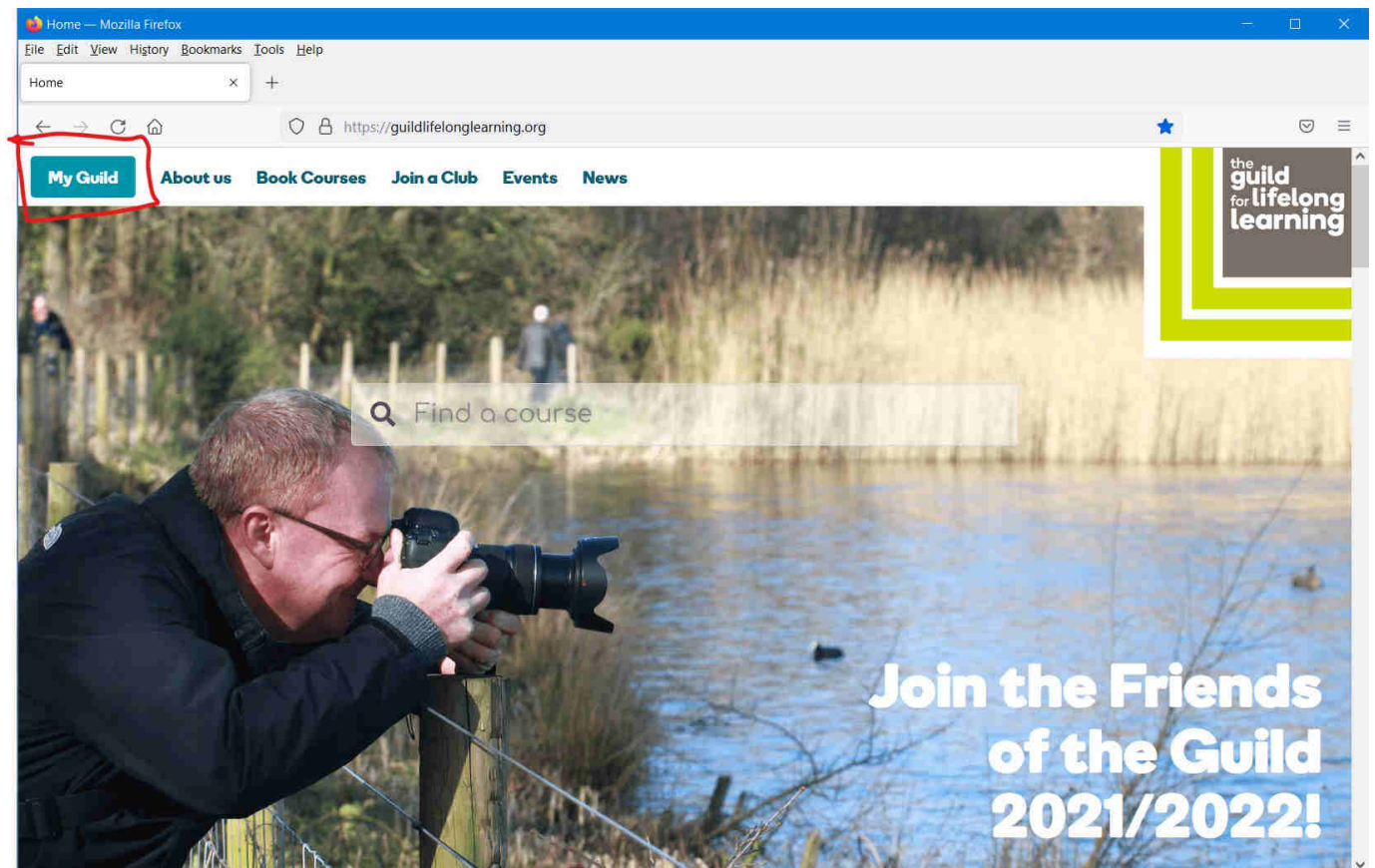


This will send an email to the address you have entered – may take a couple of minutes.

Click on Confirm my account link in the email.

#### 4. Joining The AV Group - return to the Guild Homepage

This should now show a My Guild icon in the top left



Click on the Link below for the Membership you want

Full Membership – Online & Physical - £15

<https://guildlifelonglearning.org/clubs/audio-visual-club>

Online Only - £8

<https://guildlifelonglearning.org/clubs/audio-visual-group-autumn-term-online-only>

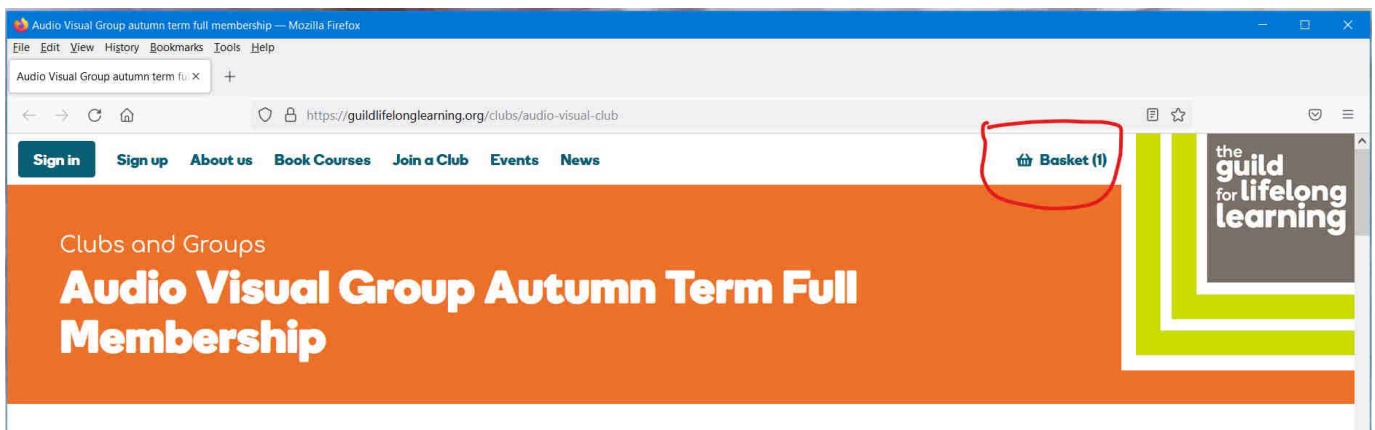
Physical Only - £8

<https://guildlifelonglearning.org/clubs/audio-visual-group-autumn-term-guild-meetings-only>

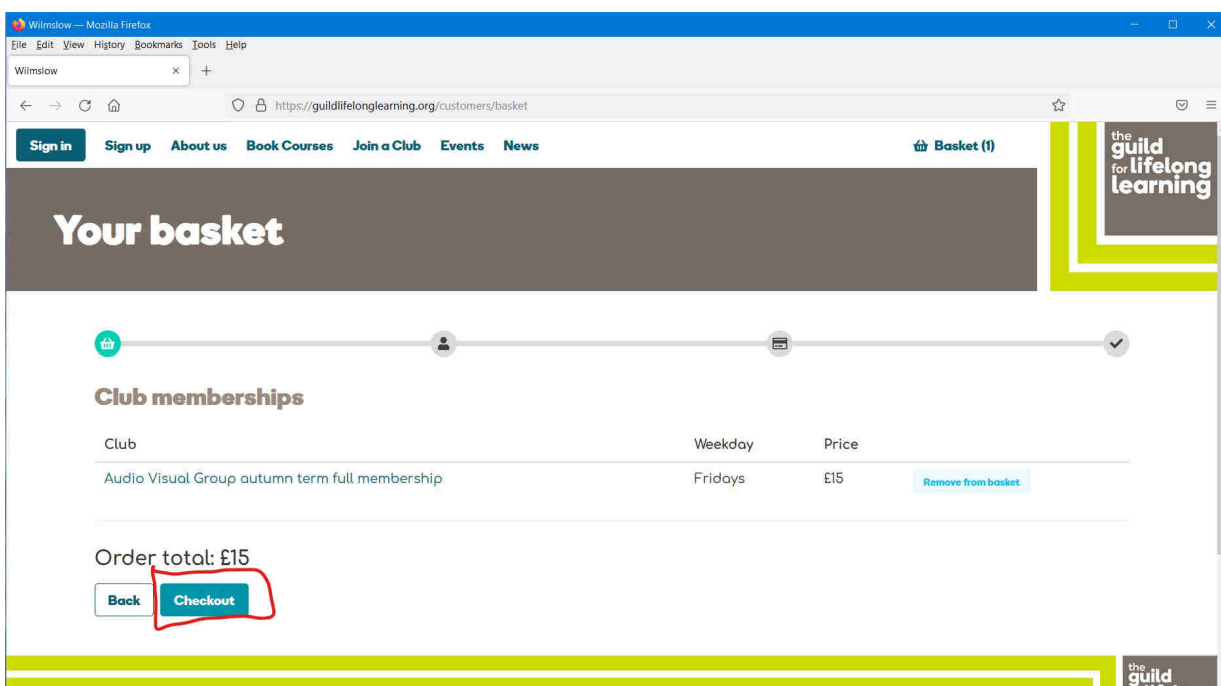
Scroll to the very bottom of the page where you should see – Join This Group  
Click Add To Basket

A box will briefly display saying Item Added to Basket

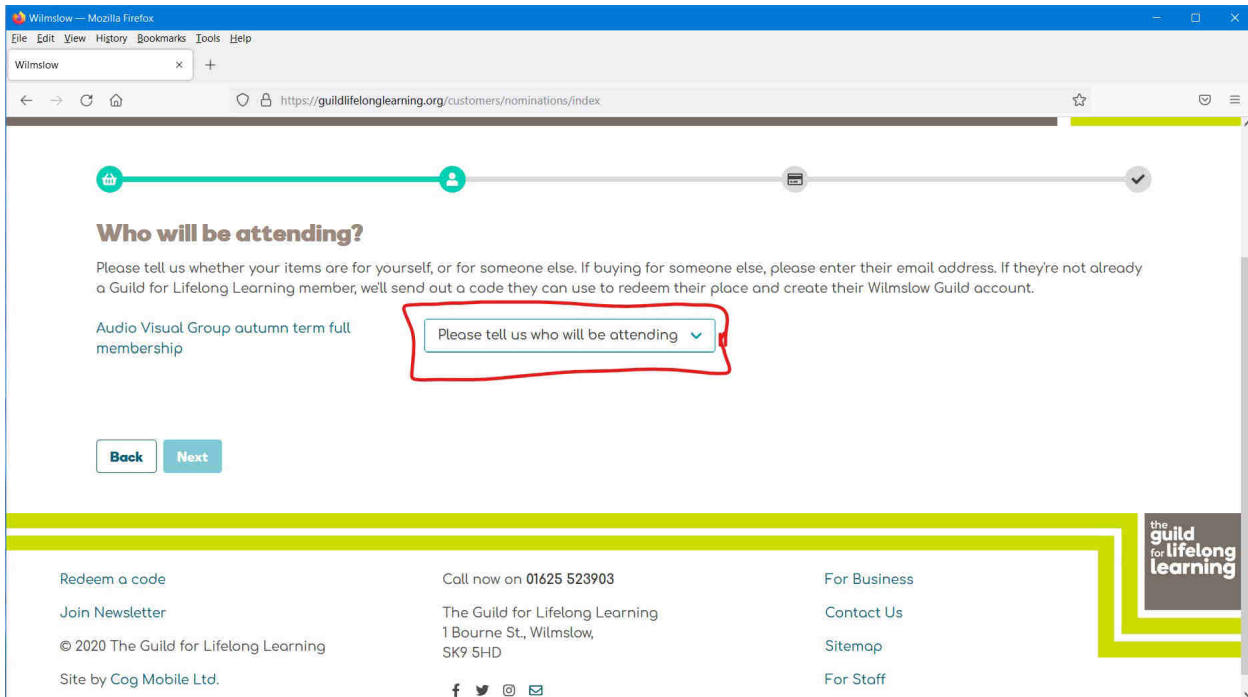
Scroll back to the very top of the page where you should see 1 item in your basket – top right



5. Click on the Basket  
Then Click Checkout



## Select who will be attending from the Drop Down List



The screenshot shows a web browser window with the URL <https://guildlifelonglearning.org/customers/nominations/index>. The page has a progress bar at the top with four steps, the second of which is active. The main heading is "Who will be attending?". Below it is a paragraph of instructions: "Please tell us whether your items are for yourself, or for someone else. If buying for someone else, please enter their email address. If they're not already a Guild for Lifelong Learning member, we'll send out a code they can use to redeem their place and create their Wilmslow Guild account." The form contains a text input field with the value "Audio Visual Group autumn term full membership" and a dropdown menu with the text "Please tell us who will be attending" and a downward arrow. The dropdown menu is highlighted with a red rectangle. At the bottom of the form are two buttons: "Back" and "Next". The footer contains contact information for The Guild for Lifelong Learning, including a phone number (01625 523903), address (1 Bourne St., Wilmslow, SK9 5HD), and social media icons. There are also links for "For Business", "Contact Us", "Sitemap", and "For Staff".

## Click Next

6. Check (or fill in ) your billing details and Click Next  
Add a Donation if you wish – Click Next

7. You should now see the Secure Payment Page  
Fill in your Card Details

At the bottom, next to the words Make Payment, there is a Tick  
Click on the Tick

Your payment should now go through.

8. You should receive 3 emails

1 – Your Guild for Lifelong Learning Student account  
– Ignore this we are using Zoom

2 – Your Confirmation of Payment from Guild for Lifelong Learning

3 – Your Worldpay Card Transaction Confirmation  
- Check your Spam Folder for this as it may end up there

9. Go back to the Guild Home Page & Click on My Guild (top left)  
This will show your my Guild Dashboard

Click on Sign Out

You should not need to go back to the Guild website again until it is time to renew your membership next January.

10. If you encounter any problems please contact Admin at the Guild on 01625 523903  
Monday to Friday 9:30 am to 4:30 pm