OFAH MEMBERSHIP

OFAH Membership Club Portal Guide

Thank you for moving your club membership processing to the OFAH Club Portal. This is an important step in OFAH Membership's long-term plans to continue to improve and grow our support for our member clubs. We understand it is a significant transition from past practices, particularly at start-up, but as it is adopted, it will let us work with you to help strengthen and support your club doing the things it wants to do for hunting, fishing, and conservation in your community. OFAH Membership also introduced the Community Engagement Program in 2025 to support our clubs and increase our communication with you, and new affinity partnership programs continue to roll out that benefit your members.

To Start

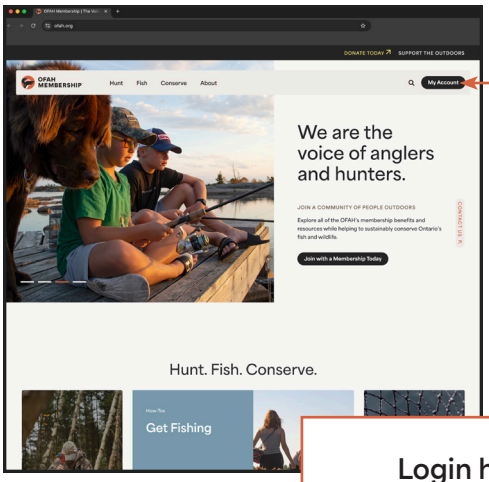
Your club list is tied into your personal **OFAH membership portal**. To get started you must create your personal portal, if you haven't already. Please follow the instructions below:

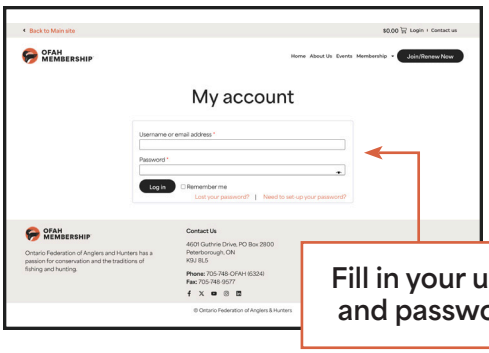
a. Go to www.ofah.org

b. If you have not already created your personal portal you need to click on **"Need to Set up Password"** - an email will be sent to you (it can take 10-15 mins and may go to your junk/spam folder) and will come named as **Word Press**.

c. Once you have received this email, click on the link provided. You will be directed back to the log in page to create your unique password to gain access to your personal information as well as the club list you maintain.

d. You can now enter your email and password and click on the **"Log In"** button.

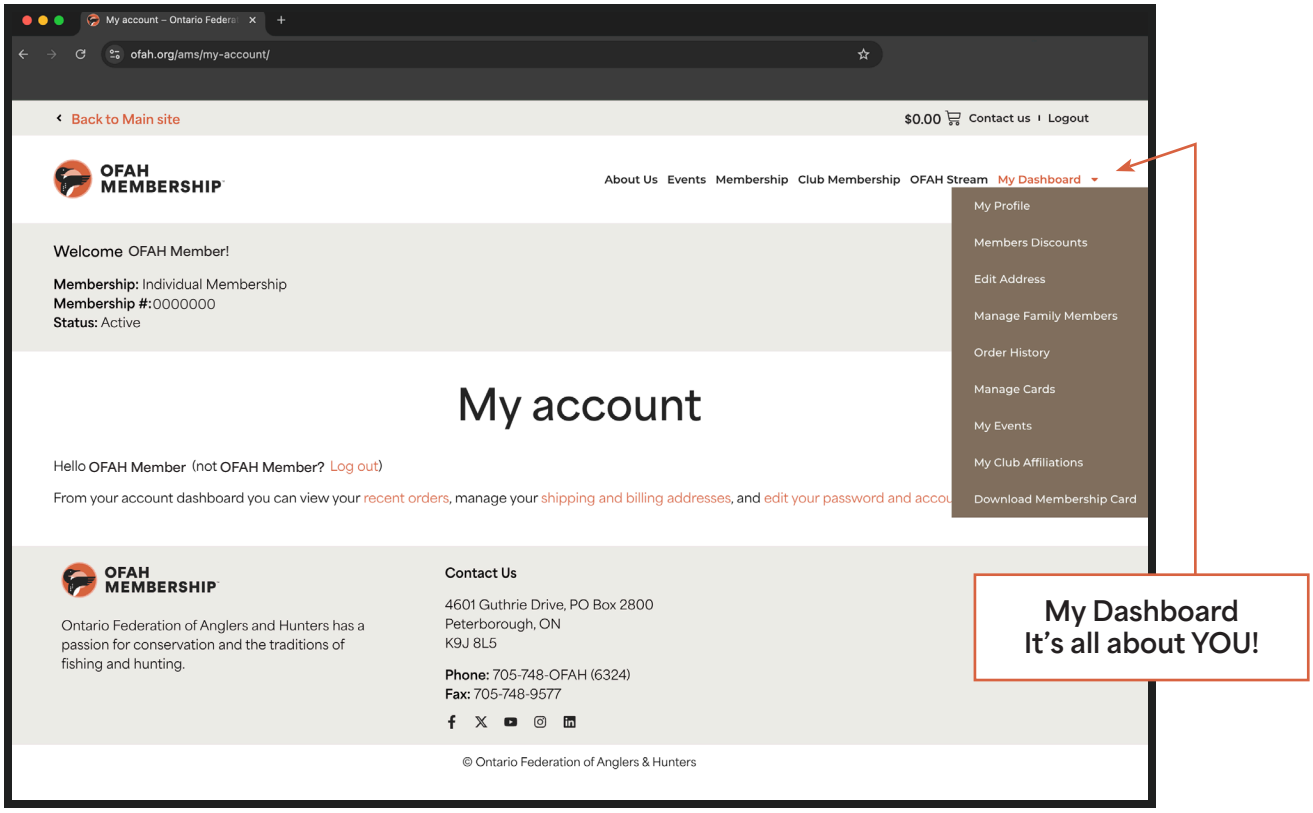




Getting familiar with the Portal!

Once you are logged in, across the top menu bar you will see several headings that you will use to navigate between your personal information, as well as the club information.

My Dashboard – is all about you! (This area would also apply to any of your club members with an email address)



My Profile – this is where you can update your name, phone number, password, magazine preferences and interests your OFAH Stream and exclusive content (based on membership type). It also lists your current membership details.

Member Discounts – this is where you will find OFAH member special discount offers.

Edit Address – edit your personal billing and shipping addresses

Manage Family Members – shows your personal information. Select **"Manage Additional Members"** to add new members to your own membership.

Order History – this is where you will find previous invoices submitted through the portal.

Manage Cards – if you have selected **Auto Renew**, your card information will be stored here, you can edit or add new card information if needed.

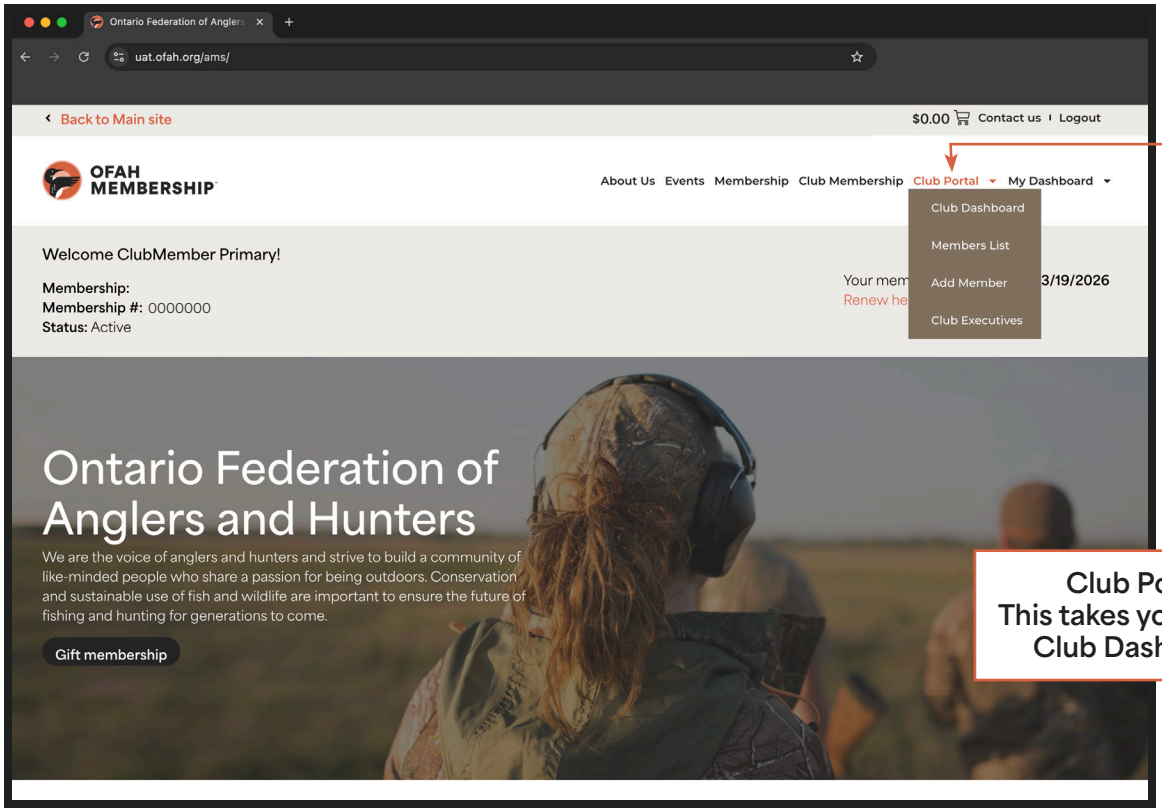
My Events – you can see events registered with OFAH that you can sign up for or events you have registered for in the past.

My Club Affiliations – any clubs you are listed with will appear here and note your role within that club

Download Membership Card – by clicking on the green box you download your membership card (it will open as a PDF file). You can print or save for future use.

Club Portal – is the club you manage!

Club Dashboard – this is where you can update the club address and use the shortcuts to update the Club Executives (Officers), view your member list, or see past Invoices.



Member List – members of your club will appear here in a table format.

Add Member – this will be used to add **New Members** to your club. You will need to select the Membership Type (Individual, Basic Adult, Junior or Lifetime) and enter an email address and click **"Check Email."** (more details below)

Club Executives – select the appropriate name for the Role that they have within your club. Click **Update Executive** to submit your update!

Note: Those listed as President, Vice President and Membership Rep will have access to the list through their own personal OFAH portals to the club list as well.

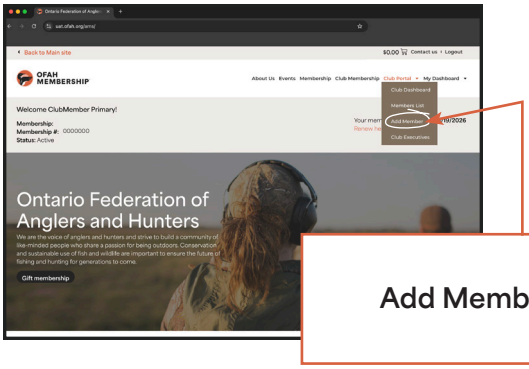
IMPORTANT – Once you submit the changes, the effect is ***immediate***. If you are listed as a Representative and change that role to someone else, you ***immediately*** give up your access to all club and club member information!

To Add A New Member:

Recommendation: Add new members to the portal first if you have new and renewing members to make check out easier!

Hover over the **Club Portal** title across the top

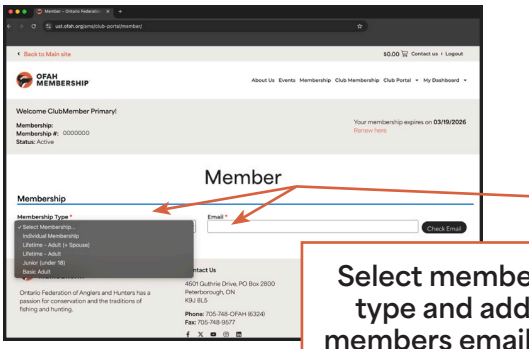
- Select **"Add Member"**
- Select the Membership Type in the drop-down bar, then type in the new member's email address and click **"Check Email"**



Add Member

*If a member has an email existing in our database their information will populate on the next screen. If they do not exist in our database, you will be prompted to enter the members information below. ***It is important to note that if the member provides a different email address from what we have on file it will generate a new membership number for them resulting in a duplicate membership and OFAH will need to be notified to merge the files.***

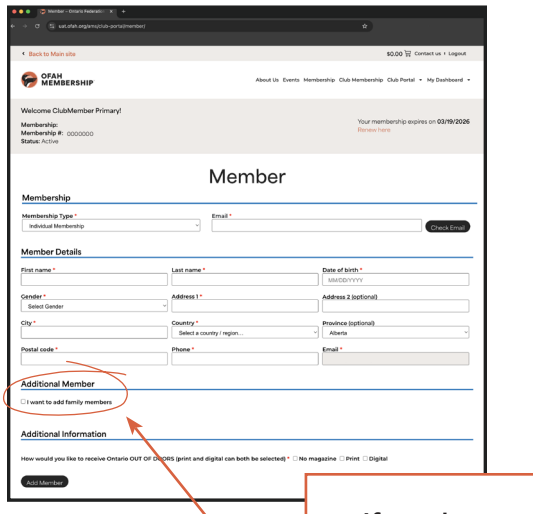
*If the members email is **NOT** in the database you will continue to enter the members Name, Date of Birth, Gender, Address & Phone – All fields are mandatory!



Select membership type and add the members email in the space provided.

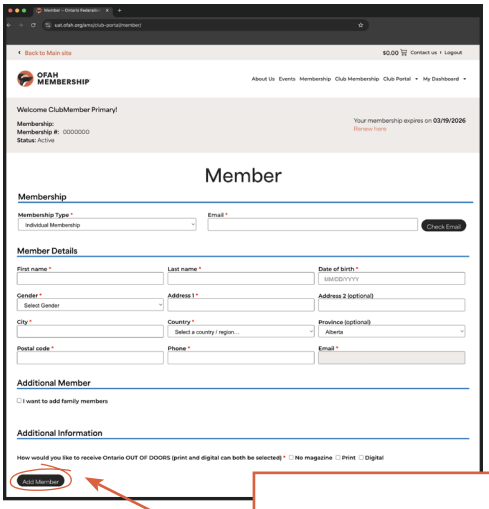
- Once the member information is completed you can select what type of magazine format the member would like (no magazine, print, digital, OR both) Basic Adult Memberships do not have a magazine option - it will auto select No Magazine.

* If you are adding family members, check the box "**I want to add family members**" under **Additional Member** to bring the area up for additional names to be added. ***Mandatory fields for family members are Name, Date of Birth, Gender and relationship and a different email from the primary for anyone over the age of 18***. Enter the person's name etc., and you must check the box to allow portal access for anyone for 18 years of age then click on **"+Add Members"** the person's information will display below signifying they have been added. Repeat the process for any additional family members, making sure to click the **+Add Members** button after each family member.



If you have more family members to add, check this box.

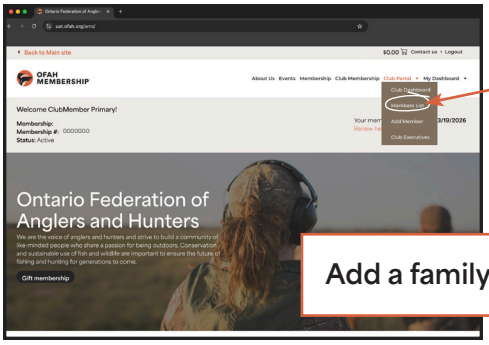
- Once completed click on **Add Member** at the bottom of the page under **Additional Information** – the page will reload and say **“Member added Successfully”** and refresh to add another member. The member will now show in the **Member List** as **“Inactive”** and can be selected for payment along with any other New/Renewing memberships.

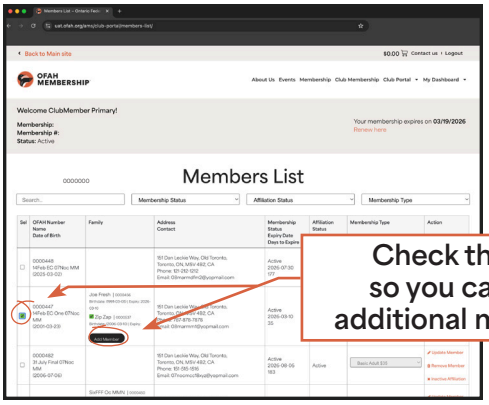


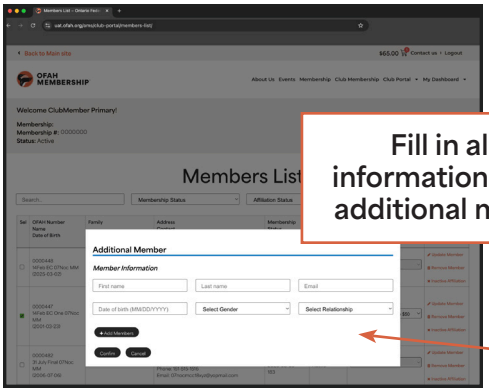
To Add Family to an Individual Member:

- Hover over the **Club Portal** title across the top
- Select **“Members List”**
- Check the box on the left hand side of the member you wish to add additional family members to
  - If the member has a **Basic Adult Membership** family can not be added
- In the column under **Family** a black button will appear that says **“Add Member”** – click on the button and a pop up will appear for you to enter the family members information.

Mandatory fields for family members are Name, Date of Birth, Gender and relationship and a different email from the primary for anyone over the age of 18. Enter the person’s name etc., and you must check the box to allow portal access for anyone for 18 years of age then click on **“+Add Members”** the person’s information will display below signifying they have been added. Repeat the process for any additional family members, making sure to click the **+Add Members** button after each family member. Once you have entered all members to be added click on the **Confirm** button.

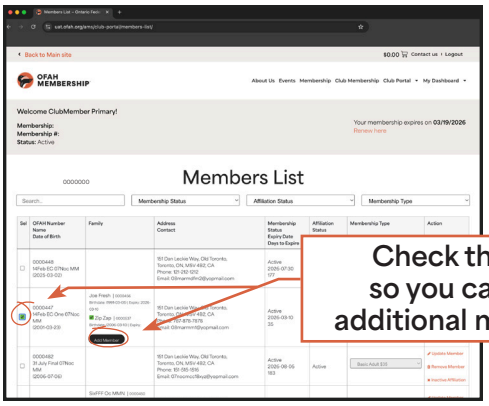


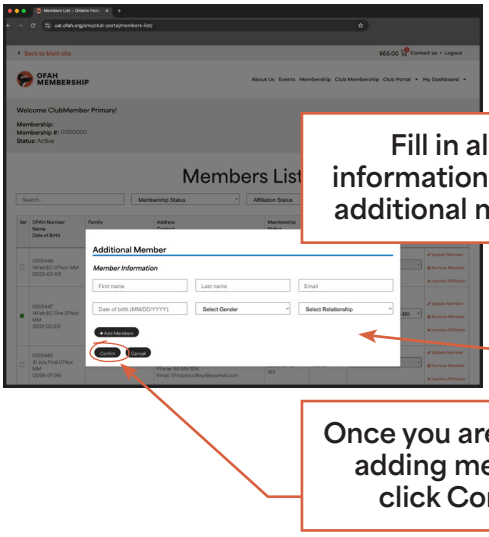




Renew Memberships

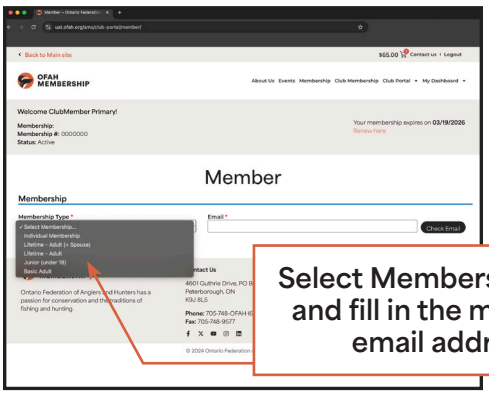
- Hover over the **Club Portal** title across the top
- Select **“Members List”**
- Select the box on the left side of member name
  - A black circular bubble will appear in the column beside the member’s name that says **“Add Member”** - you only need to select this if the member is going from Individual (Single) to Family. A white box will load asking you to enter the spouse/ dependant’s information (Full Name, Date of Birth, Gender, Relationship to Primary Member and Email Address). Continue to Add Members as needed. Once complete click **“Confirm”**.

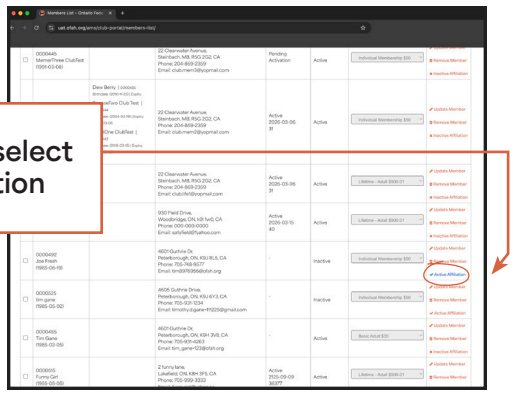


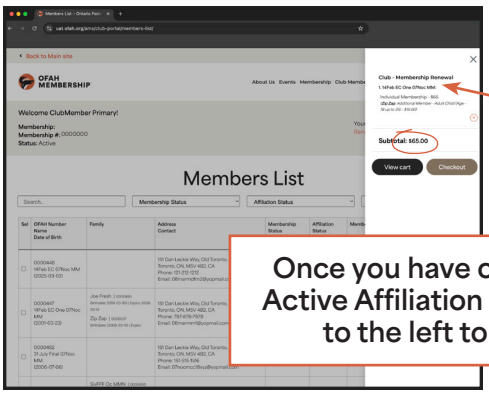


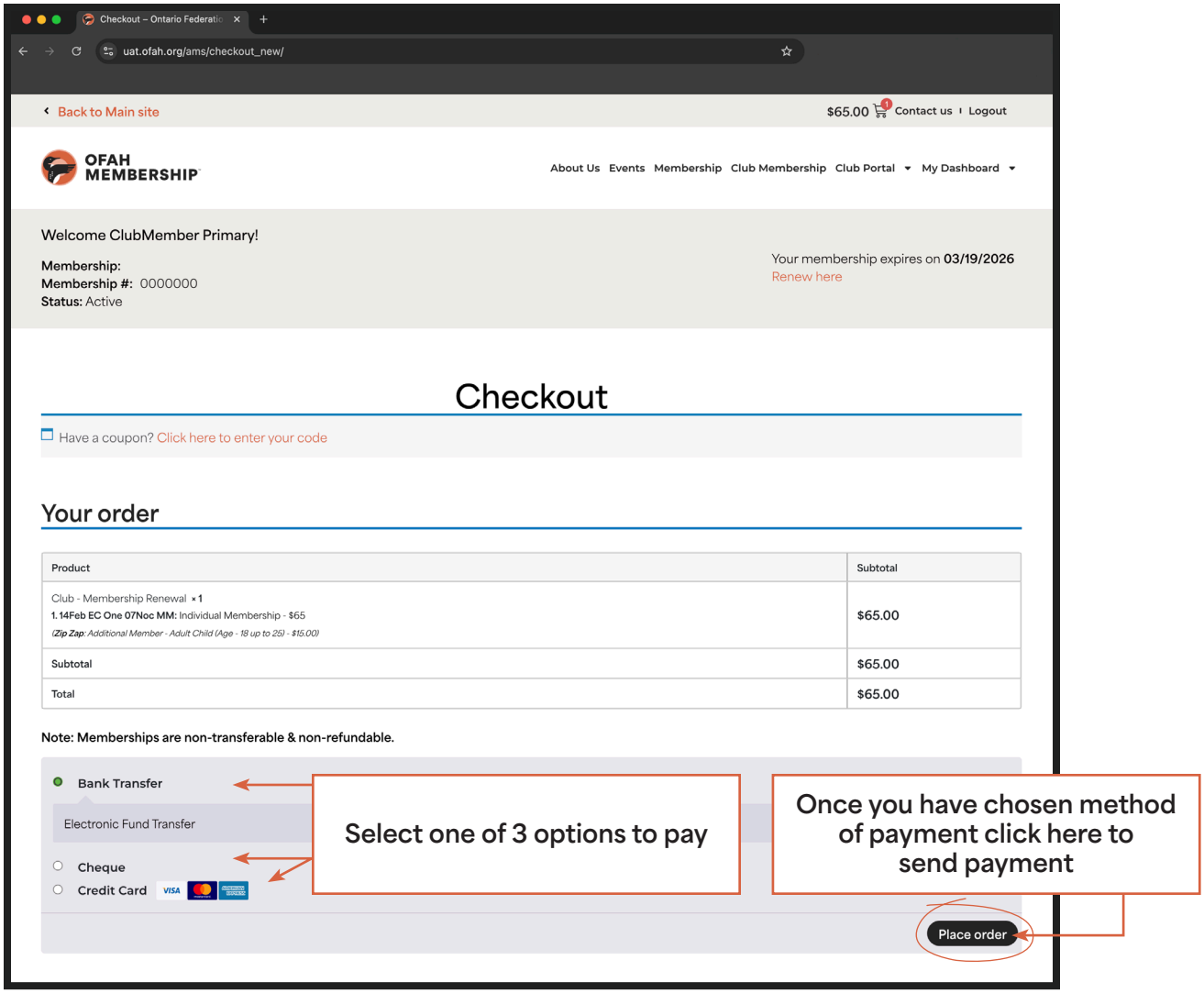
Add an Existing OFAH Member

- Hover over the **Club Portal** title across the top
- Select **“Add Members”**
- Select the **Membership Type** in the drop-down bar, then type in the new members email address and click **“Check Email”**
- The member’s info will populate and will say you have successfully added the member - they will appear in your member list.
  - If they have an active membership no payment is needed.
  - If they have an expired membership, they will show up in your member list with nothing under the **Membership Status** column and show Inactive in the Affiliation Status column. You need to select **Active Affiliation** and proceed to ticking the box to the left to pay for the member.









After you have selected all the New Members and Renewals (in all pages) click **"Submit Renewal List"** and you will be taken to the **Checkout** page for payment processing.

- **You have 3 payment options** - Credit Card, Bank Transfer and Cheque

- Selecting Credit Card will prompt you to Continue to Payment where you will enter your card information in and **"Place Order"** - memberships will be ***immediately renewed***. The officer paying must have complete information for themselves filled out within their own OFAH portal (e.g., if you do not have your own phone number listed it will not allow you to check out)

- Bank Transfer will prompt you to **"Place Order"** however the memberships will not be processed until funds are received at Head Office - all membership renewals/New memberships will be shown as Pending.
  - Payment must be sent to **armembership@ofah.org with the club's name in the comments**

- Cheque option will prompt you to **"Place Order"** however the memberships will not be processed until funds are received at Head Office - all membership renewals/New memberships will be shown as Pending until the cheque is received and processed.