**AAUW Community Hub How to Self-Join for New Member Prospects**

Community Hub allows prospects to create an account to make donations and/or join AAUW.

**From the Community Hub Login page:**


1. Click the **Don’t have an account?** link if you’re not yet a member or donor.

2. Enter the required information, then click **Create Account** to access your **Personal Snapshot**.

On the **Personal Snapshot** page, scroll down and click **Join Now.** This takes you to the **Membership Management** page to enter your contact information. Then click **Next**.

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* Click **Create New Degree Record** then click **Next**
* Enter education - for **College/University**, type the school name in the search to find and insert it



(For **Date Conferred or Expected**, use May 31 as a default month/date when unknown)



(If grad date is in the past, you will choose **Lifetime** or **National** membership on the next screen. If grad date is in the future, you will choose **Student Associate** or **Graduate Student** on the next screen.)

* Click **Next**
* Review rate information then **Select** **Membership Type,** then click **Next**

 

* Click **Yes** if you wishto add Branch or State memberships then click **Next**
* Select the **Branch**, scroll to bottom of the list, click **Next**

 (**NOTE**: If multiple branches have been selected, you must choose one to be the **primary**.)

* Select the **State**, scroll to end of the list, click **Next**
* Click **Yes** or **No** to include a donation, then click **Next**
	+ If **Yes**, enter amount in **Donation Amount** field, then click **Next**
	+ If **No**, click **Next**

On **Checkout** page

* Review your membership selection.
* Enter **Coupon Code**, (if provided in advance of joining by your local branch, i.e. *Shape the Future Campaign*)
* **Select Payment Type**
	+ **Pay Now – Save Payment** (If you wish to save a payment method for the branch, click *Add, edit, or remove your saved payments* in the **My Payment Methods** section) 
		- Choose **Add Bank Account** or **Add Credit Card** then complete all fields, agree to **Terms and Conditions** (if required), then click **Save**.
	+ **Pay Now – New Credit Card**
		- Enter payment information, then click **Submit**
		- Save confirmation for your records