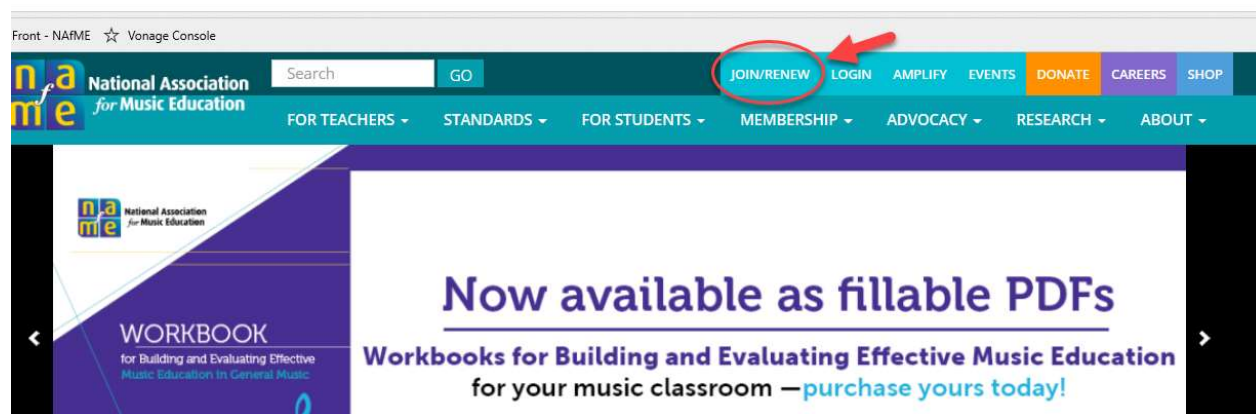


How to Join NAFME or Renew Your Membership

Renewing Your NAFME Membership

Click Join/Renew from the front page of NAFME's website.



On the join/renew page, click “Renew Membership” except in the following instances:

- Florida and Pennsylvania educators should not join through the NAFME website – links for you are provided on the join/renew page.
- European/DOD, International, and US Territory educators should contact NAFME for assistance.
- Collegiate members renewing as first year teachers (special discount), contact NAFME for assistance.
- Corporate members should contact NAFME for assistance.

When you click “Renew Membership,” you will taken to the account login page.

PLEASE READ: If you have not done so since July 2019, before renewing your membership, you **MUST** create a new password. Click “RENEW Membership” and carefully read the provided instructions to complete this process. **If you require assistance, please contact** membersupport@nafme.org or **800-336-3768**. **Our member services support hours are Monday-Friday, 9:00 AM-7:00 PM Eastern Time.**

After logging in, review your membership information:



Address Book

Memberships/ Print Membership Confirmation

Payment Methods

Invoices

Payments

Badges

Check to make sure your contact and teaching information is current before proceeding. You can make changes at this time or anytime you log in.

Click “Memberships/Print Membership Confirmation” on the left menu and choose the membership to renew:



Click “Renew” and proceed through the options.

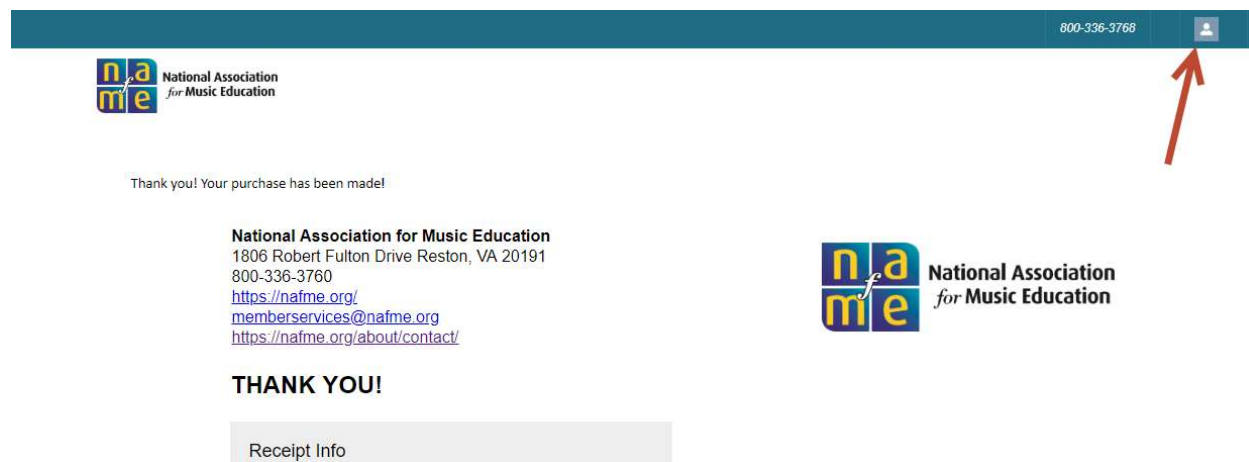
If you are an active member and renewing active membership, or if you are a retired member and renewing retired membership, your previous state is selected and is in your cart. Click “Proceed to Check Out” to enter your payment information and complete your renewal.

- To change your state membership or add additional state(s), click “Add Item.” Click the state(s) you wish to add. You can remove a state you no longer want once you are viewing your shopping cart.
- If you are changing from active to retired, your state will not be automatically selected and you must select a state by clicking “Add Item.”
- To add states to an **Alabama membership**, please call 800-336-3768.
- **Note: Do not remove your national dues or your state dues from your purchase. Both are required for your membership to be activated in full.**

Continue through the process. (You can add an optional subscription to the NAFME Academy.)

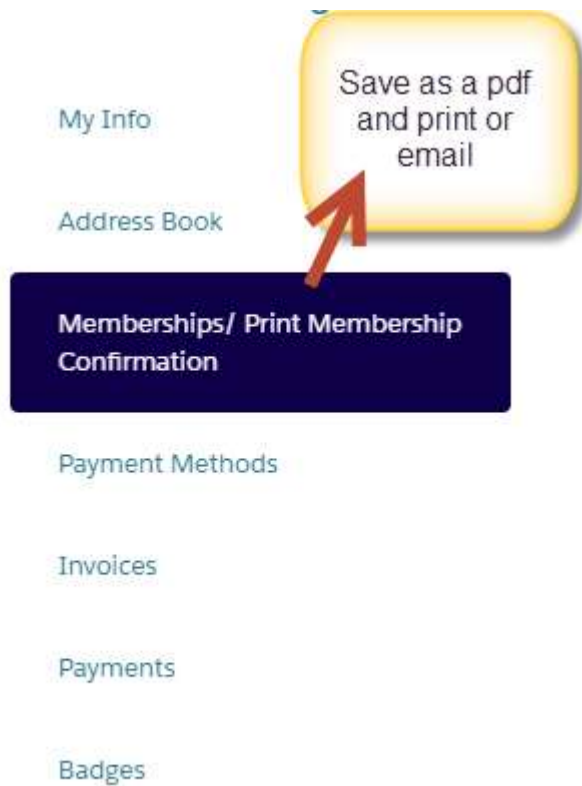
Note: if you choose a purchase order/proforma invoice or check option, remember that your membership is not active until payment is received. **If you need your membership activated immediately, you must use the credit card option.**

After you have completed your purchase, click the profile icon at the top right of the screen to return to your account. You can view your payments, receipts, memberships, and teaching information. You can also access any downloads you have purchased through the NAFME store.



The screenshot shows a dark teal header bar with the phone number 800-336-3768 and a profile icon on the right. A red arrow points to the profile icon. Below the header, the NAFME logo is on the left. The main content area contains the text: "Thank you! Your purchase has been made!". To the right of this text is the NAFME logo and contact information: "National Association for Music Education", "1806 Robert Fulton Drive Reston, VA 20191", "800-336-3760", "<https://nafme.org/>", "memberservices@nafme.org", and "<https://nafme.org/about/contact/>". Below this is a "THANK YOU!" section with a "Receipt Info" button.

You can also print a membership confirmation by clicking “Memberships/Print Membership Confirmation” and saving that screen as a pdf for printing or emailing – use Control-P and “print to pdf”:

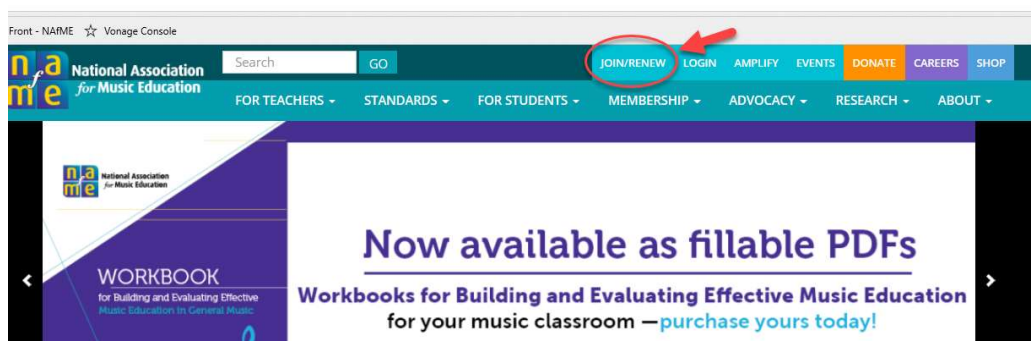


Joining NAFME

The following instructions will help you complete your new account creation and join NAFME.

NOTE: Our new membership system works best on Chrome, Firefox and Safari browsers. If you attempt to access the site using an alternative browser and experience difficulty, please contact NAFME for assistance.

Select Join/Renew from the NAFME home page:



On the join/renew page, click “Join for the First Time” except in the following instances:

- **Florida and Pennsylvania educators** should not join through the NAFME website – links for you are provided on the join/renew page.
- **European/DOD, International, and US Territory educators** should contact NAFME for assistance. Do not proceed to account creation.
- **First year educators who were collegiate members**, contact NAFME for assistance.
- **Corporate members**, contact NAFME for assistance.

You will be taken to the “Join” page. Choose one:

- Active (any state, plus European/DOD, except Alabama, Florida, Pennsylvania)
- Active Alabama
- Retired (any state, plus European/DOD, except Alabama, Florida, Pennsylvania)
- Retired Alabama
- Collegiate
- Associate

Click Next.

If you already have a NAFME website account, login with your user name or password. (Click the help links if you need assistance.) If not, create an account using your first name, last name, and e-mail address. (A personal e-mail is recommended to avoid issues with school firewalls). Create a password and click Next Step.

- Take care not to create a duplicate record for yourself. If you’re not sure if you already have one, contact NAFME to review your account.

If you are logging in for the first time, create your profile by adding teaching levels and areas; add phone numbers; then complete your address information by selecting your preferred address (work or home) and completing the address information.

- You must select a “preferred” address.
- One physical address is required for membership.
- If you add a work address, you can type in a few letters of your school name to see if it already exists in our database. If it doesn’t, you can add it.
- Click Next.

Proceed to the next screen where you will see NAFME national membership dues added to your cart. This membership is required and cannot be removed from your cart. Click Next Step.

Choose your state music educators association by clicking “**Add to Cart**” next the desired state or states.

- If you live and work in different states and only want one MEA membership, choose the state in which you **work**.
- **Collegiate members** may choose **only one** state affiliate--the one in which your college is located.

- **Alabama members** will only see the AL state MEA option here. To add additional state MEAs to your Alabama membership, call 800-336-3768 after completing the online membership process.
- **Puerto Rico** and other U.S. territory members, choose “U.S. Territory.”
- Once you have chosen your state (or states), click “Next” at the bottom of the list to proceed to check out.

(Collegiate members only will be prompted to add chapter information and expected graduation date. Search for your chapter information first; add it if it does not appear.)

You will now see your shopping cart. Enter your payment information and complete your purchase.

- You must have national dues and at least one state MEA membership in your cart to complete your membership. Your membership will not be valid otherwise. You will not be able to check out without the national and at least one state.

Note: if you choose a purchase order/proforma invoice or check option, remember that your membership is not active until payment is received. **If you need your membership activated immediately, you must use the credit card option.**

When you have completed your purchase, click the **profile icon at the top right of the screen** to view your account. You can see and make changes to your payments, receipts, memberships, and teaching information.

The screenshot shows the top navigation bar of the NAFME website. On the right side of the bar, there is a phone number '800-336-3768' and a small profile icon. A red arrow points to this profile icon. Below the navigation bar, the main content area displays the NAFME logo on the left and a confirmation message: 'Thank you! Your purchase has been made!'. To the right of the message is another NAFME logo. Below the message, there is contact information for the National Association for Music Education, including the address, phone number, and three website links. A 'THANK YOU!' message is followed by a 'Receipt Info' button.

If you experience any difficulty creating or accessing your account, please contact us via e-mail at membersupport@nafme.org or by phone at 800-336-3768 or 703-860-4000 for international calls.