

CREW CALGARY FEE PAYMENT PROCESS

CREW Calgary Membership and Affiliate Membership fees are to be paid to CREW Network.

2012 Membership Fees (payable in U.S. funds):

Principal/Candidate Members: \$383.25 (inclusive of GST)

Affiliate Membership: \$1,575.00 (inclusive of GST)

Payments are processed online from each member's personal CREWbiz profile page. Every CREW Network member **MUST** register for a new account with CREWbiz. The new system requires your username be your email address. When you go in and set up your account, you will be prompted to set up a new password of your choosing.

Please follow the following steps to register your account and set up a password.

- Go to www.crewnetwork.org and click on the CREWbiz link.
- From the CREWbiz Homepage, **do not** enter your email address/password. Instead, click on **Register for new account**.
- On the next page, enter your email and click Go.
- On the next page, click **Forgot your password?/click here**
- On the next page, enter your email again and click Go. You will receive an email to that address from crewnetwork@crewnetwork.org (you may need to check your Junk inbox). It will contain a link to change your password to one of your choice. Click the link.
- Enter your new password, and click Change Password. If you have had a password with CREW before, you can even change back to your old password, if you wish.
- On the next page, enter your email address again, and the password you just set up. Click the "Remember Me" checkbox, and click Go.

Once this is complete, you will be on your profile page. Click on the My Information link on the left-hand side of the page. Your information as CREW Network has it will be displayed. In order to make changes, click on the Edit buttons, located to the right of

each section. Be sure to add your Bio, Professional Responsibility, and upload a current photo!

The email and password you created will also get you into the Members Only section of the CREW Network Web site, as well as the CREWbiz networking tool, anytime.