



How to Give a Gift of CCABC Membership

Step 1: Set Up the Gift Membership

- [Go to "Join"](http://www.chris-craft.org) under the Membership tab on the club website (www.chris-craft.org) and sign up your friend for one of the membership terms. Fill out the form with recipient's information EXCEPT FOR THE EMAIL. Enter YOUR EMAIL* address temporarily so the confirmation emails goes to you.

****NOTE: If YOUR email is already our database, you will need to sign in using your email before filling out the form. If you don't know, the system will flag you if it is and request that you sign in.***

- For the Username use the recipient's first name initial and last name (ex. RJones). *Note: The Username cannot be changed at a later date, but the recipient can change other account information including the email address after signing in.*
- On the Checkout page, for payment select the **PAY BY CHECK** box.

Step 2: Purchase the Gift Membership

- To pay for the membership, you will need to make an online donation using the mahogany [Donate button](#) on the Club website (www.chris-craft.org) for the amount of the one, two or three year membership that you are gifting. **Be sure to note on the donation form that it is a donation for a gift membership and the recipient's name.** The database does not store credit card information so your card can't be charged again.

Step 3: CCABC Activates the Gift Membership

CCABC will receive a notice about a check payment for new membership order. After confirming the donation payment was received, the new membership will be marked paid and made active. This is a manual process so please allow 3-5 days. You will receive an email confirming the account is active.

Alternative U.S. Mail Method:

If you would prefer to send a check by U.S. mail along with a form for your recipient, [download this form](#), fill it out with the recipient's information along with a note that this is a gift and your contact information.