



Membership Quick Reference

REA has transferred to a new membership management system that we're managing in-house. The homepage of the membership management system can be accessed at rea.religiouseducation.net. This sheet will give you some information on the new system. If you have further questions please contact Lucinda Huffaker at secretary@religiouseducation.net.

Renewing your membership

To renew your membership follow the link to the membership form that is on the homepage of the membership system. After selecting your membership plan and clicking "Next" you have to enter the email address you gave REA. The system will look you up, and ask you to log in before going forward with the renewal. If you haven't yet used the membership management system click the "Forgot password" button to set up your member password before renewing. There is no need to log in prior to starting the renewal process. You'll get automated email reminders as your renewal date draws near.

Logging in

To log into the membership system separate of renewing your membership use the "Login" link in the top right of the homepage of the membership management system. If this is your first time logging in you must follow the "Forgot password" link just to the right of the big "Login" button on the Login screen. Then enter the email address you gave REA and follow the instructions you get emailed to create your member password. You need this password to access the member directory, edit your member profile, and to renew your membership. The first time you log in you will need to accept the terms of service. REA staff cannot retrieve your password for you, so if you lose track of your member password you'll need to go through the "Forgot password" option again.

Editing your profile

When logged into the membership management system you'll see your name listed in the upper right of every page of the system. Clicking this takes you to your member profile. To edit your profile click the big "Edit profile" button near the top of your profile. You'll see links above the fields in edit mode to edit your profile, your privacy settings, and your email subscriptions. When done be sure to click the big "Save" button at the bottom. You can also view past invoices and payments from your member profile. Also from your profile view you can also see your profile as it appears in the member directory by clicking the "My directory profile" link that is beside the "Edit profile" button. The member directory can be accessed and searched at rea.religiouseducation.net/directory, and requires that you login prior to accessing the directory.

Member year changes

With this new membership management system member years no longer end when the calendar year ends. Instead, your member year is for one year from the date you sign up or renew. For example, let's say you renew on January 21st, 2015. Your member year will end not on December 31st, 2015, but rather on January 20th, 2016. Most existing memberships will expire on December 31st, 2014, so many of you will still have a member year that matches the calendar year, but each member will eventually end up with slightly different member years. You'll still get 5 issues of *Religious Education*, and access to back-issues, with your membership.