

DIRECTIONS
DVG LV America
Membership Application
Revised June 30

These directions have two parts:

- 1) Important things to know before you proceed*
- 2) Step-by-step directions*

Important things to know before you make an application

1) Someone designated by the club, KG, or the LV fills out the application. Applications will not be processed if filled out by non-members. This is because DVG is a club-based organization where only clubs are authorized to accept new members. DVG LV America regions have requested this policy.

2) Do NOT log into the membership system when accessing the application. It is not possible to access the application if you log in. Instead, simply click the application link found in the lower left corner. This link takes you to the application.

3) If the applicant has a concern about privacy, direct them to the LV's privacy policy at:

<http://dvg-america.com/privacypolicy.html>

4) Membership applications are complete after all three parts are completed.

- a) Application is filled out and submitted
- b) Payment is made and received by the LV
- c) KG waiting period, if there is one, is over

Until all three are complete, the application is considered "pending". Only applicants with completed applications are considered members.

It is important to understand the three separate parts of the application process to make sure an application has been completed. This matters because sometimes how fast an application is processed matters to the new member.

For example: a new member wants to trial shortly after joining. To trial as a DVG member one must have a DVG scorebook for their dog and only members are issued scorebooks. In this case the book application will not be started until after the membership is completed.

Another example: a new member wants to trial at the DVG Championship in the calendar year they apply. The applicant must be a member in the first half of that calendar year for the applicant to be eligible for this event.

5) You will need to determine how you will pay for the membership before you start an application, as payment is required to complete it. This is covered in the directions.

You need to determine if the payment is electronic or manual. If electronic, is the club making the payment or is the member? Collect all the necessary information you need to complete the application. Electronic payment is via PayPal and can be Credit Card (CC) or directly through a PayPal account. This is completed instantly.

Manual payment is when a check is mailed to the LV Treasurer. Remember, if manual payment is selected this will extend the processing time of the application. The application is considered complete once the check is received and deposited.

6) You will need the applicant's email address. Please inform the applicant that the club uses e-mail to communicate and not having, or providing, a current address means that they will not receive club wide communications. If the applicant does not have an email you will need to make up a fake one for the purposes of filling out the application. This is discussed further in the directions.

7) If you have further questions contact:

LV Membership Officer:

LVMembership@fastmail.com

LV Treasurer:

DVGAmerica_Treas@fastmail.com

Here is a permanent link to DVG mailing addresses:

<http://dvg-america.com/contacts.html>

Step by step directions

We recommend that you read this through completely before starting so you know what to expect.

Filling out and submitting an application is straightforward. First you will access the online membership application that is embedded within the membership system.

NOTE: *You may see more than one application choice. This is because the applications are different depending on the time of year. Pick the correct one for your situation.*

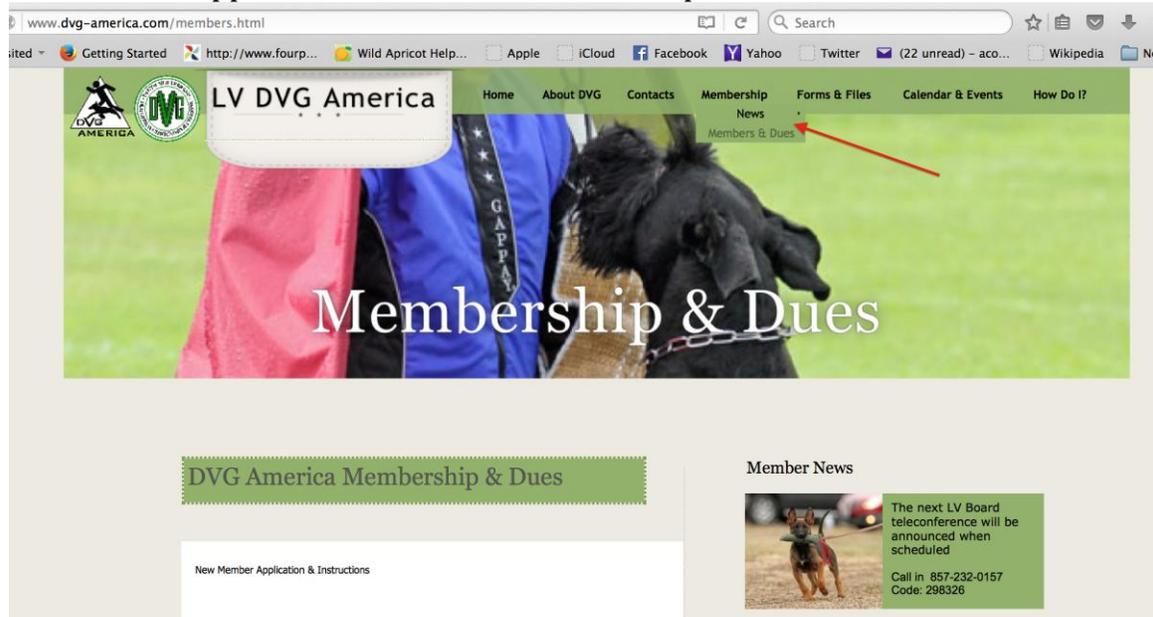
Next you will input the applicants information by filling out the application. And finally, you will verify the information and pay the dues.

1 Access the online membership application

The official LV DVG America website is here:

<http://dvg-america.com/>

To access the application click on the “Membership” tab:



The screenshot shows a web browser window displaying the LV DVG America website. The address bar shows www.dvg-america.com/members.html. The website features a navigation menu with the following items: Home, About DVG, Contacts, Membership, Forms & Files, Calendar & Events, and How Do I?. The 'Membership' tab is highlighted, and a red arrow points to the 'Members & Dues' link. Below the navigation menu is a large banner image of a horse wearing a blue and red jacket, with the text 'Membership & Dues' overlaid. Below the banner, there are two main sections: 'DVG America Membership & Dues' and 'Member News'. The 'Member News' section contains a small image of a horse and text stating: 'The next LV Board teleconference will be announced when scheduled. Call in 857-232-0157 Code: 298326'. At the bottom left, there is a link for 'New Member Application & Instructions'.

Then click on “Members & Dues” to find the link to the online new member application:

DVG America Membership & Dues

New Member Application & Instructions

[Directions for Online Membership Application \(PDF\)](#)

[Link to Online New Member Application](#)

[2016 Second Half Dues Schedule](#)

You will see this:

The screenshot shows a web browser window with the URL dvg-america.wildapricot.org. The page content includes the DVG America logo, a login form with fields for Email and Password, and a "Remember me" checkbox. A green arrow points to the text "LV DVG America Membership System Portal". A red circle with a diagonal slash is drawn over the login form. Below the main content, there are links for "Home" and "Membership Application 2016", and a note to return to the official website of LV DVG America. At the bottom, there is contact information for the Membership Officer: "For help contact LV DVG America's Membership Officer" and "LVmembership@fastmail.com". The page is powered by Wild Apricot Membership Software.

As noted above – **DO NOT** log in! If you log in, the system will recognize you as a member and won't let you access the application tool. If this happens log out and start over.

To **START**, click on the Application link/button at the bottom left.

NOTE: You may see more than one application choice. This is because the applications are different depending on the time of year. Pick the correct one for your situation.

You will then **SEE** this:



Anne Conroy
[View profile](#)
[Change password](#)
[Log out](#)

LV DVG America Membership System Portal

Official LV DVG America

Membership Application for 2016

Membership period from Jan 1, 2016 to December 31, 2016

The dues below reflect only the LV dues. The KG dues are added at the end as part of "Extra costs".

Select membership level * Mandatory fields

* **Membership level**

- 1. Member (VM) (19 yrs +) 2016 - \$85.00 (USD)**
Subscription period: 1 year, on: January 1st
No recurring payments
Magazine subscription included
- 1. + Spouse/Partner (P) 2016 - \$60.00 (USD)**
Subscription period: 1 year, on: January 1st
No recurring payments
Magazine subscription not included
- 1. + Child (K) (18 yrs or younger) 2016 - \$10.00 (USD)**
Subscription period: 1 year, on: January 1st
No recurring payments
Magazine subscription not included
Same for Second Half of Year
- 2. Youth Member (JGDL) (14 yrs -18 yrs) 2016 - \$20.00 (USD)**
Subscription period: 1 year, on: January 1st
No recurring payments
Magazine subscription included

[Next](#)

For help contact LV DVG America's Membership Officer
LVmembership@fastmail.com

Powered by [Wild Apricot](#) Membership Software

2. Input information

Filling in the application is straightforward. First, select the applicant's membership level (*page image is above*); then **CLICK** the next button in the lower right corner.

ENTER the **applicant's** e-mail address, **NOT** your e-mail address.

The screenshot shows the 'Official LV DVG America Membership Application for 2016' form. At the top left is the 'DVG AMERICA' logo, and at the top right is the 'DEUTSCHER VERBAND DER GERÄUCHSHUNDSPORTVEREINE' logo. Below the logos is the text 'LV DVG America Membership System Portal'. The main title is 'Official LV DVG America Membership Application for 2016', with the membership period from Jan 1, 2016 to December 31, 2016. A note states: 'The dues below reflect only the LV dues. The KG dues are added at the end as part of "Extra costs".' A green box displays the membership level: 'Level 1. Member (VM) (19 yrs +) 2016 - \$85.00 (USD)', 'Subscription period: 1 year, on: January 1st', and 'No recurring payments'. Below this is a form field for 'Enter your email' with a red asterisk and the label '* e-Mail address of applicant'. A red arrow points to this field with the text 'e-mail address should be the NEW member's address!'. There are 'Cancel', 'Back', and 'Next' buttons. At the bottom, contact information for the Membership Officer is provided: 'For help contact LV DVG America's Membership Officer' and 'LVmembership@fastmail.com'. The footer mentions 'Powered by Wild Apricot Membership Software'.

Because the system uses emails to “index” our individual members, an email address is required. While most applicants have e-mail addresses, some do not. If the applicant does not have an email, you must make up a fake e-mail address for the purpose of the application. If you do, you **must** inform the membership officer of the fake email so it can be manually removed from the applicant's record.

lvmembership@fastmail.com

Also, inform the applicant that our club uses e-mail to communicate and not having, or providing an e-mail address means that they will not receive club wide communications.

After inputting the applicant's e-mail address, select **NEXT**. You should see this.

Fill in the applicant's name and select the club affiliation, then fill in all of the mandatory fields.

NOTE: *You must fill in all fields marked with a red asterisk: * If you do not fill out the mandatory fields the application will not allow you to continue*

Official LV DVG America Membership Application for 2016

Membership period from Jan 1, 2016 to December 31, 2016

The dues below reflect only the LV dues. The KG dues are added at the end as part of "Extra costs".

Level 1. Member (VM) (19 yrs +) 2016 - \$85.00 (USD)
Subscription period: 1 year, on: January 1st
No recurring payments

Fill in application form

• Mandatory fields

Member Number
Fill in if applicant has an existing DVG member number

• First Name

• Last Name

- Club Name
- Alexandria Schutzhund Group
 - Allgemeiner Hundesport Klub
 - ANACAPA Working Dog Association
 - Arkansas Schutzhund Club
 - Bay Area Schutzhund/IPO
 - Black Diamond SchH Club
 - Blues City Schutzhund Club
 - Broward Schutzhund Club
 - Cache Valley Working Dog Club
 - Capital City SchH/IPO Association
 - Cascade Schutzhund Club
 - Centennial Schutzhund Club
 - Central Florida Police/Working Dog Club
 - Chi-Town Hundesports Verein
 - Classic City Working Dogs
 - Coast Schutzhund Club
 - Commonwealth Working Dog Club
 - Cornhusker Schutzhund Club
 - Delta SchH Club
 - Desert Dog Schutzhund Club
 - Dunnellon Schutzhund Club
 - DVG QUÉBEC
 - East Tennessee DVG Club
 - Endeavor Working Dog Club
 - Essex County Schutzhund Club
 - Falconhurst Canine Corps
 - First Coast Schutzhund Club
 - Front Range Hundesport
 - Gateway Working Dog
 - Hell's Kitchen Schutzhund Club
 - Highway Schutzhund Club
 - Hondesport Ohio
 - Interstate Working Dog Association
 - Laguna Working Dog Club
 - Memphis Schutzhund Club
 - Meridian Working Dog Club
 - Mid Atlantic/Three Mountains Working Dog Club
 - Mid-Missouri Working Dog Club
 - Mid-Rivers Working Dog Association
 - Mid-Tennessee Schutzhund Club
 - Nor Cal Working Dog Club
 - North Florida Schutzhund Club
 - Northern Illinois Schutzhund Club
 - OK Metro Working Dog Group
 - Peace River Schutzhund Club
 - Ponderosa Working Dog Club
 - Red River Working Dogs
 - Royal City SchH and Dogsporting Association
 - Salem Schutzhund Club
 - San Diego Diensthund DVG
 - Schutzhund Club of Gainesville
 - Schutzhund Club of Orlando

- Schutzhund Club of Gainesville
- Schutzhund Club of Orlando
- Sierra Vista Hundesport
- South Florida Schutzhund Club
- South Valley Working Dog Club
- Southern Ontario Working Dog Group
- Southern Wisconsin Sport Klub
- Space Coast Working Dog Club
- Susquehanna River Hundesport Klub
- T-Town Working Dog Association
- Tennessee Volunteer Schutzhund Club
- Texas Working Dogs
- The Sirius Working Dog Association
- Tidewater Schutzhund Club
- Total Working Hund Verein
- Tri-State Schutzhund Club
- Tulsa Schutzhund Club
- Utah DVG
- Vegas Valley Schutzhund Club
- Washington DC Area Gebrauchshund Club
- Wild West Dog Sport
- Working Rottweiler Association of Canada

Select the correct club

*** Magazine Subscription** 
 Confirm subscription status here

*** Address (line1)**
 Applicant mailing address

Address (line2)
 Additional mailing detail

*** City**

*** State/Province** 

*** Zip Code/Postal Code**

*** Country**
 USA, Canada

Land Telephone
 ###-###-#### Hyphens between

Cellphone
 ###-###-#### Hyphens between

e-Mail address of applicant

*** Birth Date**
 Please enter month (spelled out) day and year (January 1 1970)

*** Is this Applicant a Transfer?**

Yes

No

For Transferring Applicant; provide current club name

Membership level documentation
 If this applicant is a spouse/partner, or child provide the name and member number of the "Member"

*** KG**

NKG \$10.00 (USD)

WKG \$10.00 (USD)

SEKG \$10.00 (USD)

MWKG \$15.00 (USD)

KG (Regional) Dues

*** Club Identification Number** 
 Select from the menu

*** Name and membership number of the person inputting this application**



Cancel

Back

Next

For help contact LV DVG America's Membership Officer
 LVmembership@fastmail.com

Click **NEXT**.

You should see this:

Review and then confirm by clicking the **“Pay online”** button no matter the form of payment. This MUST be clicked to complete the application process.



Email

Password

Remember me

Login

LV DVG America Membership System Portal

Official LV DVG America Membership Application for 2016

Currently accepting applications for membership period from January 1, 2016 to December 31, 2016

Review and confirm

Level 1. Member (VM) (19 yrs +) 2016 - \$85.00 (USD)
Subscription period: 1 year, on: January 1st
No recurring payments

Extra costs \$10.00

Total amount \$95.00 (USD)

Application data

Member Number

First Name **Jane**

Last Name **Doe**

Club Name **First Coast Schutzhund Club**

Magazine Subscription **Yes**

Address (line1) **100 Main Street**

Address (line2)

City **Our Town**

State/Province **FI**

Zip Code/Postal Code **#####**

Country **USA**

Land Telephone

Cellphone

e-Mail address of applicant jd@yahoo.com

Birth Date **1993**

Is this Applicant a Transfer? **No**

For Transferring Applicant; provide current club name

Membership level documentation

KG **SEKG \$10.00 (USD)**

Club Identification Number **11 03 23**

Name and membership number of the person inputting this application **Milly MembershipOfficer 165432**

For help contact LV DVG America's Membership Officer
LVmembership@fastmail.com

Powered by [Wild Apricot](#) Membership Software

3. Pay

You will then be directed to a payment page. It will look different depending on your situation and system; and if you have a PayPal account or not.

Electronic Payment

To make an electronic payment either click the button that says, “pay with a debit or credit card . . .” at the bottom right, or log into your club’s or the applicant’s PayPal account accessing the linked bank account information to make the electronically payment.

https://www.paypal.com/webapps/hermes?token=6GX12446WF914102U&useraction=commit&rm=2&xclick_params=bG9n
ting Started

PayPal

Pay with PayPal English ▾

As a member, your eligible purchases are covered by **PayPal Purchase Protection**.

a@yahoo.com

.....

Stay logged in for faster checkout [?](#)

For your security, we'll always ask you to log in to update your PayPal personal or financial info.

Log In

Having trouble logging in?

or

Pay with Debit or Credit Card

[Cancel and return to DVG LV/America](#)

Manual Payment

To make a manual payment click the “Cancel and return to DVG/LV America” button at the bottom of the page. In this case the application is marked “pending” and will be processed when payment is received and deposited. This form of payment takes additional time to process.

The LV Treasurer’s mailing address can be found at:

<http://dvg-america.com/contacts.html>

DVG LV/America

Your order summary

| Descriptions | Amount |
|---------------------------------------|----------------|
| Membership application, Level 1, M... | \$60.00 |
| Item number: 00021 | |
| Item price: \$60.00 | |
| Quantity: 1 | |
| Item total | \$60.00 |
| Total \$60.00 USD | |

PayPal Purchase Protection
on eligible purchases | [See details](#)
Shop around the world with confidence

Choose a way to pay

Pay with my PayPal account 

Log in to your account to complete the purchase

Email

PayPal password

This is a private computer. [What's this?](#)

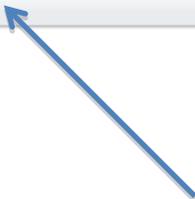
[Log in](#)

[Forgot email or password?](#)

Pay with a debit or credit card, or PayPal Credit

(Optional) Join PayPal for faster future checkout

[Cancel and return to DVG LV/America.](#)



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PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

If you have questions about the technology related to the membership application, or simply need help filling out the application, contact your KG Membership Officer. If you have questions specific to membership contact the LV's Membership Officer at lvmembership@fastmail.com