

Directions
DVG LV America Membership Application
Revised June 30, 2017

These directions have two parts:

- 1) Important things to know before you begin an application
- 2) Step-by-step directions

Important things to know before you begin an application

1) Someone designated by the club, KG, or the LV fills out the application. We will not process applications filled out by non-members, because DVG is a club-based organization where only clubs are authorized to accept new members.

2) You cannot get to the application form if you log into the DVG membership system, since once you log in the system knows you are a member, so why would you be applying? To fill out an application for someone, make sure you are logged out.

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 only after

- a) You fill out and submit the application
- b) The LV receives payment for the new member
- c) Any KG waiting period is over.

Until all three are complete, the application is considered "pending."

Sometimes a new member is in a hurry for the application to be completed, so it's important to make sure all 3 steps are done. For example, a new member may want to trial shortly after joining. To trial as a DVG member one must have a DVG scorebook for their dog and only members can get scorebooks. So the new member must wait till the membership process is complete before getting a scorebook.

5) Determine how you will pay for the membership before you start an application, as you must pay to complete the application. Collect all the information you need to make the payment. You can pay directly with PayPal or with a credit card through PayPal. We receive payment right away which speeds the application.

You can also pay by mailing a check to the LV Treasurer. However, this will take a bit longer to process. We consider the application complete once the check clears.

6) You will need the applicant's email address. Tell the applicant that the LV uses e-mail to communicate and providing a current address means that they will not receive important LV information. 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 LVMembership@fastmail.com or DVGAmerica_Treas@fastmail.com

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.*

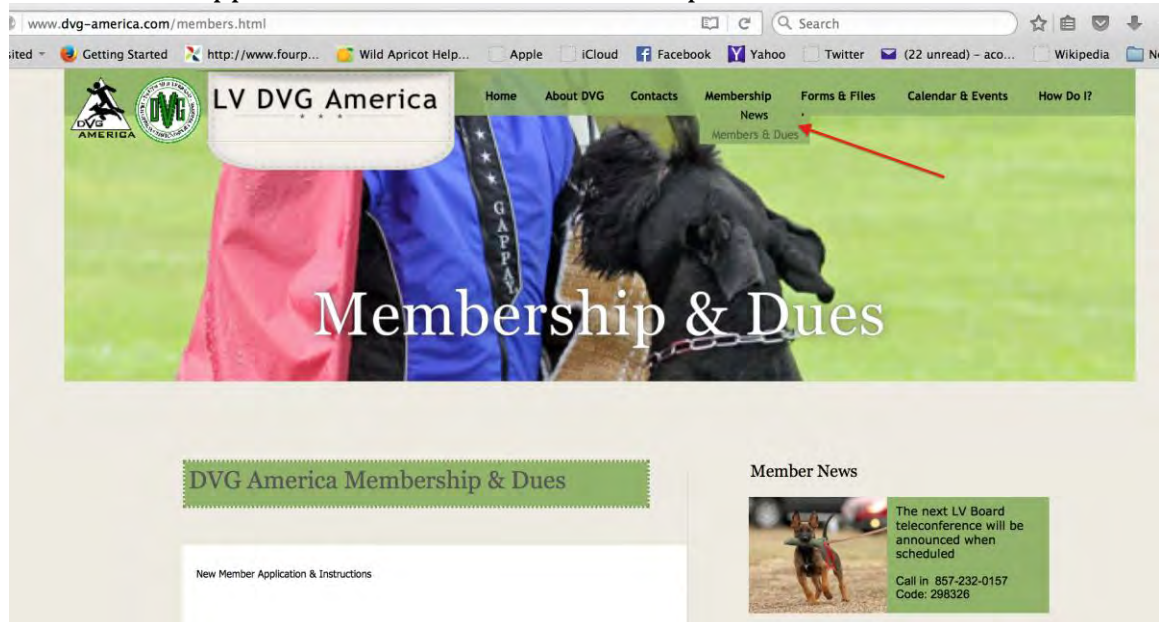
Next you will input the applicants information by filling out the application. And finally, you will verify the information and pay the dues.

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:

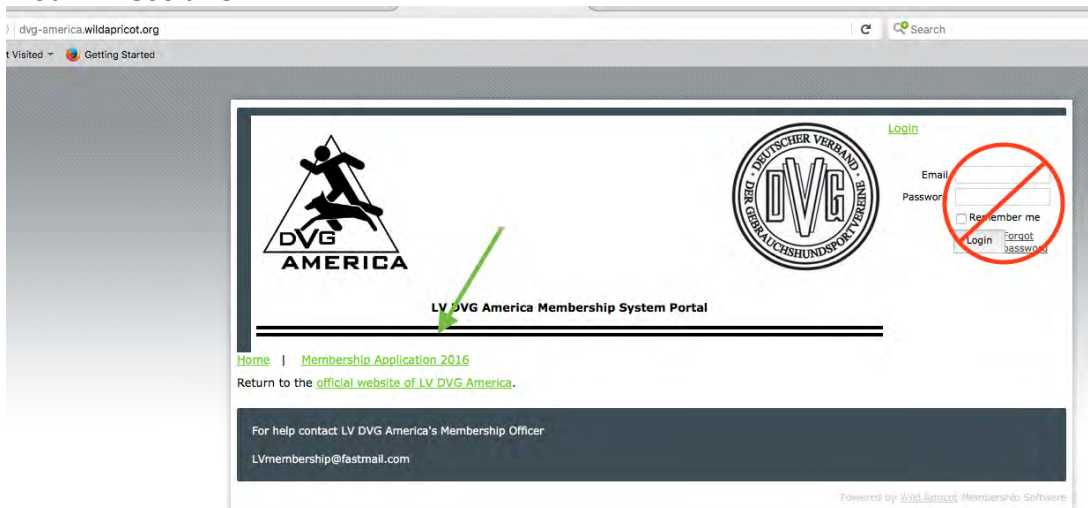


The screenshot shows a web browser window displaying the LV DVG America website. The address bar shows www.dvg-america.com/members.html. The navigation menu includes Home, About DVG, Contacts, Membership, Forms & Files, Calendar & Events, and How Do I?. The main content area features a large banner with the text "Membership & Dues" overlaid on an image of a horse and rider. Below the banner, there is a section titled "DVG America Membership & Dues" with a link for "New Member Application & Instructions". To the right, there is a "Member News" section with a small image of a horse and rider and text stating: "The next LV Board teleconference will be announced when scheduled. Call in 857-232-0157 Code: 298326". A red arrow points to the "Membership" tab in the navigation menu.

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



You will see this:





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

© 2015 by LV DVG America's 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, there are logos for DVG AMERICA and DEUTSCHER VERBAND DER GERÄUCHSHUNDSPORTVEREINE. 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, there is contact information for the Membership Officer: 'For help contact LV DVG America's Membership Officer' and 'LVmembership@fastmail.com'.

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
 - Lagune 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 danielo@yahoo.com

* 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 inputing this application



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	FL
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

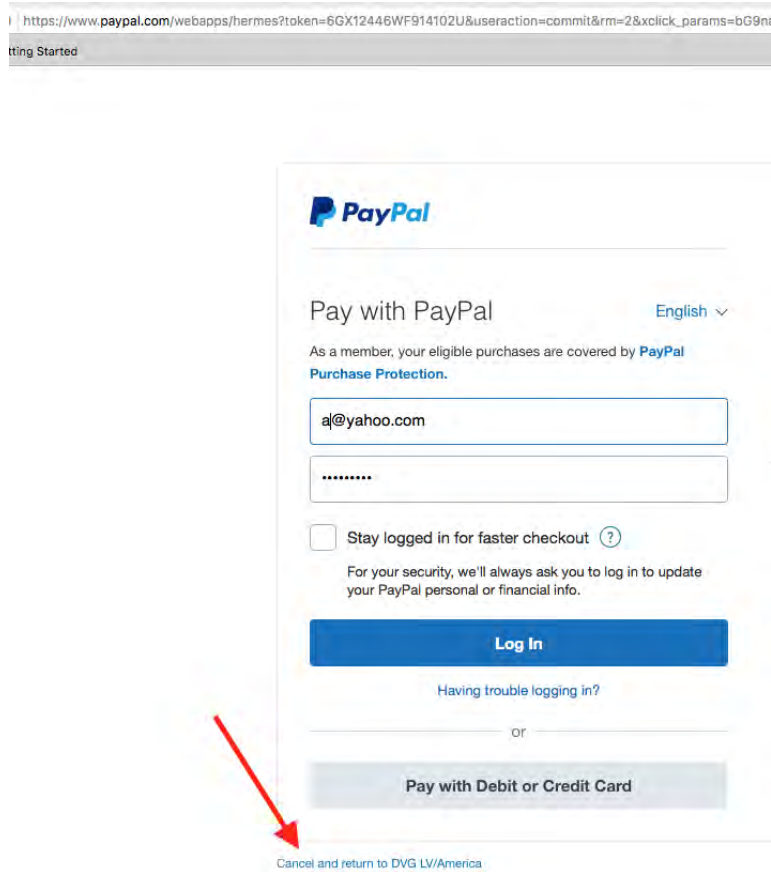
For help contact LV DVG America's Membership Officer
LVmembership@fastmail.com

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.



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.](#)

[Site Feedback](#) +

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