

# Join ELLA as a New Member or Renew Your Membership.....

**Access to a Computer?** Use our ELLA online membership system!

**ELLA is GREEN**  **No need for paper, envelopes and stamps!**

Go to [my-ella.com](http://my-ella.com) and select [Purchase a New Membership](#) OR [Renew Your Membership](#) from the Membership tab. Follow the steps outlined. Payment may be made by Visa, MasterCard or by cheque (payable to ELLA). Credit card is confirmed online and a notice sent to your email address. Cheque payment is confirmed through your preferred communication after the cheque is processed at the ELLA office.



**To Change Your Membership Email Address:** If you want to use a different email address than the one you used since purchasing your most recent ELLA membership, you must change it within Eventbrite® FIRST, then change it in your ELLA account. Follow the steps online.

**Eventbrite®** - ELLA uses Eventbrite® for processing our event registrations and memberships. Each ELLA member must have their own account with Eventbrite® and a VALID email address that is UNIQUE to you. It cannot be shared by another member registered with ELLA. The email address you use is your Username for both Eventbrite® and ELLA. You also need to create your own password that will be the same for your Eventbrite® and ELLA account. Record your Username and Password in a safe and secure location.

**No computer access? No email address?** Provide the form to ELLA office by: mail, phone or in-person! Payment options: credit card, cheque (payable to ELLA), cash. Please **do not mail cash**. An ELLA volunteer can enter your membership information for you. Confirmation is provided to you as per your preferred communication.

*Membership year runs from October 1 – September 30. A membership purchased after May 1<sup>st</sup> is applied to the next membership year. This ensures that you are able to enroll in the following Spring Session, Encore or any other ELLA sponsored event. ELLA provides communication of interest to anyone with an active membership. Currently, it is not possible to process payments for multiple years.*

**Contact the ELLA office if you have any questions! An ELLA volunteer will be pleased to help you!**

|  |                      |  |  |  |                              |
|--|----------------------|--|--|--|------------------------------|
|    |                      | <h2>ELLA Membership Form</h2>  |  | <b>2016 - 2017</b>   |                              |
| You may apply online at <a href="http://www.my-ella.com">www.my-ella.com</a><br>Or mail, phone or in person to ELLA office.  |                      | ELLA, Room 2-936B Enterprise Square, 10230 Jasper Avenue<br>Edmonton, AB T5J 4P6 Tel: 780-492-5055<br>Email: <a href="mailto:exella@ualberta.ca">exella@ualberta.ca</a> <a href="http://www.my-ella.com">www.my-ella.com</a> |  | <b>Annual Membership Fee: \$20.00 CAD</b>                  |                              |
| <input type="checkbox"/> New Member <input type="checkbox"/> Renewal<br><input type="checkbox"/> Change Email Address  |                      | Last Name _____  | First Name _____   |  |                              |
| Middle Name (optional) _____   |                      | Former Last Name (optional) _____  | Preferred <u>First</u> Name (For Communication) _____  |  |                              |
| Birth Year (For age validation and statistical purposes) _____   |                      | Email address: _____<br>MUST be <u>unique</u> for each member of ELLA.   |  |  |                              |
| Street Address _____   |                      |  | Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other   |  |                              |
| City _____   | Province/State _____ | Postal/Zip Code _____  | Phone (    )    -    _____   |  |                              |
| How did you hear about us? <input type="checkbox"/> ELLA Member <input type="checkbox"/> ELLA Website<br><input type="checkbox"/> Advertisement    _____ <input type="checkbox"/> Other _____  |                      |  | Preferred Communication    Email <input type="checkbox"/><br>Regular Mail <input type="checkbox"/>   |  |                              |
| <b>Privacy Statement:</b> The personal information requested on this form is collected under the authority of section 33 (c) of the Alberta Freedom of Information and Privacy Act for the purpose of registering students, contacting former students and tracking enrolment statistics. Questions concerning the collection, use or disposal of this information should be directed to: FOIP Officer, U of A Faculty of Extension, Enterprise Square, 10230 Jasper Avenue, Edmonton, AB T5J 4P6. Phone (780) 492-5047. |                      | Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque # _____ (payable to: ELLA) <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard  |  |  |                              |
|  |                      | Name on Card _____   |  | Credit Card # _____ / _____ / _____                        |                              |
|  |                      | Expiry Date ____ / ____  |  | CVC number _____ (3 digit code on the back of credit card) | Office: _____<br>Auth# _____ |
|  |                      | Mail / in person: Signature: _____   |  |  | Date: _____ 16/17            |
| For Office Use Only:<br>Logged in:    Has <input type="checkbox"/> Has NOT <input type="checkbox"/>  |                      | Membership #: _____<br>Sales Order #: _____  | Initials:<br>Received/Verified: _____ Date: _____ 16/17<br>Payment Processed: _____ Date: _____ 16/17<br>Membership Entered: _____ Date: _____ 16/17 |  |                              |
| Eventbrite® ID:<br>Yes <input type="checkbox"/> No <input type="checkbox"/>  |                      |  |  |  |                              |
| Form Revised: January 2017   |                      |  |  |  |                              |