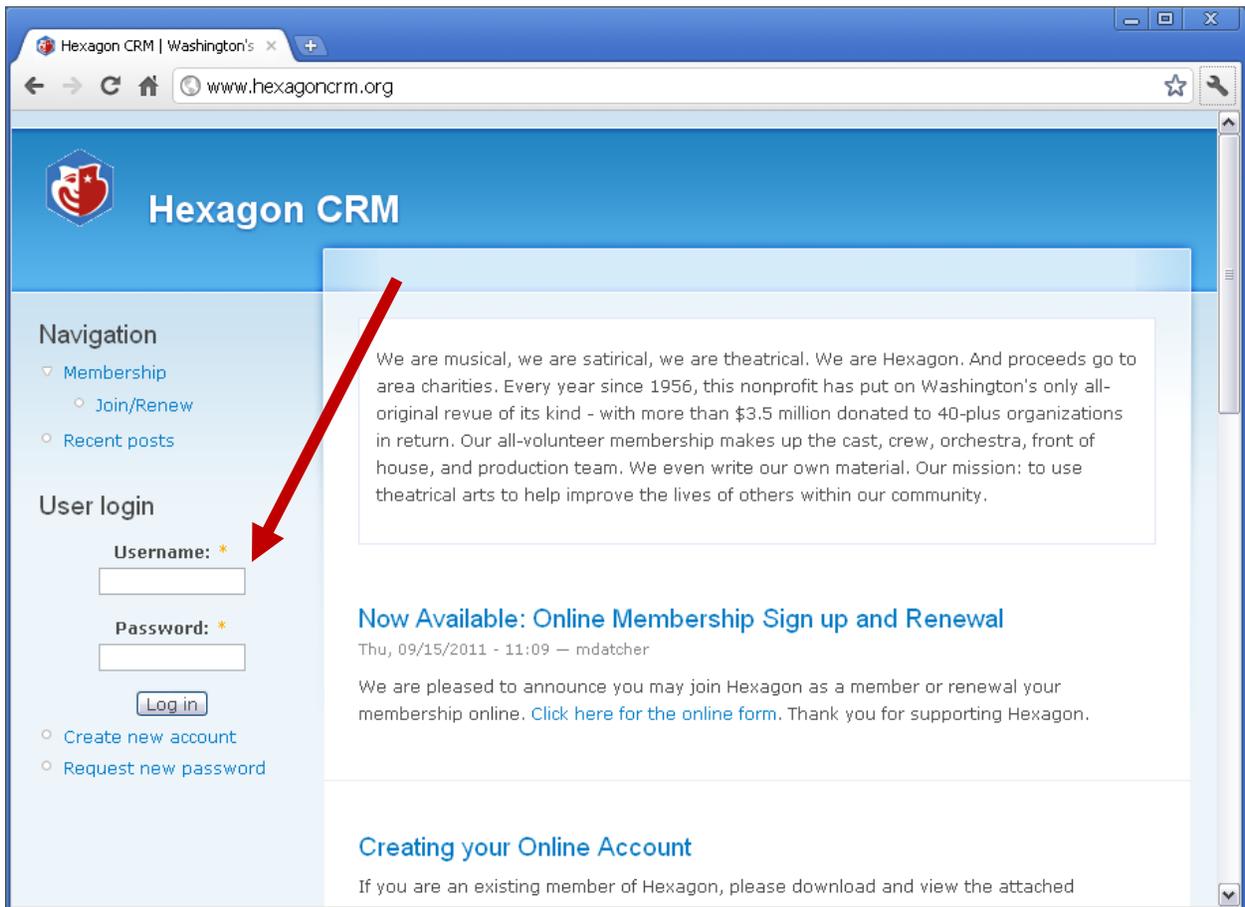


## Membership Renewal Instructions

If you are already a Hexagon member, please first create your account on <http://www.hexagoncrm.org> by following the instructions available at <http://www.hexagoncrm.org/create>.

Please take note that Hexagon CRM makes use of [Google Checkout](#) to process credit card transaction. [Google Checkout](#) is not in any way affiliated with Hexagon and your account information on [Hexagon CRM](#) is in no way related to your [Google Checkout](#) account information.

**Step 1.** Go online to <http://www.hexagoncrm.org> and log in.



The screenshot shows a web browser window with the URL [www.hexagoncrm.org](http://www.hexagoncrm.org). The page features the Hexagon CRM logo and a navigation menu on the left. The navigation menu includes a dropdown for "Membership" with sub-items "Join/Renew" and "Recent posts". Below the navigation menu is a "User login" section with fields for "Username: \*" and "Password: \*", a "Log in" button, and links for "Create new account" and "Request new password". A red arrow points to the "Username" input field. The main content area contains a paragraph of text about Hexagon's mission, a section titled "Now Available: Online Membership Sign up and Renewal" with a date and author, and a section titled "Creating your Online Account" with a note for existing members.

Hexagon CRM

Navigation

- Membership
  - Join/Renew
  - Recent posts

User login

Username: \*

Password: \*

Log in

- Create new account
- Request new password

We are musical, we are satirical, we are theatrical. We are Hexagon. And proceeds go to area charities. Every year since 1956, this nonprofit has put on Washington's only all-original revue of its kind - with more than \$3.5 million donated to 40-plus organizations in return. Our all-volunteer membership makes up the cast, crew, orchestra, front of house, and production team. We even write our own material. Our mission: to use theatrical arts to help improve the lives of others within our community.

**Now Available: Online Membership Sign up and Renewal**

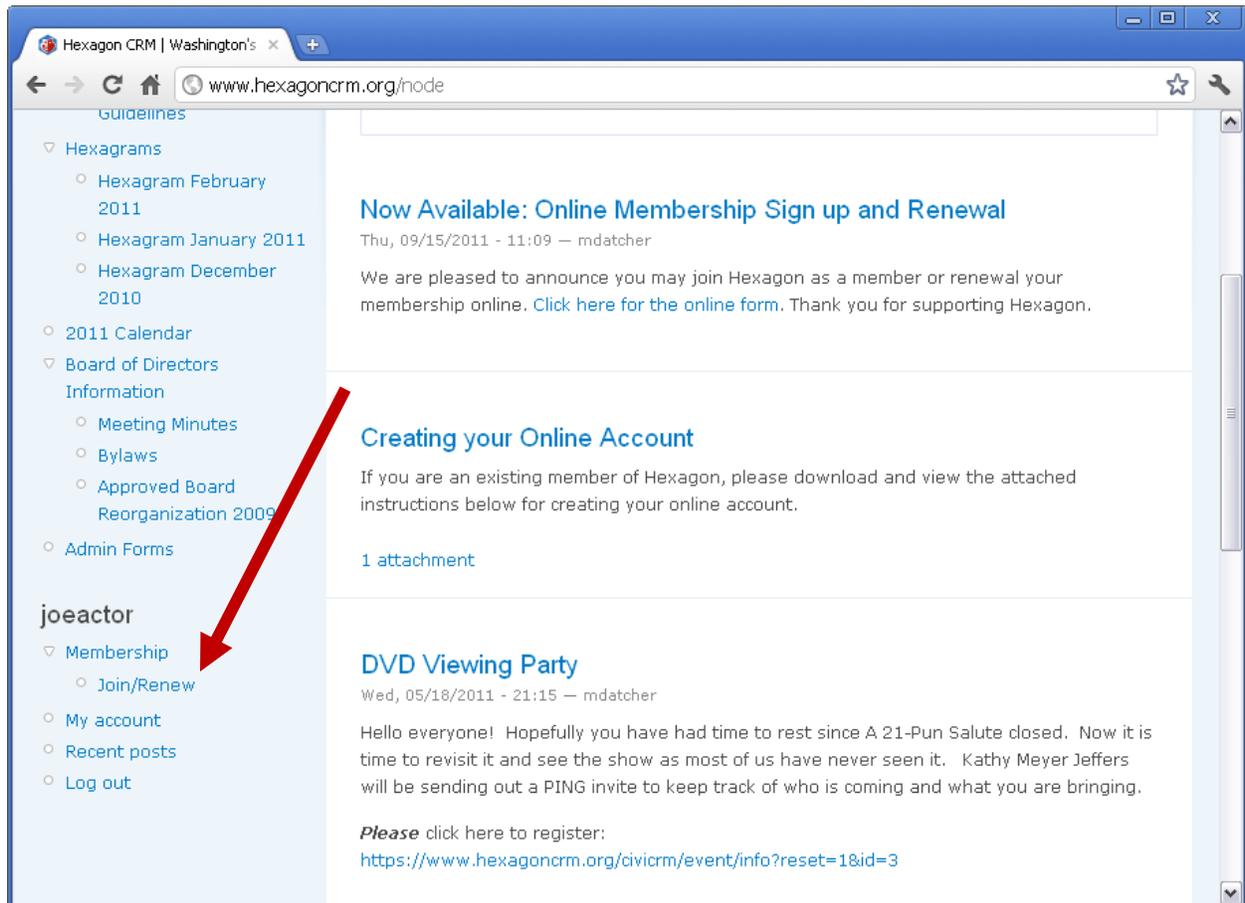
Thu, 09/15/2011 - 11:09 — mdatcher

We are pleased to announce you may join Hexagon as a member or renewal your membership online. [Click here for the online form](#). Thank you for supporting Hexagon.

**Creating your Online Account**

If you are an existing member of Hexagon, please download and view the attached

**Step 2.** Once you are logged in, scroll down and select [Join/Renew](#) under [Membership](#) from the menu on the left of the page.



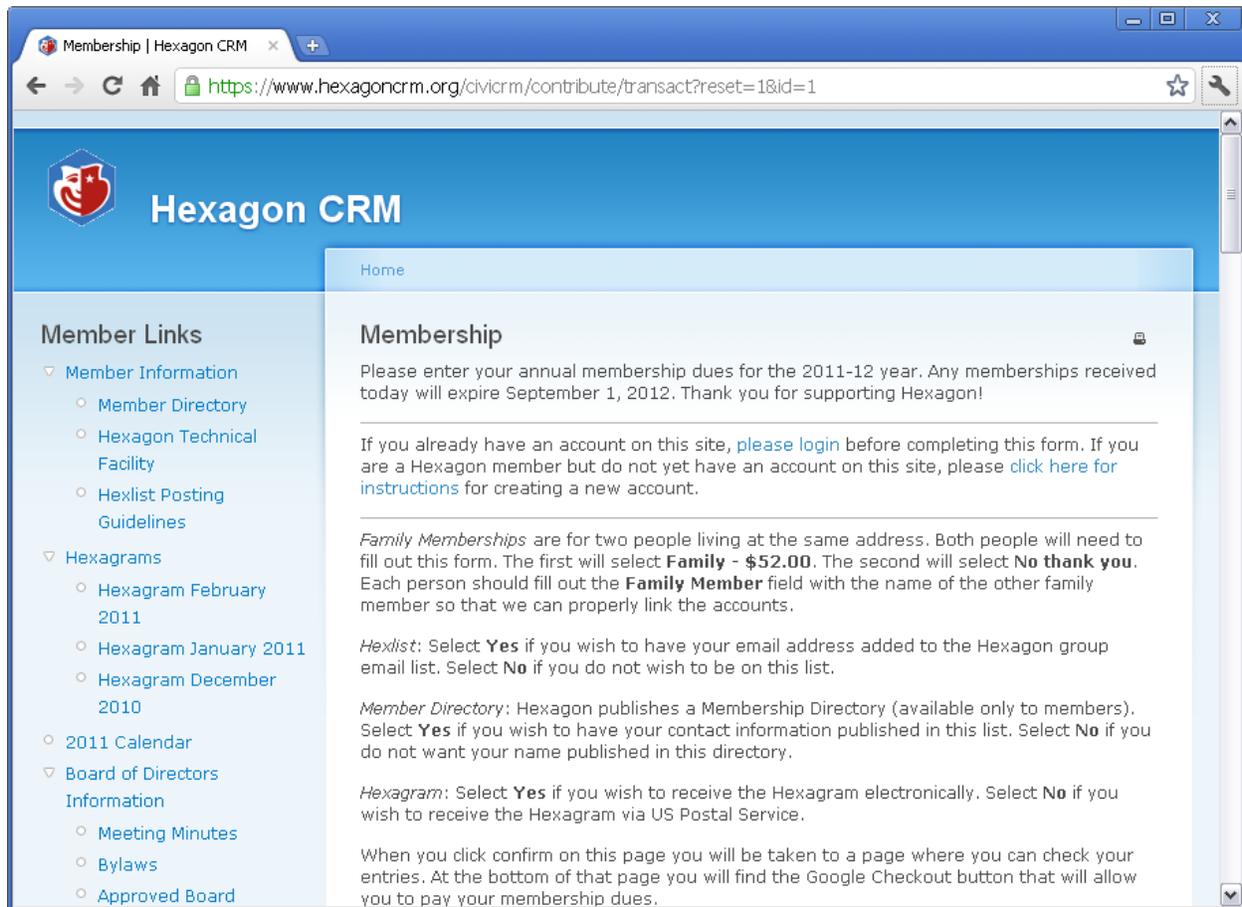
The screenshot shows a web browser window with the URL [www.hexagoncrm.org/inode](http://www.hexagoncrm.org/inode). The browser title is "Hexagon CRM | Washington's". The page features a left-hand navigation menu with the following items:

- Guidelines
- Hexagrams
  - Hexagram February 2011
  - Hexagram January 2011
  - Hexagram December 2010
- 2011 Calendar
- Board of Directors Information
  - Meeting Minutes
  - Bylaws
  - Approved Board Reorganization 2009
- Admin Forms
- joeactor**
  - Membership**
    - Join/Renew**
  - My account
  - Recent posts
  - Log out

The main content area displays three posts:

- Now Available: Online Membership Sign up and Renewal**  
Thu, 09/15/2011 - 11:09 — mdatcher  
We are pleased to announce you may join Hexagon as a member or renewal your membership online. [Click here for the online form.](#) Thank you for supporting Hexagon.
- Creating your Online Account**  
If you are an existing member of Hexagon, please download and view the attached instructions below for creating your online account.  
1 attachment
- DVD Viewing Party**  
Wed, 05/18/2011 - 21:15 — mdatcher  
Hello everyone! Hopefully you have had time to rest since A 21-Pun Salute closed. Now it is time to revisit it and see the show as most of us have never seen it. Kathy Meyer Jeffers will be sending out a PING invite to keep track of who is coming and what you are bringing.  
**Please** click here to register:  
<https://www.hexagoncrm.org/civicism/event/info?reset=1&id=3>

**Step 3.** The top of the page includes brief instructions for renewing.



The screenshot shows a web browser window with the URL <https://www.hexagoncrm.org/civCRM/contribute/transact?reset=1&id=1>. The page header features the Hexagon CRM logo and the text "Hexagon CRM". Below the header, there is a "Home" link and a "Membership" section. The "Membership" section contains the following text:

Please enter your annual membership dues for the 2011-12 year. Any memberships received today will expire September 1, 2012. Thank you for supporting Hexagon!

If you already have an account on this site, [please login](#) before completing this form. If you are a Hexagon member but do not yet have an account on this site, please [click here for instructions](#) for creating a new account.

*Family Memberships* are for two people living at the same address. Both people will need to fill out this form. The first will select **Family - \$52.00**. The second will select **No thank you**. Each person should fill out the **Family Member** field with the name of the other family member so that we can properly link the accounts.

*Hexlist*: Select **Yes** if you wish to have your email address added to the Hexagon group email list. Select **No** if you do not wish to be on this list.

*Member Directory*: Hexagon publishes a Membership Directory (available only to members). Select **Yes** if you wish to have your contact information published in this list. Select **No** if you do not want your name published in this directory.

*Hexagram*: Select **Yes** if you wish to receive the Hexagram electronically. Select **No** if you wish to receive the Hexagram via US Postal Service.

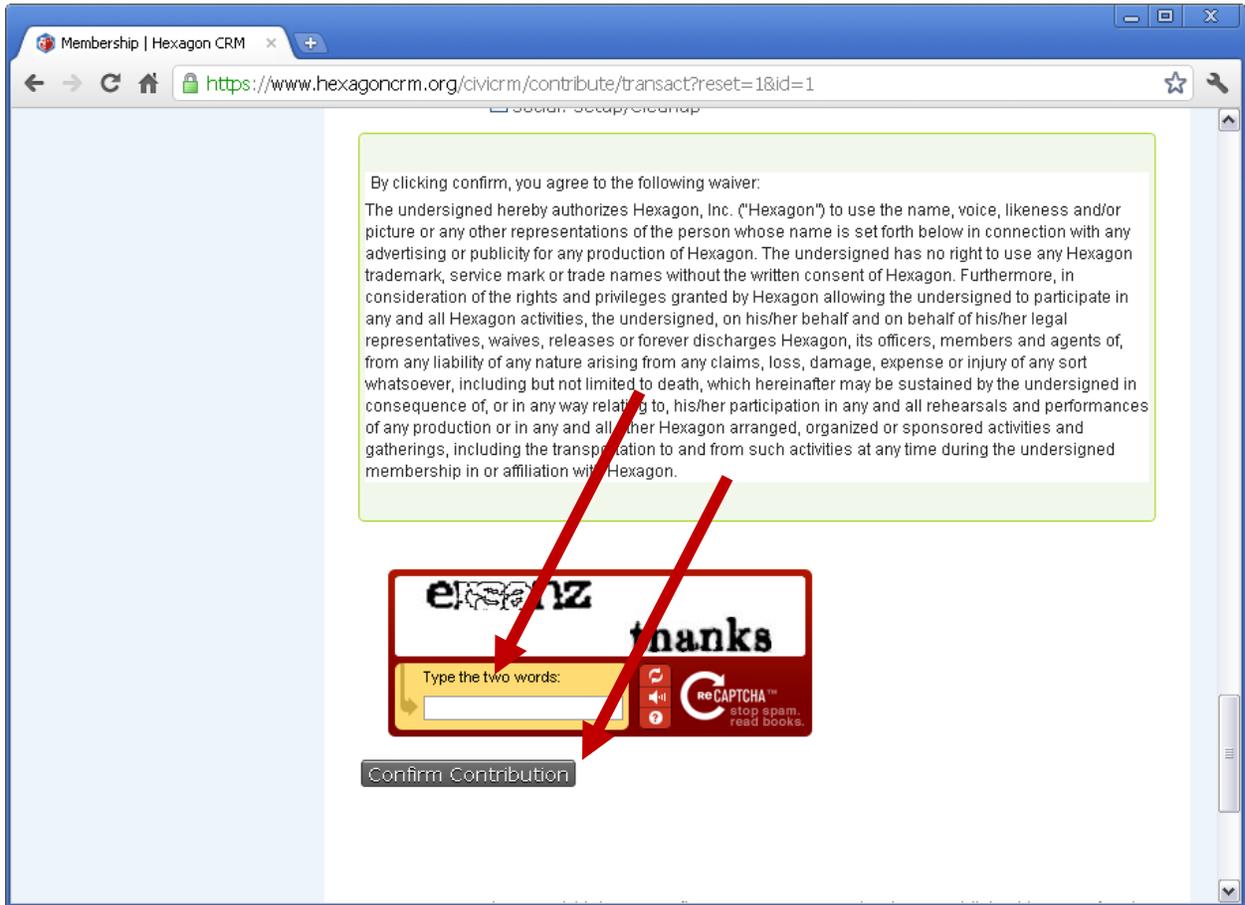
When you click confirm on this page you will be taken to a page where you can check your entries. At the bottom of that page you will find the Google Checkout button that will allow you to pay your membership dues.

The left sidebar contains a "Member Links" section with the following items:

- Member Information
  - Member Directory
  - Hexagon Technical Facility
  - Hexlist Posting Guidelines
- Hexagrams
  - Hexagram February 2011
  - Hexagram January 2011
  - Hexagram December 2010
- 2011 Calendar
- Board of Directors Information
  - Meeting Minutes
  - Bylaws
  - Approved Board

Scroll down to find the form, which, if you have properly logged in, will already have your information filled in, including your previous membership. Make any changes or additions as you need.

**Step 4.** Once you have checked your information, fill in the reCAPTCHA and click Confirm Contribution.



**Step 5.** The next page gives you an opportunity to check your entries from the previous page.

Membership | Hexagon CRM

https://www.hexagoncrm.org/civCRM/contribute/transact?\_qf\_Confirm\_display=true&qfKey=3d34d2903906aabc

2011

- Hexagram January 2011
- Hexagram December 2010
- 2011 Calendar
- Board of Directors Information
  - Meeting Minutes
  - Bylaws
  - Approved Board Reorganization 2009
- Admin Forms

**joeactor**

- Membership
  - Join/Renew
- My account
- Recent posts
- Log out

Please verify the information below carefully. Click **Go Back** if you need to make changes. Click the **Google Checkout** button to checkout to Google, where you will select your payment method and complete the contribution.

**Annual Renewal**

**Family**

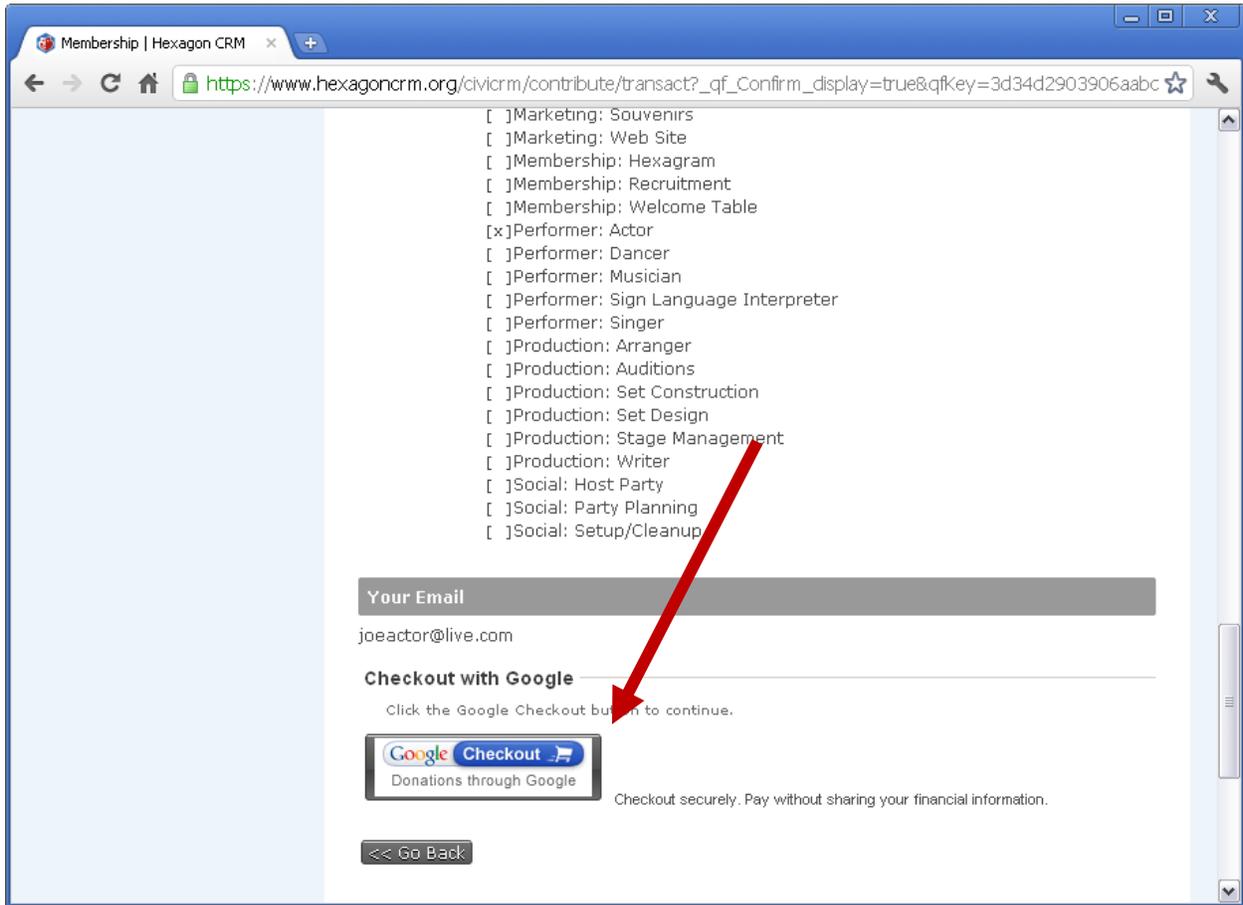
**Membership Fee**

Total Amount: **\$ 52.00**

**Member Information**

Individual Prefix	Mr.
First Name	Joe
Middle Name	
Last Name	Actor
Individual Suffix	
Nick Name	
Street Address (Home)	1234 Anyplace
City (Home)	Washington
Postal Code (Home)	22212

Once you have confirmed your entries, click the Google Checkout button at the bottom of the page.



**Step 6.** If you already have a Google account (such as Gmail), you may sign in now. Otherwise, enter your billing information. (Note: Screenshot is taken from Google's test site. The real site will not display the Sandbox watermark.)

Secure checkout with Google

https://sandbox.google.com/checkout/view/donations/buy?o=shoppingcart&shoppingcart=442079583657708

Google checkout

Donation Details - Hexagon, Inc., 202 333-7469, 5505 Connecticut Ave #294, Washington, DC 20015 US

Qty	Item	Price
1	Online Contribution: Membership	\$52.00

Subtotal: \$52.00

**Create a Google Account to continue**

**Shop confidently with Google Checkout**  
Sign up now and get 100% protection on unauthorized purchases while shopping at stores across the web.

Your current email address:

Choose a password:   
Minimum of 8 characters in length. [?]

Re-enter password:

Location:    
Don't see your country? [Learn More](#)

Card number:

Expiration date:  /  CVC:  [What's this?](#)

Cardholder name:

Billing Address:

City/Town:

State:

Zip: [?]

Phone number:   
Required for account verification.

**Or sign in**  
If you already have a Account

Email:

Password:

[Can't access your account?](#)

Fill in your billing information and then click Agree and Continue.

Secure checkout with Google

Sign up now and get 100% protection on unauthorized purchases while shopping at stores across the web.

Your current email address:

Choose a password:   
Minimum of 8 characters in length. [?]

Re-enter password:

Location:  [Don't see your country? Learn More](#)

Card number:   
 VISA  MasterCard  AMEX  DISCOVER

Expiration date:  /  CVC:  [What's this?](#)

Cardholder name:

Billing Address:

City/Town:

State:

Zip:

Phone number:   
Required for account verification.

My shipping address is:  My billing address  A different address

Send me Google Checkout special offers, market research, and newsletters.

I agree to the [Terms of Service](#).

You can still make changes to your order on the next page.

Google Account

Email:   
Password:   
  
[Can't access your account?](#)

*to test st be*

**Sandbox**  
This is a system for merchant Google Checkout. Orders will be processed.

*to test st be*

**Sandbox**  
This is a system for merchant Google Checkout. Orders will be processed.

*to test st be*

**Sandbox**  
This is a system for merchant Google Checkout. Orders will be processed.

Step 7. On the contribution confirmation page, click Complete your donation.

Donate with Google

https://sandbox.google.com/checkout/view/donations/buy?o=shoppingcart&shoppingcart=442079583657708

joeactor@live.com | Help | Sign out

Google checkout

Sandbox  
This is a system for merchants to test Google Checkout. Orders will not be processed.

Change Language English (US)

Donation Details - Hexagon, Inc., 202 333-7469, 5505 Connecticut Ave #294, Washington, DC 20015 US

Qty	Item	Price
1	Online Contribution: Membership	\$52.00

Total: \$52.00

Send me Google Checkout special offers, market research, and newsletters.

Keep my email address confidential.  
Google will forward all email from Hexagon, Inc. to joeactor@live.com. [Learn more](#)

I want to receive promotional email from Hexagon, Inc..

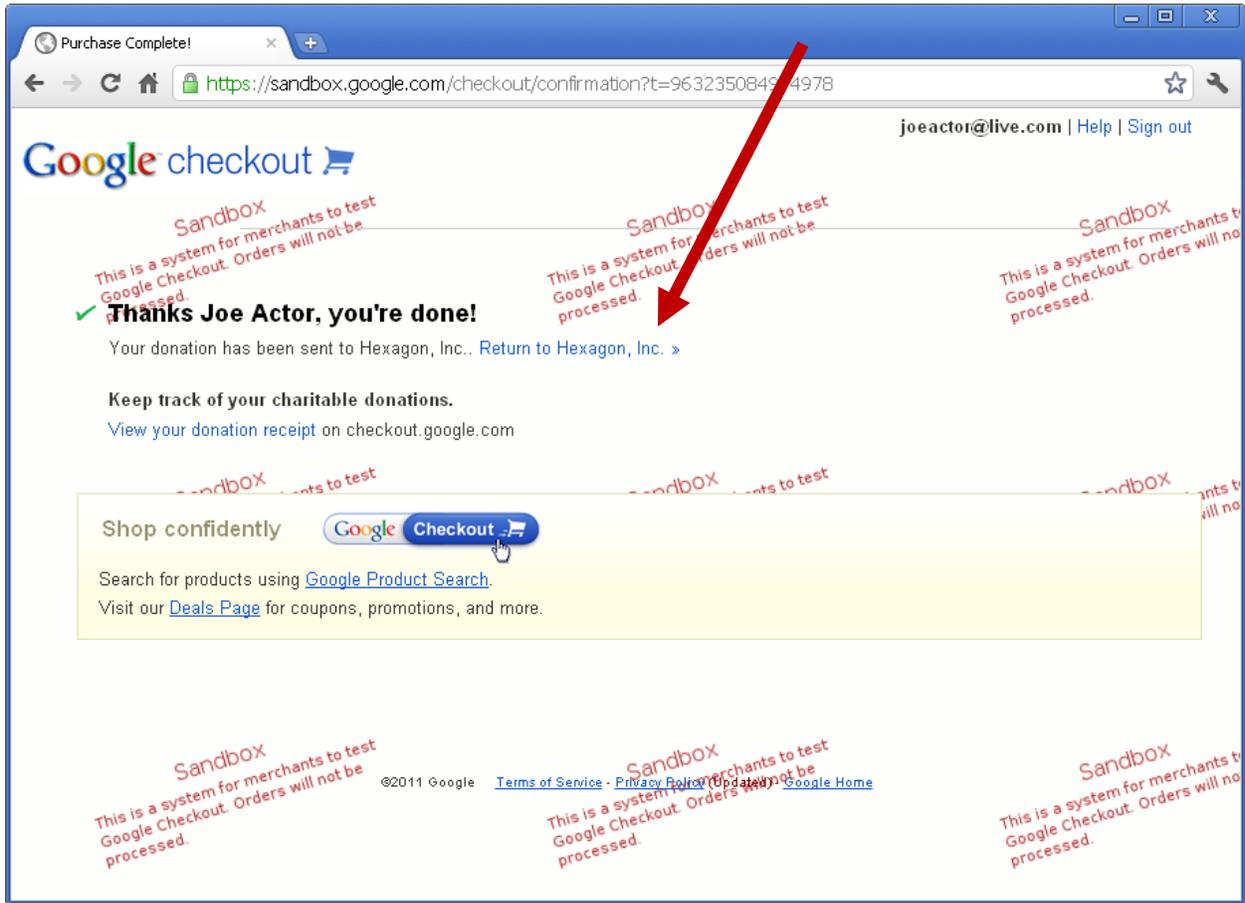
Pay with: **AMEX xxx-0005** - [Change](#)

Mail receipt to: **Joe Actor** - [Change](#)  
5505 Connecticut Ave  
PMB 294  
Washington, DC 20015  
United States

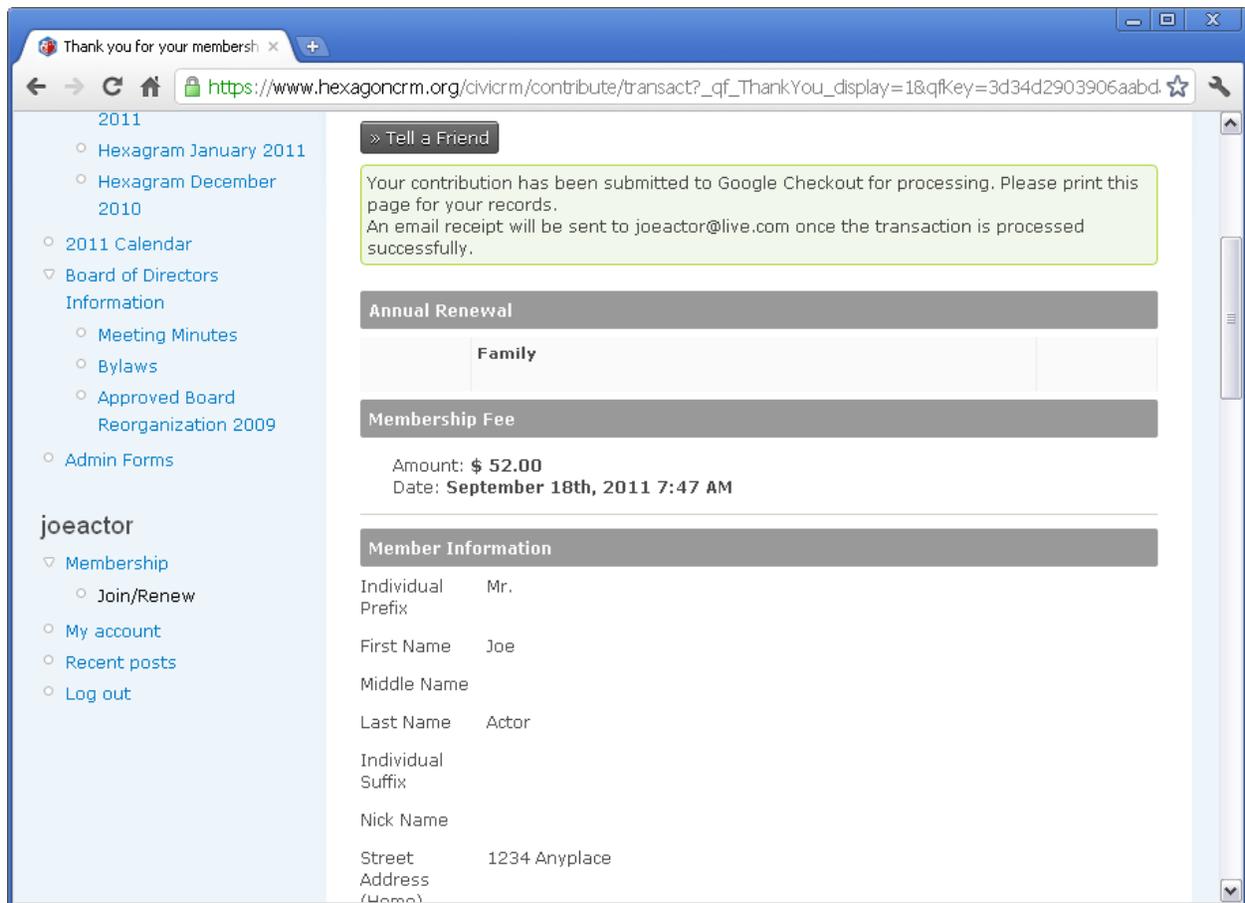
**Complete your donation -- \$52.00**

**Billing Information & Privacy**  
Your credit card will be charged by Google. "GOOGLE \* Hexagon, Inc." will appear by the charge on your credit card statement. To process your order, Hexagon, Inc. will have access to your address, email, and phone number. Your phone number may be used in relation to your order, but will never be used to deliver unsolicited commercial messages to you. [Learn more](#)

**Step 8.** You have finished the Google Checkout process. Click Return to Hexagon, Inc.



**Step 9.** Congratulations! You are finished. You will receive a confirmation page for your transaction. At this point you can print this page, click Tell a Friend, or close your browser. You will receive an email from Google Checkout in 20 – 30 minutes confirming your transaction.



If you have any questions, please email [membervp@hexagon.org](mailto:membervp@hexagon.org). Thank you.