



USER TRAINING MANUAL

FOR LONE STAR SANTAS MEMBERS TO AID IN NAVIGATING OUR DATABASE AND INFORMATION SOURCE

[www.LoneStarSantas.Org /](http://www.LoneStarSantas.Org/MemberPlanet)
MemberPlanet

My Login ID: _____ Password: _____
Email

Spouse Login ID: _____ Password: _____
Email

Elf Login ID: _____ Password: _____
Email



Acknowledgements

We want to acknowledge the following without whose help we would not have been able to properly select the database platform, and to customize it to meet the needs of Lone Star Santos Charities, Inc.

- **Executive Service Corps of Houston (ESCH)** – Hugh Williams, Consultant
 - Provided guidance to the services of the University of Houston’s Bauer College of Business.
- **University of Houston** – Dr. Carl Scott
 - Provides Student Teams (Seniors ready to graduate) to be assigned to a Non-Profit Organization as a ‘Client’ of the team to help, define, and resolve a problem facing the non-profit organization.
- **The Order of the Phoenix** – UH Team #1 - Gonzalo Monoz, Yanhel Ponce, Katty Mendoza, Dalia Cavazos
 - Evaluated several database systems on the market, recommended the one ultimately selected, and worked with the LSS team and MemberPlanet teams toward customization.
- **Women In Business – W.I.B.** – UH Team #2 – Elsa Montoya, Michael Ann Lynch, Simone Perry, Zubaida Faisal
 - Enhanced features of the MP database to aid LSS in automating Badge and Vest ordering, RSVP features, and ultimately created a User Training Manual
- **Lone Star Santos** – Database Team – Santa Jim and Madge Fletcher, Santa Glenn and Sara Westberry, Santa Felix Estridge, Santa Bill Harrison, Santa David Stanley, Santa Clem Webb, Santa Doug and Susan Portwood, Santa Gene Goetz
 - Provided a Statement of Work, then met with ESCH and the University of Houston teams several times as we completed each phase of the project.

NOTE: All development was performed at no cost to Lone Star Santos Charities, Inc. However, many hours of labor were provided by members of each team listed above. A special thanks go out to each and everyone involved.

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How to Get the Most from the Lone Star Santas / MemberPlanet Database

This **User Training Manual** has been prepared to help our members to navigate and to take full advantage of our organizations' database. It covers how to login, update your profile, pay dues, obtain background checks, purchase insurance, order our Convoy of Toys green vests, check and RSVP to events, and much, much more.

Please Keep in a Safe Place

Who is Lone Star Santas Charities, Inc.?

Lone Star Santas Charities, Inc. (Lone Star Santas) is both a *Fraternal* and a *Charitable* [501(c)(3)] all-volunteer organization. We are organized in Texas for Santas, Mrs. Clauses, Elves, and Helpers who were born, live, or work in Texas, and who have the genuine Christmas Spirit all year long.

Fraternal: Each of us who interact with children must be Background Checked annually. We encourage Hospice Training. We facilitate at least one **Santa School** each year alternatively in Dallas and in Houston. We encourage attendance to our gatherings. **Eatn' Meetn's** are held every month or so in both the Houston and Dallas areas and gaining popularity in the San Antonio and Austin areas. At least once annually, we host a **Santa Roundup**, somewhere in Texas. This is a 3-day event with vendors, educational speakers, and entertainment. Every couple of years, we facilitate a **Santa Cruise** out of Galveston to various locations. We also encourage our members to attend national **Santa Conventions**. We provide a **Find-A-Santa** page on our website for individual Santas to promote their own Santa business (see next page). Each of these events encourage camaraderie, promote better trained Santas and Mrs. Clauses, and promote the image of Santa Claus.

Charitable: We have our '**Convoy of Toys**'® Mission to Provide Love, Hope, Joy, Toys all wrapped up in a Big Santa Hug directly to children affected by natural disasters like tornados, floods, wildfires, etc. We work with local churches, schools, and local relief organizations to select a venue and contact children and families affected to come to the venue and receive Love, Hope, Joy, and Toys. We issue our special 'Convoy of Toys'® green vests as we are required by FEMA to have a uniform of sorts, identification, and a current background check on record. Again, this is where some Hospice Training helps.

Requirements to Join Lone Star Santos Charities, Inc.:

- Born, live, or work in Texas. *Some exception.*
- **Email:** Must have an email address for **EACH** member. This is required to post background check to your profile. *Each member* ... Santa, Mrs. Claus, Elf, etc. needs a profile. Therefore, each member needs a separate email address.
- **Profile:** Each must create a profile using www.LoneStarSantas.Org / member log. See page: _____
- **Background Check:** Must have an annual Background Check. It may be obtained using www.LoneStarSantas.Org/Member-Services . See page: _____
- **Dues:** Must have annual Dues paid up. See Page: _____
- **Insurance** (optional): To obtain Insurance, go to www.LoneStarSantas.Org/Member-Service. You must be up-to-date on your annual **Dues** and annual **Background Check**. See Page: _____

Our ONLY means to communicate with our members is via:

- **eMail**
- **Facebook:** *LSS Charities, Inc. - Members-Only group*
- **Website:** www.LoneStarSantas.org + *MemberPlanet*

Due to the size of our organization, we do not have the capabilities to utilize snail-mail or phone calls on a regular basis.

How to be part of the Find-A-Santa page on our website:

As a service to our members in good standing (current on Dues and Background Check), we offer a **Find-A-Santa** page. This page is used for our individual members to 'advertise' their services as Santa and Mrs. Claus. Lone Star Santos does not act as an agent. However, we periodically place an 'ad' on social media like Facebook indicating how to find a Santa in Texas. This service is totally separate from your Profile entered via memberplanet. To get on the **Find-A-Santa** page:

- Peruse other entries to see how other Santas have listed their services in 'bullet' format.
- Create your own 'bullet' list.
- Be sure to list your contact methods ... Phone #'s, email, your website, etc.
 - We will 'link' to your website if desired
- Be sure to list the areas and/or cities you service.
- Be sure to attach a good .jpg photo of yourself.
 - NOTE: When you submit a picture of yourself dressed as Santa, please insure it contains only you or you and your Mrs. Claus. Images including children are not allowed. Managing and maintaining current authorization from parents on multiple members is something that the Board decided was not what we wanted to do, so please limit those in your picture to you and your Claus partner.
- Email everything to Santa Gene Goetz santagene@att.net .
- Be sure to do this as early as possible. **Entries and Changes are cut off October 1st of each year.**

How to Log on to LoneStarSantas.org

1. Go to Lone Star Santos' website <http://lonestarsantas.org>.
2. Place the pointer or mouse cursor over **Member Login**.
3. Click.



4. This will take you to the Lone Star Santos' MemberPlanet where you will be able to **Create an Account or Log in to MemberPlanet**.

The image shows the "Joining Lone Star Santos" page on the MemberPlanet. At the top, there is a header with the Lone Star Santos logo and the text "Joining Lone Star Santos". Below the header is a large banner with the same logos and "Lone Star Santos®" text as seen in the previous image. The main content area is divided into two columns. The left column is titled "Create an account" and contains a registration form with fields for "First name", "Last name", "Email", "Re-enter email", and "Choose a Password". Below these fields is a checkbox for "By creating an account, you agree to our Terms & Conditions" and a blue button labeled "Create my account »". The right column is titled "Log in to MemberPlanet" and contains a login form with fields for "Username/Email" and "Password". Below these fields is a blue button labeled "Log in »" and a link for "Forgot your password?".

How to Create a New Member Profile/ Account

1. Enter your information: First name, Last Name, Email, and Password as shown.
2. Click the **Create my account** button.
3. Enter the required information on **My Profile**: Mobile and address. For the required information click the **Edit** button that is to the side of the page shown below.

Create an account

John Smith

johnsmith@yahoo.com

johnsmith@yahoo.com

By creating an account, you agree to our [Terms & Conditions](#)

Create my account »

My Profile

Go Back

Edit

John Smith
DOB none provided

CONTACT

Primary email * johnsmith@yahoo.com

Email address (secondary) none provided

Mobile none provided

Home none provided

Work none provided

Website none provided

Social media profiles none provided

Edit

LOCATION

Lives at Houston, TX

Time zone (GMT-08:00) Pacific Time, US & Canada

Hometown none provided

Edit

4. When you click the **Edit** button for **Contact**. You will be directed to the page below. Please select the phone number type and enter phone number. **Additional information is optional.

Lone Star Santas

Contact information

Email *

johnsmith@yahoo.com

Other email address

Remove email Add a new email

Phones

Mobile

7136550565

Remove phone Add a phone

Website

AboutMe

www.about.me/username

Facebook


www.facebook.com/username

Flickr

www.flickr.com/people/username

5. Click the **Save** button that is at the bottom of the page.

6. When you click the **Edit** button for **Location**. You will be directed to the page below. Please enter the following information: Country, Address, City, State, Zip Code, and Time zone.



Location

Address *

United States of America

Enter Address

Address 2

Enter City

State

77047

Timezone *

(GMT-08:00) Pacific Time, US & Canada

Hometown

Save Cancel

7. Click the **Save** button that is at the bottom of the page.
8. Click the **Continue** button at the bottom of the page that is shown below.

My Profile

« Go Back

John Smith
DOB *none provided*

Edit

CONTACT

Primary email * johnsmith@yahoo.com

Email address (secondary) *none provided*

Mobile ..

Home *none provided*

Work *none provided*

Website *none provided*

Social media profiles *none provided*

Edit

LOCATION

Lives at * ..

Houston, TX

Time zone (GMT-08:00) Pacific Time, US & Canada

Hometown *none provided*

Continue »

9. You will be directed to the page shown below. Where you give additional information for your badge and vest. The information that is required are: Title on the badge, First and Last name on the badge, Location, Vest size, if you have a spouse or additional family member.

****Note: For Location please put town or city****



Lone Star Santas

Title First Name
Last Name
Location

Returning Members: Please proceed to answer Spouse/Helper question.

Additional information

« Go Back

Title on badge *

Elf

First Name on badge *

John

Last Name on badge *

Smith

Location on badge *

Houston

- 10.If you have a spouse/ helper that is also a member of our group. If yes, please provide their name. If no, please press Continue.

- 11.When you press **Continue**, you will be directed to the **Membership Level** form. New members will choose **New Members**.

Membership Level

« Go Back

If you have a private level access code, type in the box below:

Submit code

Level *	Price	Subtotal
Lone Star Santas		Choose one
New Members Membership period: Annually First Year Family Membership Includes: -Two LSS Personally Engraved Name Tags -Two LSS Vinyl 'Santa On Board' decals -Two LSS Oval Embroidered Patches -LSS Membership Certificate - Suitable for Framing -LSS Membership Directory of Texas Santas -Use of the Lone Star Santas Website >Listing of Events >Find-A-Santa by City (with links to your website) >Info on Santa-America >Info on Celebrate Santa >Photo Gallery >Store >Blog / Chat Room for Members Only >Claus Council Meeting Minutes >Much More	\$50.00	Choose \$0.00
Renewing Members Membership period: Annually	\$25.00	Choose \$0.00

12. When you press the **Choose** button. The **Total** at the bottom will change from \$0.00 to \$50.00 as shown below.

Level *	Price		Subtotal
Lone Star Santas Choose one			
New Members Membership period: Annually First Year Family Membership Includes: -Two LSS Personally Engraved Name Tags -Two LSS Vinyl 'Santa On Board' decals -Two LSS Oval Embroidered Patches -LSS Membership Certificate - Suitable for Framing -LSS Membership Directory of Texas Santas -Use of the Lone Star Santas Website >Listing of Events >Find-A-Santa by City (with links to your website) >Info on Santa-America >Info on Celebrate Santa >Photo Gallery >Store >Blog / Chat Room for Members Only >Claus Council Meeting Minutes >Much More	\$50.00	<input checked="" type="button" value="Selected"/>	\$50.00
Renewing Members Membership period: Annually	\$25.00	<input type="button" value="Choose"/>	\$0.00
Total			\$50.00
<input type="button" value="Continue >"/>			

13. When selected and the **Total** is now \$50.00. Press the **Continue** button.

14. You will be directed to Checkout choosing either the payment type: Credit Card or e Check. An image is shown below of the page.

Checkout

Lone Star Santas

Membership Level

New Members \$50.00

Membership period: Annually

Use a New Payment Method ▾

Card number

Month ▾ Year ▾ CVV ZIP

John Smith FULL NAME johnsmith@yahoo.com EMAIL (receipt)

If you're making a payment today, you'll be charged when you click the Pay Now button. By continuing, you agree to the memberplanet [Terms & Conditions](#).

15. Please enter credit card information. If you are using a check, please press the e Check button and enter your account information.

16. Press the **Pay Now** button.

How to Login to your Profile (Member)

1. Go to Lone Star Santos' website <http://lonestarsantas.org>.
2. Place the pointer or mouse cursor over the **Member Login**.
3. Click.



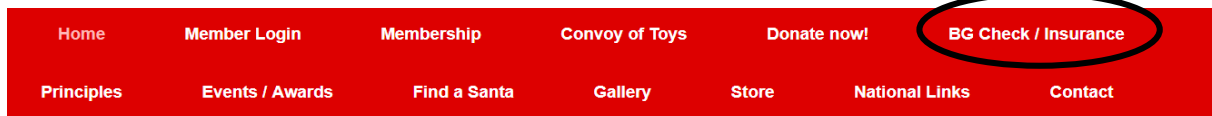
4. This will take you to the Lone Star Santos' MemberPlanet where you will be able to **Log in to MemberPlanet**.

The image shows the 'Joining Lone Star Santos' page. At the top, there is a small Santa Claus icon and the text 'Joining Lone Star Santos'. Below this is a large header area with the same logos as the previous image. The main content area is divided into two sections. The left section is titled 'Create an account' and contains four input fields: 'First name', 'Last name', 'Email', and 'Re-enter email'. Below these is a 'Choose a Password' field. At the bottom of this section is a blue button labeled 'Create my account >'. The right section is titled 'Log in to MemberPlanet' and contains two input fields: 'Username/Email' and 'Password'. Below these is a blue button labeled 'Log in >'. At the bottom of this section is a link that says 'Forgot your password?'. A small text line at the bottom of the left section reads 'By creating an account, you agree to our [Terms & Conditions](#)'.

5. Enter your username or email and password in the Log in to MemberPlanet side.
6. Press the **Login** button.

How to Obtain a Background Check

1. Go to Lone Star Santos' website <http://lonestarsantas.org>.
2. Click the **Member Services** tab.
3. Click **ClearStar Logistics**.



Member Services

Background Check

Lone Star Santos is pleased to offer to its Members criminal background check services through ClearStar. The cost is currently \$13.50. While the personal liability insurance is optional, a background check is part of the requirement to be a member in good standing with LSS. We have verified with Philadelphia Insurance, through Kaercher Campbell & Associates, that they will accept the background check done through ClearStar. Remember, be sure to obtain your background check each year, prior to the dues deadline of April 1st of each year, to maintain your membership with the Lone Star Santos.



By clicking on the ClearStar image, you will be taken to their website (through ScreenMeNow) to submit your request for a background check as a LSS member in good standing. Once again, Kaercher Campbell's underwriter will now accept a background check from ClearStar. You will be paying your background check fee directly to ClearStar and not to Lone Star Santos.



Your donation helps disaster stricken Children

Please help support our

Convoy of Toys®



4. You will be directed to the page shown below. When on this page press the orange **Apply** button.



To run your background check for Lone Star Santos, Inc. please click "Apply" below in the Lone Star Santos Package.

Need to start from the beginning? Choose your Background Check package below.

Lone Star Santos Package

\$13.50

Read More

APPLY



5. Please read the terms and conditions. When you have finished, you must be completely scrolled to the bottom of the form in order to accept the terms and conditions that were given.

****Note: Please make sure you scroll all the way down on the terms and conditions.**

Please read and accept the terms below

6. Small Business Investment Companies	Access, United States Small Business Administration, 409 Third Street, SW, 8th Floor, Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission, 100 F St N.E., Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA, Washington, DC 20580, (877) 382-4357

If you can't see the documents above please click on the following links.
[FCRA Summary of Rights HTML.html](#)

☒ accept the terms and conditions listed above.

OK CANCEL

6. Click the box to accept the terms and conditions.

Please read and accept the terms below

6. Small Business Investment Companies	Access, United States Small Business Administration, 409 Third Street, SW, 8th Floor, Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission, 100 F St N.E., Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA, Washington, DC 20580, (877) 382-4357

If you can't see the documents above please click on the following links.
[FCRA Summary of Rights HTML.html](#)

☒ accept the terms and conditions listed above.

OK CANCEL

7. Click **OK**.

8. Enter in your **Basic Information** and **Current Address**.

9. Click the box to agree to the authorization.

10. Press the **Submit** button.

National Criminal Database Check-AN

Basic Information required fields are in bold

First Name	Middle Name	Last Name	Suffix
John	If none, enter n/a *	Smith	
E-mail	SSN	DOB	
johnsmith@yahoo.	000-00-0000	01/25/2015	

Current Address

Country	Street Address	Address 2	City	State
USA	2000 Main St		Houston	TX
Zip code	Date Moved In			
77047	01/25/2015			

Authorization

CLIENT USING CLEARSTAR PLATFORM

Client represents, certifies and warrants that it is hereby ordering a background check for employment screening purposes only (Federal Fair Credit Reporting Act Section 604(a)(3)(B), including evaluating a consumer for employment, promotion, reassignment or retention as an employee, agent, contractor or volunteer where the consumer has given prior written authorization to do so.

Client Certification - I hereby Ordering Background Screening Report

☒ agree to the above statement

[Print Authorization](#)

SUBMIT **CANCEL**

11. Read all the following in the **Documents** page.

12. There are two of the following that have check boxes if you do/don't agree.

- Right to Enter into Documents in Non-Electronic Form
- Resident Notice and Acknowledgments (CA, ME, MN, NY, OK, WA)

****Note: If you click the check box to Exercise the right to non-electronic from. You will not have to provide an electronic signature, but instead turn in a handwritten one which could delay your process.**

13. Provide an electronic signature and full name in the Name box.

PLEASE NOTE: If you are using this form to request a paper copy of your record, please select the "Request a Paper Copy" option. If you are using this form to request a paper copy of your record, please select the "Request a Paper Copy" option. If you are using this form to request a paper copy of your record, please select the "Request a Paper Copy" option.

PAPER HAND-SIGNED DOCUMENTS VIA MAIL, EMAIL, FAX OR HAND DELIVERY. If after reconsideration you elect to use the electronic form, simply uncheck the box.

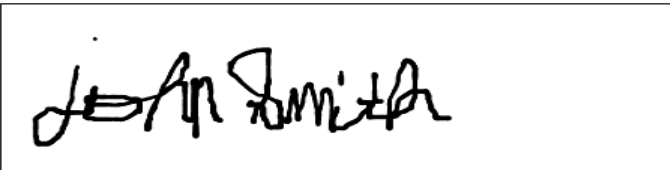
Exercise right to non-electronic form ☐

▶ Requesting a Paper Copy of My Electronic Record

▶ Resident Notices and Acknowledgements (CA, ME, MN, NY, OK, WA)

▶ Hardware and Software Requirements

Electronic Signature



Full Name:

By electronically signing this you acknowledge that your on-line consent is equivalent to a binding legal signature.

I hereby affirmatively consent to the use of the Disclosure and Authorization in an electronic format and to the use of my electronic signature to execute this electronic [Disclosure and Consent](#). Additionally, I acknowledge that I completed this electronic [Disclosure and Consent](#) and read, understand, accept and agree with the attestations contained therein and adopt the letters, sounds or symbols used for my electronic signature to officially sign this electronic [Disclosure and Consent](#). Furthermore, the letters, sounds or symbols used for my electronic signature of this electronic [Disclosure and Consent](#) are intended to be used as my official signature of the document and I agree to be bound by this electronically executed form as if I manually executed this electronic [Disclosure and Consent](#). Additionally, I represent that all of the information provided on this [Disclosure and Consent](#) is complete and accurate.

[Clear](#)

Other Documents You Need to Provide [Attach Document](#)

[BACK](#) [CONTINUE](#) [CANCEL](#)

14. Click the **Continue** button.

15. Provide payment information.

****Note: Only can be paid by debit/ credit card.**

Step 3 of 4: Make Payment / Review

Payment Amount
NAME ON CARD

ADDRESS



APT/SUITE

CITY

STATE

ZIP

CARD NUMBER

EXPIRES ON
01 - January 2016 /

CVV CODE
 [What is CVV?](#)

Lone Star Santos Package: National Criminal Database
Check-AN \$13.50 [View Details](#)

Please review the information below to ensure that it is accurate and complete. If you need to change any of the information, click the "Edit" button next to the information and make your changes on the following screens. If the application is ready, click the "Pay now" button below and a confirmation e-mail will be sent to the e-mail address that you provided.

About You [Edit](#)

Name	John N/A Smith	Address1	2614 Skyview Shadows Ct.
SSN	000-00-0000	Address2	
DOB	01/25/1985	City	Houston
		State	TX
		Zip Code	77047

[CONTINUE](#) [CANCEL](#)

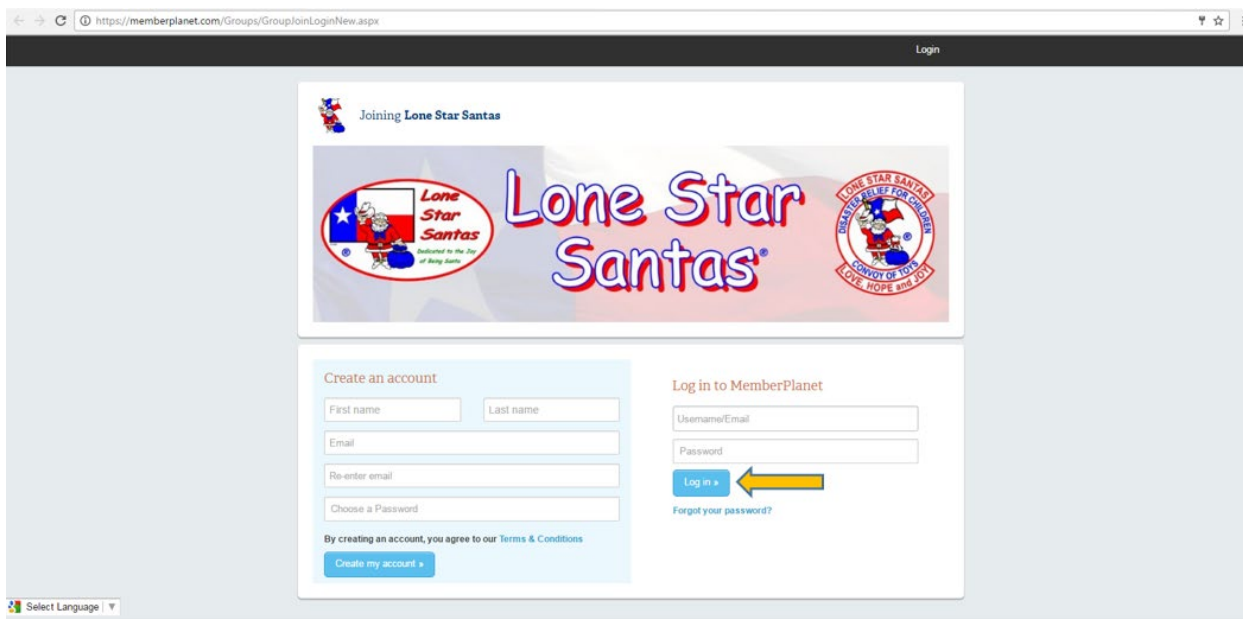
16. Press the **Continue** button.

How to View and Update your Profile

1. Go to Lone Star Santos' website <http://lonestarsantas.org>.
2. Place the pointer or mouse cursor over the **Home** tab.
3. Click **Member Login**.



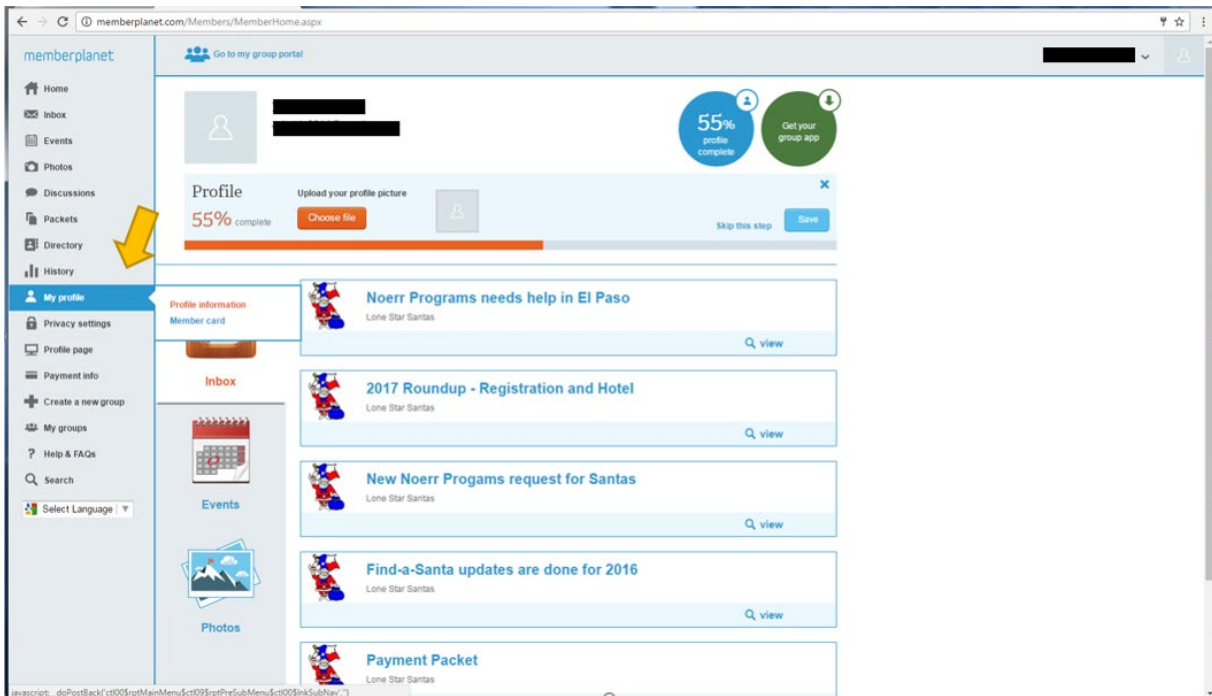
4. This will take you to the Lone Star Santos' MemberPlanet where you will be able to **Log in to MemberPlanet**.



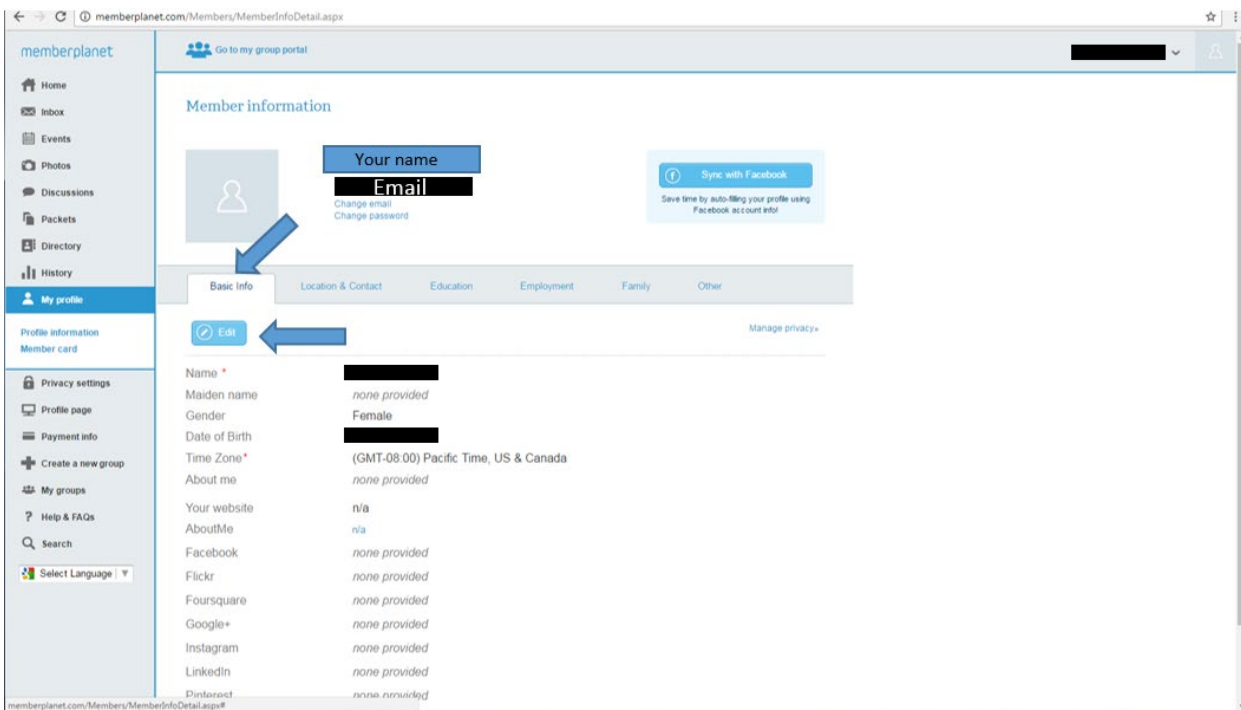
5. Enter your username or email and password in the **Log in to MemberPlanet** side.

6. Press the **Login** button.

7. You will be directed to the page shown below. When on this page, hover over the **My Profile** tab, and click on **Profile Information**



8. You will be directed to the page shown below. On this page, you can view your profile and update information by first clicking on **Basic Info** and then clicking on the blue **Edit** button.



9. After changes have been made, click on the blue **Save** button to save all changes.

The screenshot shows the 'memberplanet.com/Members/MemberInfoDetail.aspx' page. The left sidebar contains navigation links: Home, Inbox, Events, Photos, Discussions, Packets, Directory, History, My profile (selected), Profile information, Member card, Privacy settings, Profile page, Payment info, Create a new group, My groups, Help & FAQs, Search, and Select Language. The main content area is titled 'Member information' and features a 'Basic Info' tab. A blue arrow points to the 'Save' button in the top left of the form. The form includes fields for Name, Middle name, Maiden name, Gender (set to Female), Date of Birth, Time Zone (set to GMT-08:00 Pacific Time, US & C), and About me (set to none provided). There is also an 'Edit' button. At the bottom, there are fields for Your website, AboutMe, Facebook, and Flickr. A 'Sync with Facebook' button is visible in the top right of the main content area.

memberplanet.com/Members/MemberInfoDetail.aspx

Go to my group portal

Member information

Sync with Facebook

Save time by auto-filling your profile using Facebook account info!

Basic Info Location & Contact Education Employment Family Other

Save

Name * Middle name

Maiden name

Gender Female

Date of Birth

Time Zone * (GMT-08:00) Pacific Time, US & C

About me none provided

Edit

Your website n/a

AboutMe n/a

Facebook www.facebook.com/username

Flickr www.flickr.com/people/username

javascript:_doPostBack('c0005ContentPlaceHolder\$lnkSaveBasicInfo','') x.com/user/username

How to Obtain a Convoy of Toys (For Donation)

1. Go to Lone Star Santas' website <http://lonestarsantas.org>.
2. Click on the **Convoy of Toys** tab, located towards the top center



3. A description pops up. To donate, click on **Donate now: Click here** located towards the center-right of screen



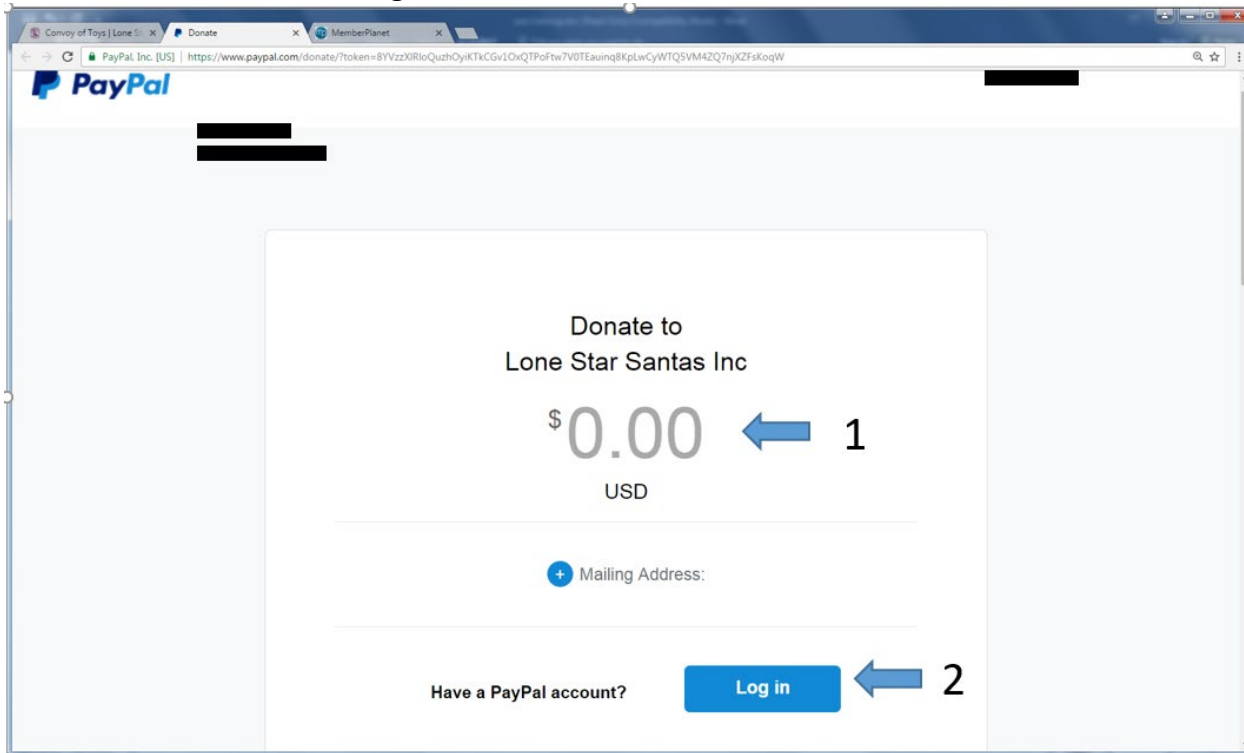
A. If donation will be made through debit or credit card:

1. Enter desired donation amount
2. Fill in all of the card information and contact information below
3. If you desire to create a PayPal account, click on the box labeled **Yes, I want a PayPal account**

4. To finish, click on **Donate Now**

B. If donation will be made through a PayPal account:

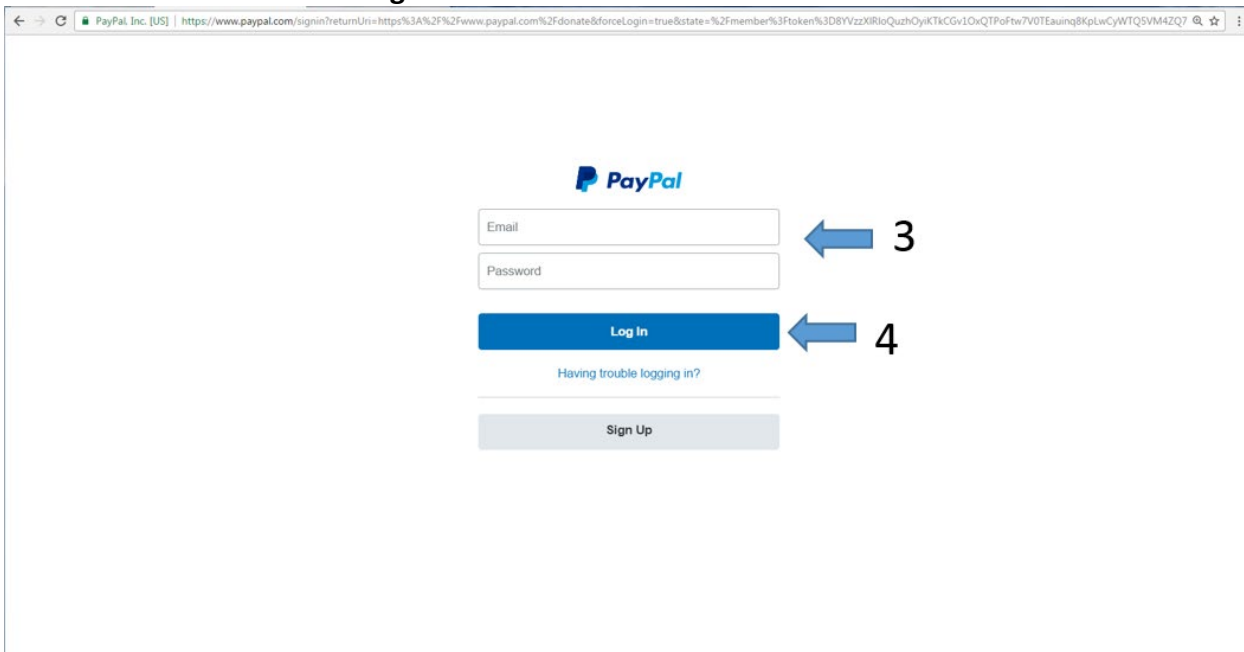
1. Enter desired donation amount
2. Click **Log In**



The screenshot shows the PayPal donation interface. At the top, the browser address bar displays the URL: <https://www.paypal.com/donate/?token=8YVzzXIRioQuzhOyIKtKCGv1OxQTfPofw7V0TEauing8KpLwCyWTQ5VM4ZQ7njK2FskQqW>. The main heading is "Donate to Lone Star Santos Inc". Below this, the donation amount is displayed as "\$ 0.00 USD". A blue arrow labeled "1" points to the amount field. Below the amount field is a "Mailing Address:" label with a plus icon. At the bottom, there is a link "Have a PayPal account?" and a blue "Log in" button. A blue arrow labeled "2" points to the "Log in" button.

3. Enter PayPal user log-in credentials

4. Click **Log In**

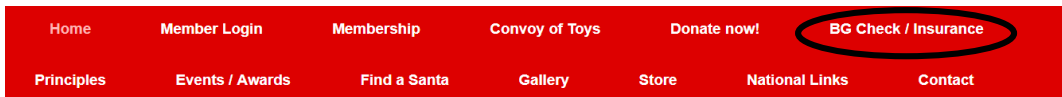


The screenshot shows the PayPal login page. The browser address bar displays the URL: <https://www.paypal.com/signin?returnUri=https%3A%2F%2Fwww.paypal.com%2Fdonate&forceLogin=true&state=%2Fmember%3Ftoken%3D8YVzzXIRioQuzhOyIKtKCGv1OxQTfPofw7V0TEauing8KpLwCyWTQ5VM4ZQ7>. The PayPal logo is at the top. Below it are two input fields: "Email" and "Password". A blue arrow labeled "3" points to the "Email" field. Below the input fields is a blue "Log in" button. A blue arrow labeled "4" points to the "Log in" button. Below the "Log in" button is a link "Having trouble logging in?". At the bottom is a grey "Sign Up" button.

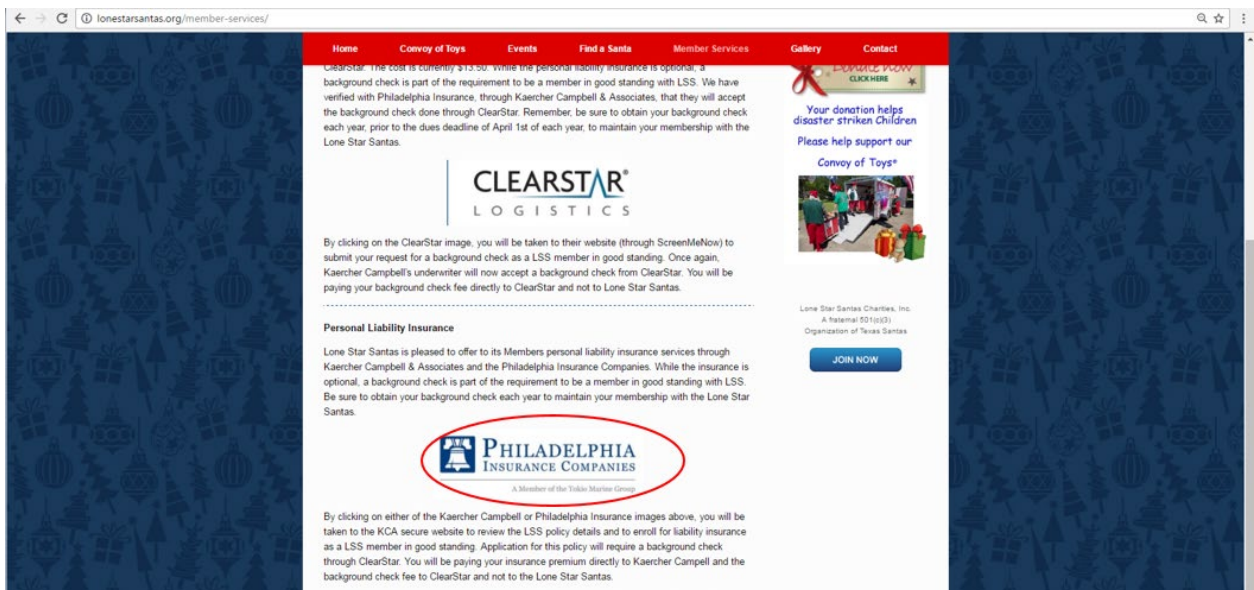
5. Finish the Donation payment

How to Obtain Insurance

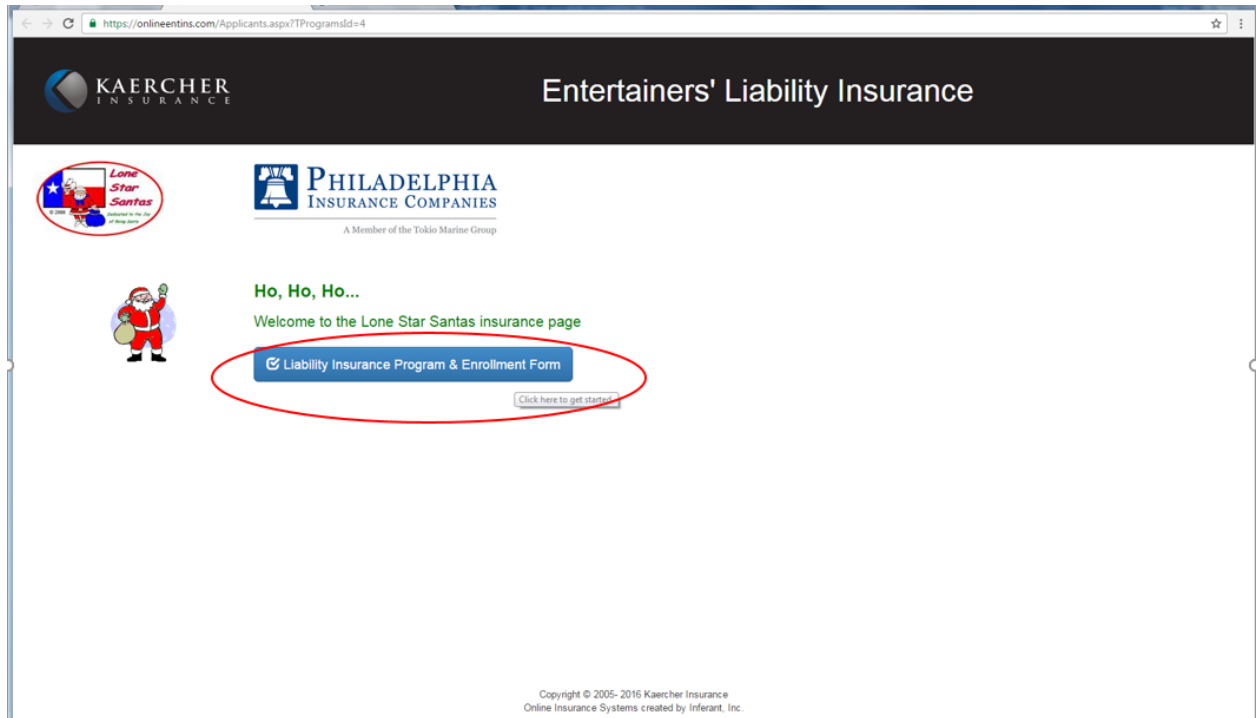
1. Go to Lone Star Santas' website <http://lonestarsantas.org>
2. Click on **BG Check / Insurance**.



3. Click **Philadelphia Insurance Companies**





4. You will be directed to the page shown below. When on this page press the blue **Liability Insurance Program & Enrollment Form** button.



5. You will be directed to the page shown below. On this page, you will be able go through all the information provided and can view the different coverages. Contact information including name and phone number are provided for you to reach out to the appropriate parties if you wish to request more information or enroll into the insurance program.

Member Services | Lone Star | https://onlineentins.com/ | MemberPlanet

https://onlineentins.com/Applicants.aspx?ProgramId=4

  **PHILADELPHIA INSURANCE COMPANIES**
A Member of the Tokio Marine Group

Liability Insurance Program and Enrollment Form

Program Description
This insurance program has been specifically designed for US based members of the Lone Star Santos. Coverages provided under this program include important liability protection for the LSS member or LSS member and assistant for claims arising out of their operations as Santa and assistant(s).

Eligible Operations
Coverage limited to registered members of LSS only and their assistants who have been reported to the company and for whom a premium has been paid.

Coverage Term
The Master Policy is an 12 month policy that runs for 12 months beginning 10/1.

Liability Coverage and Limits
Commercial general liability coverage protects the insured against liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations. No deductible applies to liability claims.

Coverage Limits

Each Occurrence Limit	2,000,000
Personal and Advertising Injury	2,000,000
General Aggregate Limit (Other than products-completed operations)	4,000,000
Products/Completed Operations Aggregate Limit	2,000,000
Damage to Premises Leased or Rented to You	100,000
Bodily Injury by Animal (Occurrence)	15,000
Bodily Injury by Animal (Aggregate)	30,000

Subject to the following terms and conditions

- Aggregate Limit Applies Per Member
- Premises Medical Payments Excluded
- Abuse & Molestation Coverage is included only if a current passing background check is on file with your organization.
(Sub-limit: \$100,000 per occurrence, \$300,000 aggregate)
- Bodily Injury to Performers Excluded
- Additional Insured's - Lessors of Premises, Sponsors, included at no additional premium.
- ADDITIONAL CHARACTER ENDORSEMENT INCLUDES BUT IS NOT LIMITED TO: Clowns; Uncle Sam; Easter Bunny;





Carrier
Coverage is provided by Philadelphia Insurance Companies, rated A++XV by A.M. Best

Rates

Per Member	\$200.00	Flat/Fully Earned
Per Member	\$6.90	Credit Card Transaction Fee
Per Member Assistant(s)	\$60.00	Flat/Fully Earned
Per Member Assistant(s)	\$2.94	Credit Card Transaction Fee
Additional Characters Endorsement	\$80.00	
Additional Characters Endorsement	\$2.94	Credit Card Transaction Fee
World Wide Endorsement	\$50.00	
World Wide Endorsement Service Charge	\$1.95	Credit Card Transaction Fee

Credit Card Transaction Fees do not apply when paying by check.

Obtain Coverage
Click on one of the choices below

 On-Line  US Post  Fax  Telephone

- You will be notified by Kaercher Insurance if, for any reason, your submission to this insurance is declined or determined to be ineligible for coverage and your premium payment will be returned or refunded.
- If your enrollment is accepted, you will receive a certificate of insurance indicating coverage.
- Coverage will become effective the day after the enrollment form and premium payment are received by Kaercher Insurance, or a later date that is specified on the enrollment form and run until 9/30 of the following year.
- For any requests for changes or additions to your current coverage or any changes to the original enrollment form, please indicate those changes or additions in writing.
- Please allow 7 business days for processing.

Note: Any requests to amend or change coverage, or the information reported on the enrollment form must be submitted in writing to Kaercher Insurance.

Contact Information:
Insurance Coordinator
Steve Waters
P: 702-304-7800
C: 310-291-5508
F: 702-386-7970

Copyright © 2005- 2016 Kaercher Insurance
Online Insurance Systems created by Inferant, Inc.

How to Check your Dues/Payment

1. Log In

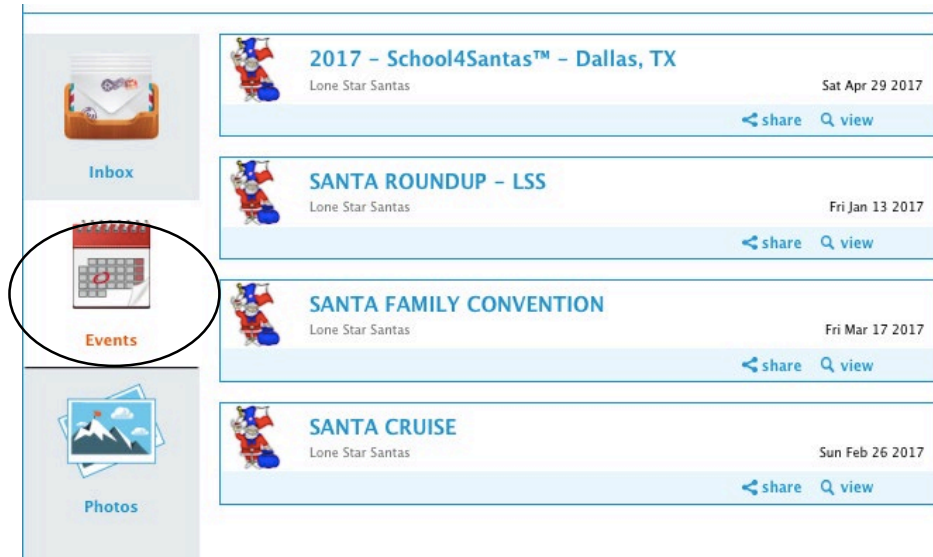
The screenshot shows the login page for Lone Star Santos on the memberplanet.com website. The page features the Lone Star Santos logo and a banner with the text "Lone Star Santos". Below the banner, there are two main sections: "Create an account" and "Log in to memberplanet". The "Create an account" section includes fields for "First name", "Last name", "Email", "Re-enter email", and "Choose a Password". The "Log in to memberplanet" section includes fields for "Email" (with the example "santa@realsantajim.com") and "Password", a "Log in >" button, and a "Forgot your password?" link.

2. Shows when next payment due.

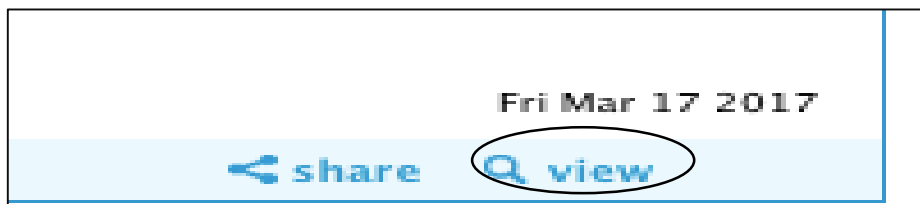
The screenshot shows the member profile page for Jim Fletcher on the memberplanet.com website. The page displays the member's name, email address, and a "95% profile complete" badge. A section titled "My member levels" shows the member's status as "Lone Star Santos" with "Auto-pay is ON" and a "Scheduled payment 4/1/2019" date. A "Renew early" link is circled in the image. Below this, there is a "Profile" section with a "95% complete" status and a "Skip this step" button. The page also features a sidebar with navigation links and a list of upcoming events, including "Houston Area Eat N Meet N April 13", "2019 Lone Star Santos Round Up Hotel", and "2019 LSS Round Up VARIETY SHOW".

Check for Lone Star Santos Events (Option 1)

1. Log in to MemberPlanet.com
2. Click the **Events** Icon

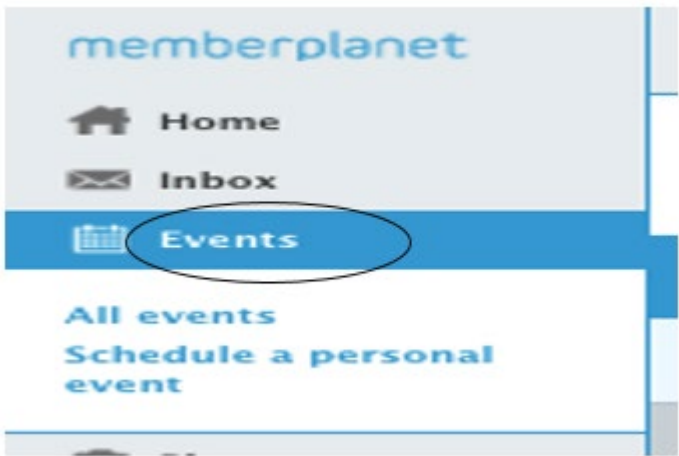


3. Click on **view** to see each event information

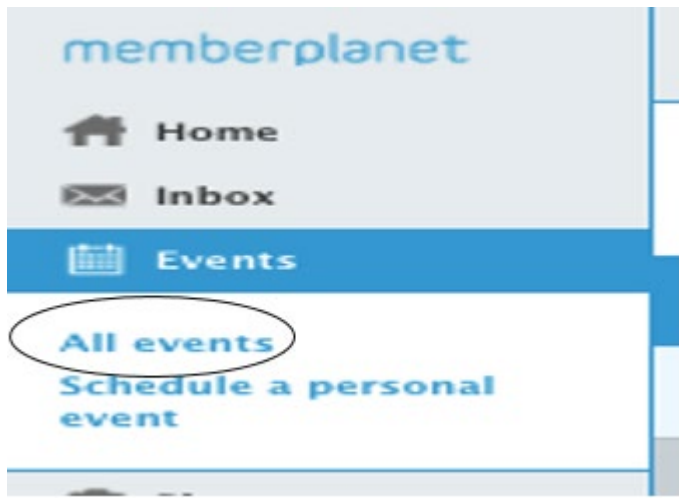


Check for Lone Star Santas Events (Option 2)

- 1. Log in to MemberPlanet.com
- 2. Click on **Events**



- 3. Click on **All Events**

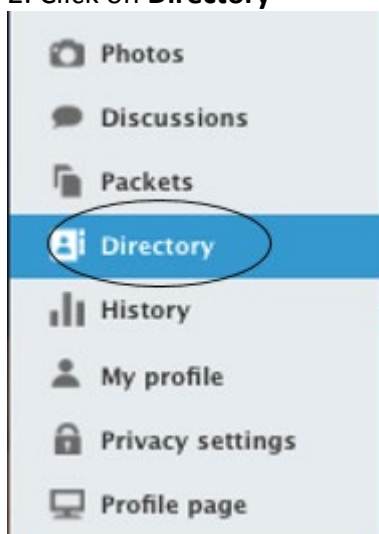


- 4. Click on each event to see its information

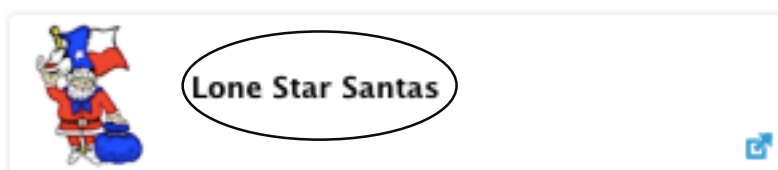
Start date	Event name
04/29/2017	2017 - School4Santas™ - Dallas, TX
03/17/2017	SANTA FAMILY CONVENTION
02/26/2017	SANTA CRUISE
01/13/2017	SANTA ROUNDUP - LSS

Find a Member using the Directory

1. Log in to memberplanet.com
2. Click on **Directory**



Choose a directory



3. Click on **directory**

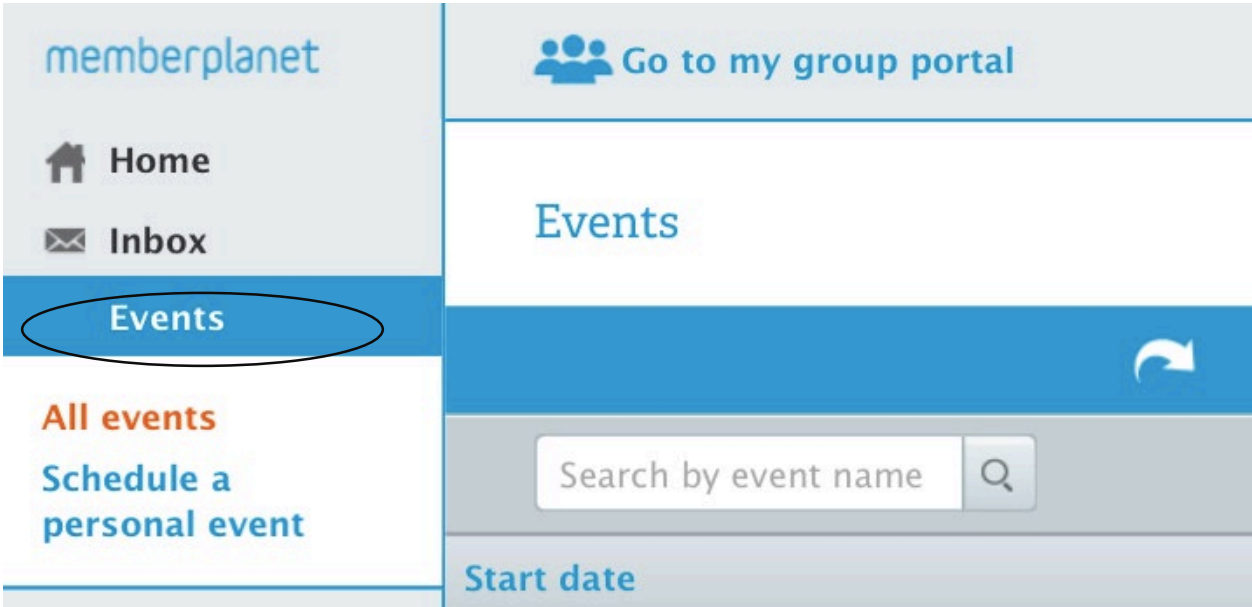
1. You will be directed to the page below either *type or click* on the first letter of the member's last name

DIRECTORY








How to RSVP to Events

- 1. Go to the Member Planet and sign into your Lone Star Santos account at <http://www.memberplanet.com>
- 2. Select “Events”



- 3. Select the event that you would like to RSVP to.

Start date	Event name	
04/29/2017	2017 - School4Santas™ - Dallas, TX	 ▼
03/17/2017	SANTA FAMILY CONVENTION	 ▼
02/26/2017	SANTA CRUISE	 ▼
01/13/2017	SANTA ROUNDUP - LSS	 ▼
12/16/2016	LSS Event (for user guide)	 ▼

4. Choose “Yes” to RSVP if you are attending, “Maybe” if you are not sure if you are attending, or “No” if you are not attending.

EVENT BY LONE STAR SANTAS

LSS Event (for user guide)


Friday, December 16, 2016 at 7:00 PM to 10:00 PM (CST)
(Add to calendar)

Will you be attending?


☒ Yes ☐ ? Maybe ☐ No

Please join us for this exciting once-a-year event!

LOCATION

 **University of Houston**
600 Calhoun Road, Houston, TX,
United States
[Get directions »](#)

EVENT HOSTED BY



5. Enter the basic information required, Name, Last Name, email, and adults attending to the event, and optional add a comment in the “add a comment box” then click continue.

LSS Cancel

Basic information This information will be displayed in the attendee list next to your name

Name * **Last Name ***

Email *

Adult(s) including yourself *

Add a comment

Cancel Continue »

6. The confirmation will window open, you may either share the event on Facebook, tweet, LinkedIn, or email, or close your browser.

LSS Event (for user guide)

Confirmation

LSS Event (for user guide)


Friday, December 16, 2016
600 Calhoun Road, Houston, TX, United States


Your Name


Email address


Guests - 1

Get the word out about this form

 Share on Facebook

 Tweet

 Share on LinkedIn

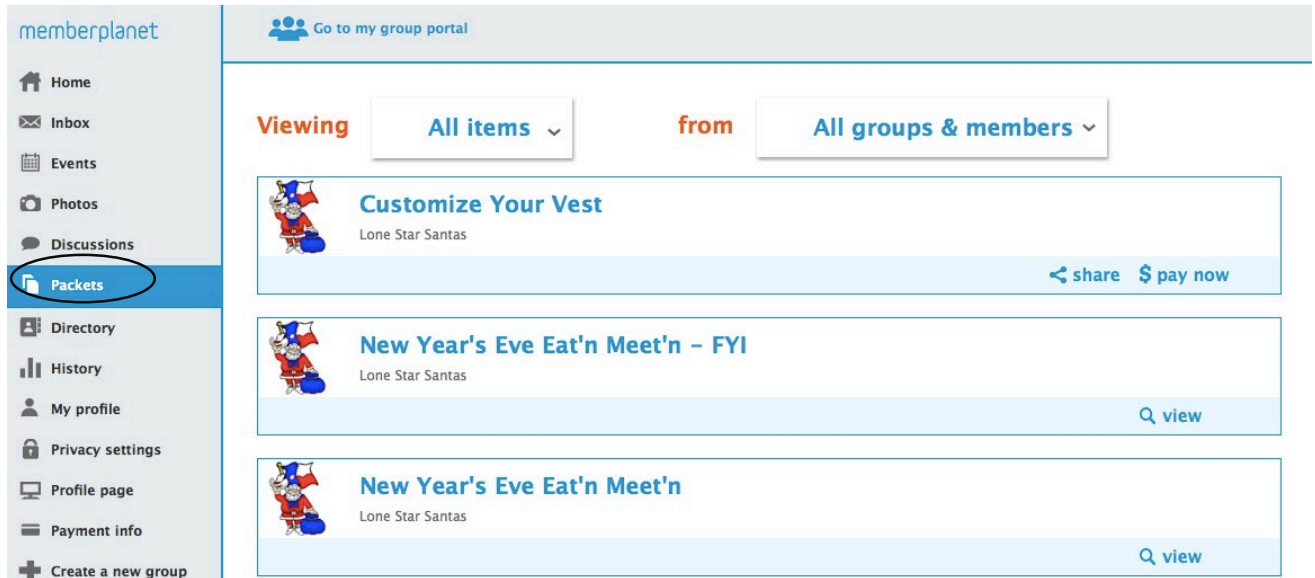
 Email

Thank you for RSVP-ing!

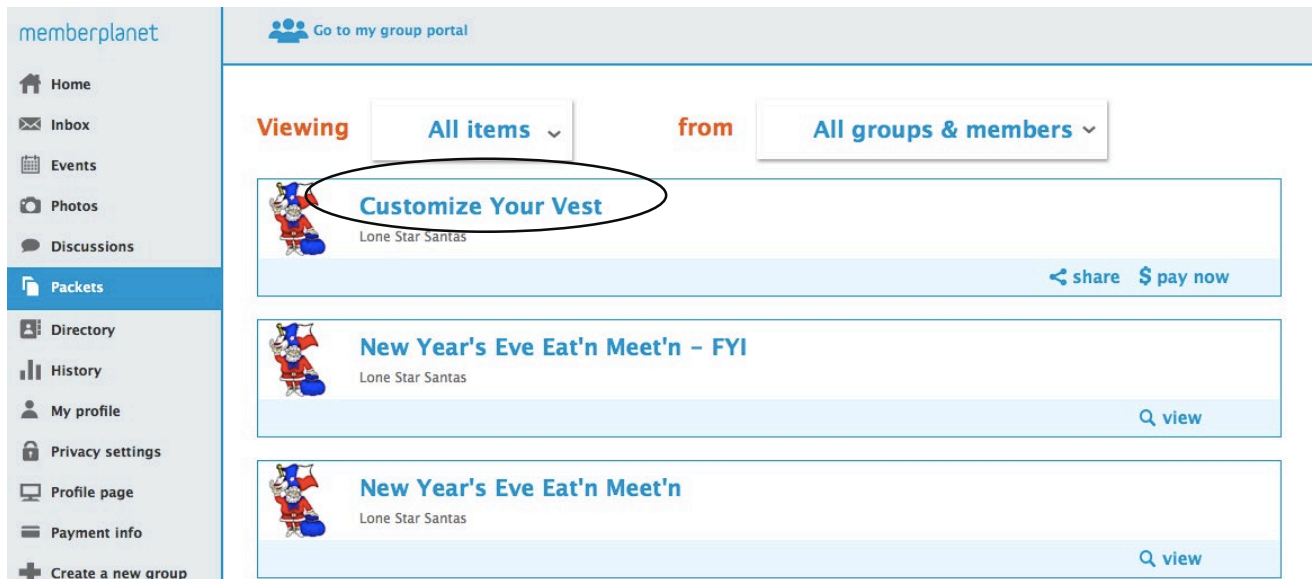
How to Order Your Customized Vest

1. Go to Member Planet and sign into your Lone Star Santa's account to <http://www.memberplanet.com>

2. Select "Packets"



3. Select the "Customize your vest" option



4. Fill out the required information, First Name, Last Name, Street Address (Shipping), Street, City, state, phone number, email Address.



The header features the Lone Star Santas logo on the left, the brand name 'Lone Star Santas' in large stylized letters in the center, and a circular seal on the right that reads 'LONE STAR SANTAS', 'DISASTER RELIEF FOR CHILDREN', 'CONVOY OF TOYS', and 'LOVE, HOPE and JOY'.

Shipping Information

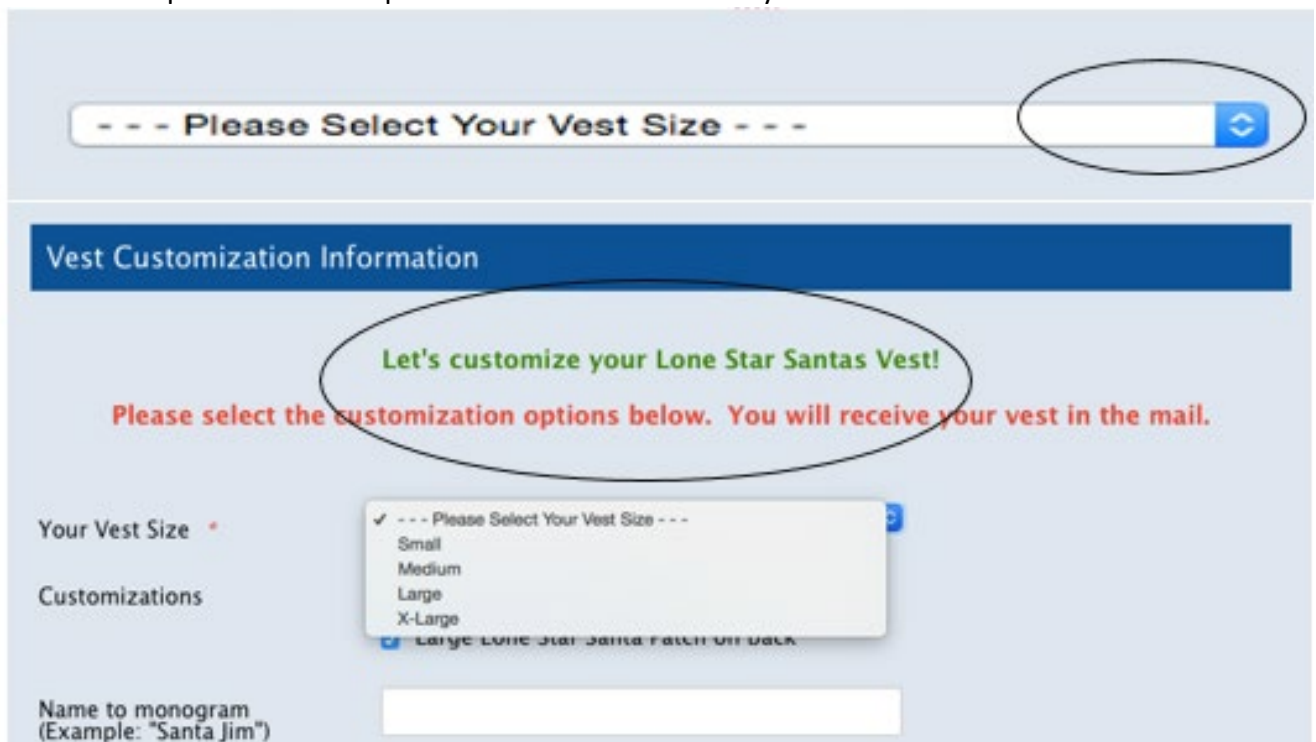
Name * First Name Last Name

Street Address (Shipping) * United States of America
 Street address
 City
 -- State --
 Zip code

Phone Number * - -

Email Address

5. From the drop down button option select the the size that you would like to order



The form is titled 'Vest Customization Information'. At the top, a dropdown menu is labeled '--- Please Select Your Vest Size ---' and is circled in black. Below this, a green text prompt 'Let's customize your Lone Star Santas Vest!' is circled in black. Underneath, red text says 'Please select the customization options below. You will receive your vest in the mail.' The 'Your Vest Size *' field has a dropdown menu open, showing options: 'Small', 'Medium', 'Large', and 'X-Large'. The 'Customizations' section shows a checkbox for 'Large Lone Star Santa Patch on back'. At the bottom, there is a text field for 'Name to monogram (Example: "Santa Jim")'.

Vest Customization Information

Let's customize your Lone Star Santas Vest!

Please select the customization options below. You will receive your vest in the mail.

Your Vest Size * --- Please Select Your Vest Size ---
Small
Medium
Large
X-Large

Customizations ☒ Large Lone Star Santa Patch on back

Name to monogram (Example: "Santa Jim")

6. Select if you would like your Monogram name on the front and /or Large Lone Star Santa Patch on back

Customizations

☐ Monogram Name on front

☐ Large Lone Star Santa Patch on back

7. Type Name to monogram, example: "Santa Jim"


Name to monogram
(Example: "Santa Jim")


8. Fill out the require information, Number of Monogram(front) Max is 1, Number of Large Patch(back) Max is 1

Vest Customizations				
Monogram (Front)	#	x \$ 9.00	= \$0.00	(max: 1)
Large Patch (Back)	#	x \$ 27.00	= \$0.00	(max: 1)
Total		\$0.00		

9. Select a payment option




Use a New Payment Method

 Credit card

 e-Check

10. If paying with a credit/debit card, fill out the required Card Number, Select Month, select Year, type in the CVV, type in the zip code, type in the full name, and lastly, your email address

Card Number

Month Year

CVV ZIP

FULL NAME EMAIL (receipt)

11. If paying with Check, fill out the required information, type Account number, type Routing number, type Full Name, and email.

Account Number

<input type="text"/>	ACCOUNT #	<input type="text"/>	ROUTING #
<input type="text"/>	FULL NAME	<input type="text"/>	EMAIL (receipt)

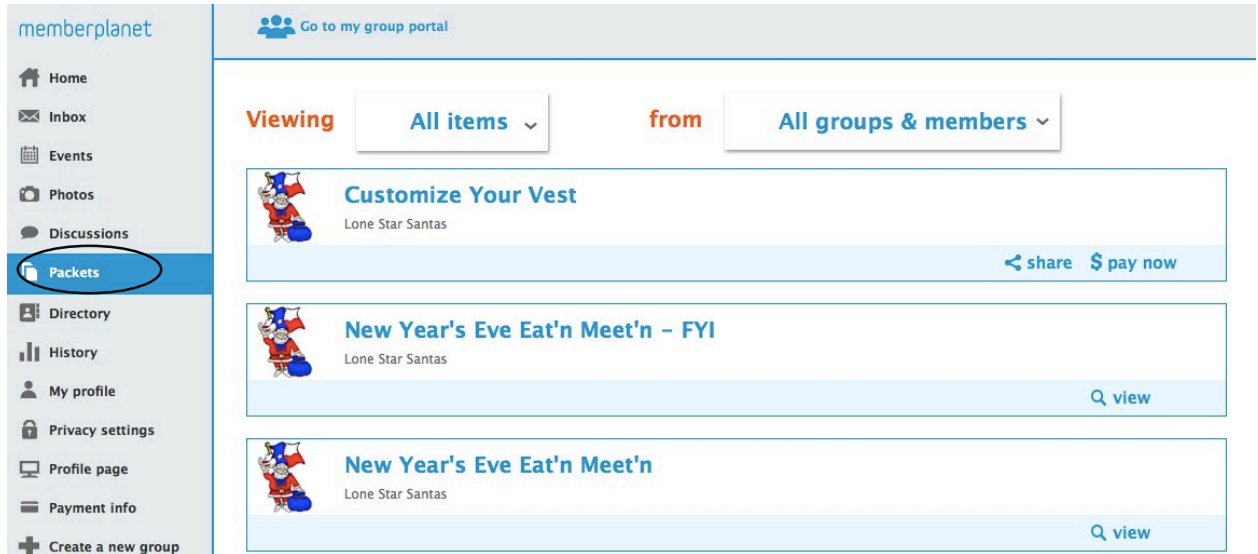
12. Click on “Pay now”

Pay now

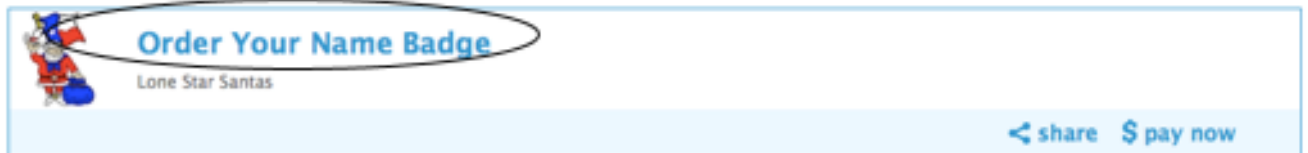
By making a payment you agree to the [MemberPlanet Terms & Conditions](#)

How to Order your Name Badge

1. Go to the Member Planet and sign into your Lone Star Santa's account to <http://www.memberplanet.com>
2. Select "Packets"



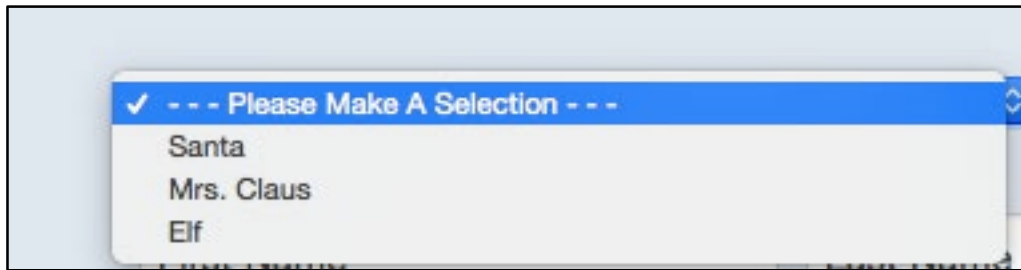
3. Select the "Order your New Badge option" option



4. Fill out the require information, First Name, Last Name, Street Address(Shipping), Street, City, state, phone number, email Address,

A screenshot of the Lone Star Santos website's shipping information form. The header features the Lone Star Santos logo, the text 'Lone Star Santos', and a circular logo for 'LONE STAR SANTAS DISASTER RELIEF FOR CHILDREN CONVOY OF TOYS LOVE, HOPE and JOY'. The form is titled 'Shipping Information' and contains the following fields: Name (First Name and Last Name), Street Address (Shipping) (Country: United States of America, Street address, City, State, Zip code), Phone Number, and Email Address.

5. From the dropdown menu Select your Santa role then type the require information “first name”, “last name”, and “City”.



Name Badge Information

Let's order your Lone Star Santas personally engraved name tag and vest!

Please see the sample below and fill in the required fields. You will receive your name tag in the mail.



The sample name tag features a cartoon Santa Claus on the left, wearing a red suit and holding a blue bag. To his right, the text "Lone Star Santas" is written in red. Below this, the fields "Title", "First Name", "Last Name", and "City" are listed in black text.

Your Santa Role *

Name *

City *

6. Select a payment option

7. if paying with credit card fill out the required Card Number, Select Month, select Year, type CVV, type your zip code, type your full name, and email

Card Number

Month Year

CVV ZIP

FULL NAME EMAIL (receipt)

8. If paying with check fill out the required information, Account number, Routing number, Full Name, and email.

Account Number

ACCOUNT # ROUTING #

FULL NAME EMAIL (receipt)

9. Click **“Pay now”**

Pay now

By making a payment you agree to the [MemberPlanet Terms & Conditions](#)

