



## About Your New Electronic Membership Card

This year we sent our membership cards electronically to our members who have an email address on file. Your electronic membership card serves the same purpose as the print version we've traditionally mailed.



### The Decision to Go Digital

An electronic membership card makes our community greener. There is a cost savings, which helps our financial health and allows us to invest the membership dues you pay annually in our events and other projects and tools that will result in greater membership service and value.

An electronic membership card also allows you to have your card two ways – both in electronic and print formats – an option that has never been available before. This lends members who have smartphones and tablets more options on how to carry their membership card with them wherever they go.

### Your Membership Card and Number will entitle you to the following benefits:

- Access to the Members-Only page of our website, [www.decorativepainters.org](http://www.decorativepainters.org), where you will find:
  - A list of exclusive member discounts
  - Current and previous digital editions of *The Decorative Painter* magazine
  - Bonus magazine projects
  - Projects for beginner painters
  - An Online Video Library consisting of everything from one-minute tip videos to demos and complete lessons with instructional material
- A discounted rate to attend our 45th Annual SDP International Conference & Expo, which is taking place this year, May 16-20, 2017 in Daytona Beach, FL
- The opportunity to VOTE for your Board of Directors during our Annual Meeting\*
- You can also join a SDP Chapter or start your own!

### Replacement Cards

Having our membership card in a digital format allows us to send you a replacement card in a timelier manner. If you misplace your membership card, please contact Tanya Horn,



# Society of Decorative Painters

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Coordinator, Member Services & Certification, at [tanya@decorativepainters.org](mailto:tanya@decorativepainters.org) or call (316) 269-9300 x105. We'll email you a replacement membership card within two business days.

## **Saving Your Membership Card on Your Smartphone or Computer**

It takes just three steps to save your membership card on your smartphone or computer.

### Follow these steps to save your membership card on your smartphone:

1. Open the email we sent you that contains your membership card.
2. Take a screenshot:
  - a. *Have an Android?* Hold down the Sleep/Wake button and the volume-down button simultaneously until your screen flashes.
  - b. *Have an iPhone?* Press and hold the Sleep/Wake button on the top or side of your phone. Immediately press and release the Home button.
3. Save your screen shot.
  - a. *Have an Android?* Your screenshot will automatically save to the Gallery app. Find it in the Screenshot album.
  - b. *Have an iPhone?* Your screenshot will automatically save to the Photos app. Find it in the Camera Roll.

Find a step-by-step process for taking screen shots here:

- *Android Users:* <http://www.greenbot.com/article/2825064/how-to-take-a-screenshot-on-your-android-phone.html>
- *iPhone Users:* <https://support.apple.com/en-us/HT200289>

### Follow these steps to save your membership card on your computer:

1. Open the email we sent you that contains your membership card.
2. Take a screenshot.
  - a. *Have a PC?* Select the "Print Screen" button on your keyboard.
  - b. *Have a Mac?* Press Shift-Command-4. Your pointer will change to a crosshair, which will allow you to select and drag to take a screenshot of the portion of your screen where your membership card displays, and then release.
3. Save your screen shot.
  - a. *Have a PC?* Open a program like Microsoft Word or Paint and paste the screenshot you copied by pressing Ctrl + V or using the paste tool installed within the program you're using. These programs have a cropping tool, which you can use to remove the parts of your screenshot that are not the membership card. Once you are happy with how your membership card looks you can save it as an image:



# Society of Decorative Painters

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- i. *Paint*: Click the main “File” option in the top-left corner. Select “Save as”, title the new file, choose a save location, and select your desired file format from the drop-down menu. For most purposes, JPG will do fine, but a variety of other formats are available to choose from such as PNG, BMP, GIF, and others.
- ii. *Microsoft Word*: Right click the image and select “Save as Picture”.
- b. *Have a Mac?* Once you release the screenshot automatically saves as a PNG file on your desktop.

Find a step-by-step process for taking screen shots here:

- *PC Users*: <http://www.wikihow.com/Take-a-Screenshot-in-Microsoft-Windows>
- *Mac Users*: <https://support.apple.com/en-us/HT201361>

## Printing Your Membership Card

Follow these steps to print your membership card:

1. Open the email we sent you that contains your membership card.
2. Go to the main File options and select Print.
  - a. *Print Options*: You can print your card in color ink or black and white. Also, if you do not want to print the entire email, you can print only the first page.
3. Cut out the membership card and store it in your wallet or place of preference.

You can visit your local print shop to inquire about membership card holders or laminating services.

*\*A full Individual or Business membership is required to receive the print edition of The Decorative Painter and to vote at the annual meeting. Individuals and Businesses with a full membership will receive up to four print issues of the magazine based on the time of year they join, as the Society produces each issue based on the number of current members at the time of production. All members receive access to the current and previous digital editions of the magazine via the Members-Only page of [decorativepainters.org](http://decorativepainters.org).*