

# Register New Membership Directions

## By Ricky Pace, Cris Pace

### Pace Society Website Coordinators

Here are the step-by-step directions on how to register your new membership using the Pace Society of America website. Print this page in your browser or download the PDF at the bottom of this page to refer to.

**STEP 1:** Go to the website at <https://pacesociety.org/>

**STEP 2:** Point to “**REGISTER**” at the top right of the page and then click on “**Register New Membership**” from the dropdown choices. This takes you to the Register New Membership Page (see screenshot on right).

**STEP 3:** All the demographic fields here are required. Enter information into each field. If there is a field that does not apply, enter N/A. The ‘Username’ and ‘Email’ fields will be verified. If either is already in use you will receive an error message and need to enter a different value. Passwords entered must match. In the ‘PACE ancestry line’ field, enter a complete description of your PACE ancestry as indicated. In the ‘PACE line descend from’ field, enter the appropriate number between 1 and 5.

**Continuing down the page, the following steps are how to pay for your membership:**

**STEP 4:** You will see the Full Member (Yearly Subscription) box checked and the amount \$30.00 total due.

**STEP 5A: (Manual Check Payment):** If you are paying by check, click the “**Manual Payment**” box. Click the “**I’m not a robot button**”. Click “**REGISTER**” and mail the check to:

Ken Daniell, Treasurer  
4480 South Cobb Drive, Ste H#601  
Smyrna, GA 30080

**STEP 5B: (Credit Card, Debit Card, or PayPal):** Click the “**PayPal**” box. Click the “**Auto Renew**” box if you wish your account to auto renew the following year. Click the “**I’m not a robot**” button. Click “**REGISTER**” which will take you to the **Pay with PayPal** page. NOTE: You can ALSO pay with your Credit Card or Debit Card on the **Pay with PayPal** page.

The screenshot shows the 'Register New Membership' form. At the top, there is a 'Log in to renew or change an existing membership.' link. The form contains several input fields: Username, Email, First Name, Last Name, Password, Password Again, Spouse Name, Prompted Interest, Home Address, Home City, Home State, Home Zip, Home/Cell Phone, and Country. Below these fields is a section for 'Please provide your PACE ancestry line by completing the following: (1) Your name / spouse (2) Father / mother's names (3) Grandparents names (4) Great Grandparents to PACE ANCESTOR and beyond, if possible.' This section is currently empty. Below that is a question: 'Does your Pace line descend from (1) Richard Pace of Jamestown, (2) John Pace of Middlesex Co, Va, (3) Frederick Pace of Wales, (4) Unknown Pace line, or (5) not sure.' This section is also empty. The form then displays a summary table:

Membership	Amount
Full Member (Yearly Subscription)	\$30.00
<b>Total Today</b>	<b>\$30.00</b>
<b>Total Recurring Per Year</b>	<b>\$30.00/Year</b>
<b>Next Renewal Due</b>	<b>September 26, 2024</b>

Below the table, there is a section for 'Choose Your Payment Method' with two radio buttons: 'Manual Payment' and 'PayPal'. The 'Auto Renew' checkbox is checked. There is a green checkmark and the text 'I'm not a robot' next to a reCAPTCHA logo. A red 'REGISTER' button is visible. At the bottom, there is a section for 'Paying by check?' with instructions to select 'Manual Payment' and mail a \$30.00 check payable to 'Pace Society of America' to: Ken Daniell, Treasurer, Pace Society of America, 4480 South Cobb Drive, Ste H#601, Smyrna, GA 30080. A link to 'Print this application form and mail it in with the check.' is provided.

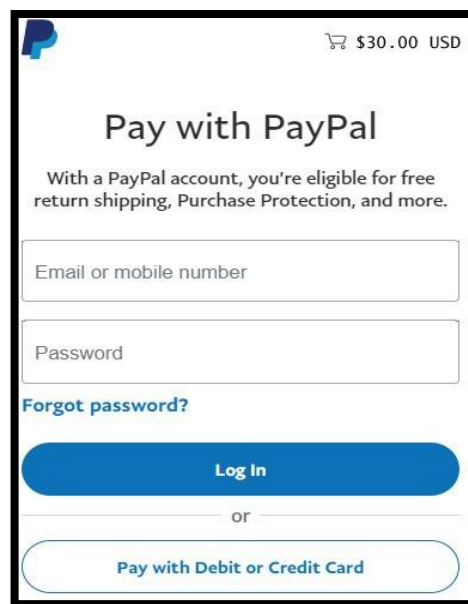
**STEP 6A:** If you are paying with **PayPal** you must log into your personal PayPal account with your PayPal email or mobile number and password, which will take you to the page to complete your purchase.

**STEP 6B:** If you are paying with a **Credit or Debit Card**, at the bottom of the Pay with PayPal page (yes I know it's not obvious!!!), click on the **"Pay with Debit or Credit Card"** button. This does not require you to log in to the PayPal site!! Complete the Pay with Debit or Credit Card information page and click Pay NOW at the bottom of that page.

### **What happens when I register a new membership?**

- If you are paying by check, Ken Daniell (treasurer) emails the website coordinators that he has received your check with the expiration date who then enters your renewal/expiration date on the website. Your account remains pending until this step is completed.
- If you are paying by Credit Card, Debit Card, or PayPal, the website coordinators receive an email when you have paid and that you have renewed your membership. Your renewal/expiration date is manually set to the date that applies: Feb 28, May 31, Aug 31, or Nov 30. The date will be set ahead to the next renewal/expiration date after you register. The website coordinators provide a monthly report to Ken Daniell (treasurer) of all new members and renewals for that month so he can update his files to reflect the website membership.

**You can email Ricky Pace at [pacegenealogy@gmail.com](mailto:pacegenealogy@gmail.com) if you have any issues with your renewal.**



The image shows a screenshot of the PayPal 'Pay with PayPal' login page. At the top left is the PayPal logo, and at the top right is a shopping cart icon with '\$30.00 USD'. The main heading is 'Pay with PayPal'. Below this, a message states: 'With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.' There are two input fields: 'Email or mobile number' and 'Password'. A link for 'Forgot password?' is visible. A blue 'Log In' button is present, followed by an 'or' separator and a button labeled 'Pay with Debit or Credit Card'.