

LDG MEMBERSHIP APPLICATION INSTRUCTIONS

Welcome to the Landscape Designers Group online membership application and directory form. We are excited to offer the convenience and simplicity of an online application tool, which will allow our members to (1) enter their personal information directly into the online application; (2) pay the membership fee online by PayPal; (3) update their personal information at any time during the year; (4) view online or print an updated directory of members at any time; and (5) receive email updates from the LDG Board. Members will have the ability to decide whether all or any of their personal information is available for public access or restricted to LDG members. *However, when you join the site initially, ALL of your information will be private and viewable by LDG members only.* **Please note that the online directory will replace the printed directory.**

IMPORTANT NOTES:

- Membership is meant for students studying and professionals employed in landscape design or associated professions (i.e. arborists, installers, contractors, etc.).
- After you have created an account on this site, you will be reminded annually, on the anniversary of your join date, to renew your membership. You will need to update any changes in your profile information and pay your annual dues.
- Please note that **YOU** are responsible for updating your contact information. If you want to continue to receive LDG program announcements and any other LDG related emails, you will have to sign-in to your account on the LDG site and change your contact information yourself.

To apply for membership in the LDG, whether you have been a member in the past and this is your first time on the site, or you are a first time member, please follow the below steps. In order to pay your membership fee, you will need to use an active PayPal account or pay by check. PayPal is the preferred and quickest method of payment for membership. If you don't already have a PayPal account, it's easy to get one, and we include instructions below on setting up a personal account with PayPal.

Steps to Open a PayPal Account:

1. Log onto the PayPal site at www.paypal.com.
2. In the Account login box in the left margin, select "**New to PayPal? Sign up.**"
3. Select a Personal account, for individuals who shop online. Press "**Get Started.**"
4. Enter your information, including a password of your choice and your credit card information.
5. Make a record of your password so that you can find it in the future.

To Pay by check:

Please send your payment (amount dependent on your membership level) to:

Barbara Monfort
1826 N. Stafford St.
Arlington, VA 22207

Steps to Submit a LDG Membership Application:

1. Log onto the LDG membership website at www.landscapedesignersgroup.onefireplace.com.
2. Select the **“Member Application”** tab on the left side of the screen.
3. Select the appropriate membership level and then press **“Next.”**
4. Enter your personal information, including a password of your choice. Make a record of your password so that you can find it in the future. Press **“Next”**.
5. Choose your method of payment. If you are using PayPal to pay for you membership, select **“Online”**. If you are paying by check, select **“Manual”**. Press **“Next”**.
 - a. For payment by check or manual payments, check that all of the information you have entered is correct. If it is, select **“Confirm”**. Send your check to the address listed above.
 - b. For payment by PayPal or online payments, you will be redirected to the PayPal website. Enter your PayPal information (see above.)
6. You will receive a receipt via email and your information will appear in the online directory of members as soon as payment is processed. Please note that payment by check will take a longer time to process.

Are you interested in making your business more visible on the web and on Google? If you are, then make some or all of your profile information publicly viewable! Visitors to our site will be able to do an advanced search to look for a landscape professional that meets their specific needs. This public directory will replace the previous webpage on the main LDG site that listed members’ websites.

Steps to change your profile information to PUBLIC:

1. Sign into your account, using your email address and password. (Your membership status will have to be fully approved before you can change your privacy settings).

2. Click on the “View Profile” button located in the top right corner, under your name.
3. Under **My Profile**, click “Edit Profile”.
4. Under **My Profile**, click “Privacy”.
5. At this point, you can choose 1 of 3 options for each field of information.
 - a. ANYBODY: This means that a field of information will be in the PUBLIC MEMBER DIRECTORY and viewable by anyone.
 - b. MEMBERS: This means that only fully-approved LDG members will be able to view this field of information.
 - c. NO ACCESS: This means that only YOU will be able to view this field of information.
6. Once you have chosen the level of access for each field, scroll to the bottom and click “Save”. You can now move throughout the membership site or go back to the main LDG website by clicking on the links to the left or at the bottom of the page, respectively.

Please note that the default privacy setting for each field in your account is “MEMBERS”.