



RENEW YOUR COMMON FIELD NETWORK MEMBERSHIP FOR *FREE*

Already a current Common Field Network Member (or a former member with an inactive profile)? Follow these instructions to add 12 **FREE** months to your Network Membership.

As a Network Member, you'll receive access to benefit from accessing a wide range of resources while connecting with and connecting to more than 700 arts organizations and organizers across the US. Explore the full Network [here](#).

PART 1: Extend Your Membership for *FREE* for One Year!

1. Go to the [LOGIN](#) page.

- Type in your Username: Your e-mail address
- Type in your Password: Your password (*Don't remember your password? Click "Forgot Password" to generate a new one that will be emailed to you.*)

2. Click the LOGIN button to go to your Common Field Profile.

3. Go to the "Account" section of your profile.

- Click on the "MEMBERSHIP SUBSCRIPTION & PAYMENT" dropdown menu item.
- Select "Auto-Renew my Membership".
- Scroll down the page to the section *under* "PAYMENT INFORMATION".
- Enter the KEYCODE **commonconnect2020** to redeem your free year.

PART 2: Check your account info and set your Auto-Renew preferences

1. Set your Auto-Renew preferences

If you don't want your account to automatically renew, it's easy to opt out. Here is what to do:

- Click on MEMBERSHIP SUBSCRIPTION & PAYMENT dropdown menu item
- Click "Do not auto renew my membership". Your account will become inactive when it expires. If you'd like to re-activate your membership, log in to your account and provide updated payment information.

-If you **DO** want your account to auto-renew, make sure you click "Auto-Renew my membership. Your card will only be charged when the free membership expires — and you'll receive e-mail reminders 30 days and 10 days before it processes just in case you'd like to opt out later.

2. Update your account and billing information if you'd like to change your payment info.

Your card will *ONLY* be charged when the free membership expires AND your preferences are set to "Auto-Renew"

PART 3: Use your Membership to Connect with the Field

1. **PROFILE:** Make sure your public profile is updated with current information. Watch our short video tutorial on how to fill out and update your profile [here](#).

2. **LISTINGS:** Post listings for Opportunities, Jobs, Services and Announcements to our online [National Listings Directory](#). Watch a short video tutorial on how to use it [here](#).

3. **FORUM:** The Forum is a place for Common Field Members to discuss topics of interest and to connect with one another in a safe digital environment. To participate in the **Forum**, [login to your Common Field Member profile](#). There, you may either participate in an existing discussion or create a new topic. We encourage you to read our community guidelines before participating in the forum.

4. **DOCUMENT SHARING HUB/Common Field Google Doc:** This is a collective archive of information, templates, and shared working docs. Open docs, PDFS, reference materials, and other digital artifacts are all welcome.

Questions?

First, [read our FAQs here](#)

If you need additional support, contact hello@commonfield.org.

T H A N K Y O U