

# User Guide

How to apply for membership, renew, pay dues, use the helper portal, and manage your account on funmember.app.

**Audience:** Members, dealers, helpers, and the public    **Version:** 2.0    **Updated:** June 19, 2026  
**Site:** <https://funmember.app>

## CONTENTS

1. Welcome to FUN Member Hub
2. Touring the public site
3. Applying for membership
4. Signing in
5. Paying dues and making donations
6. Renewing your membership
7. The Event Helper / Volunteer Portal
8. RSVP'ing to a helper invitation
9. Email preferences and unsubscribing
10. Privacy, security, and the bylaws

## 1. Welcome to FUN Member Hub

FUN Member Hub is the online home of the **Florida United Numismatists** — the nonprofit that organizes the FUN Show, North America's largest coin convention. This guide walks you through everything you can do on [funmember.app](https://funmember.app) as a member, applicant, dealer, or event helper.

### WHO THIS GUIDE IS FOR

Members of the public, prospective members, current members, dealers booking booths, and anyone who has received a helper invitation to one of our shows. Staff and administrators should also read the *Admin Guide*.

## 2. Touring the public site

---

### Homepage

The homepage introduces FUN, highlights upcoming shows, and gives you one-click access to join or renew. The orange header bar appears on every page and contains the main navigation.

### Main navigation

LINK	WHAT IT DOES
<b>Apply</b>	Submit a new membership application
<b>Calendar</b>	See Florida coin shows with dates, venues, and links
<b>By-Laws</b>	Read the full FUN By-Laws and Code of Ethics
<b>Docs</b>	Download this guide, the Admin Guide, and the Product Description
<b>Trust</b>	How we protect your data and privacy
<b>Sign in</b>	Members, staff, and helpers sign in here

## 3. Applying for membership

---

Anyone can apply at [funmember.app/apply](https://funmember.app/apply). The application has three steps: pick a tier, fill in your details, confirm and submit.

### Membership tiers and dues

TIER	DUES	ELIGIBILITY
Regular Member	\$20 / year	Adult collectors and enthusiasts
Club Membership	\$20 / year	Affiliated numismatic clubs
Associate Member	\$5 / year	Spouse or partner of an existing member
Junior Member	\$5 / year	Under 18 — guardian signature required
Senior Life Member	\$300 one-time	Age 65+, lifetime membership
Life Member	\$400 one-time	Lifetime membership, any age

### How to apply

- 1 Go to **Apply** in the top menu (or visit [/apply](https://funmember.app/apply)).

- 2 Pick your tier.** The form adapts — junior applicants will be asked for a guardian name and signature; associates will be asked for the sponsoring member.
- 3 Fill in your details.** Name, email, phone, optional club affiliation, and topics you collect. Validation runs as you type; fix anything in red before continuing.
- 4 Sign and agree.** Type your name as a digital signature and check the box agreeing to the Code of Ethics.
- 5 Pay dues now or later.** A PayPal button lets you pay immediately; if you skip, staff will email you a payment link after approval.
- 6 Submit.** You'll get a confirmation email right away; staff are notified to review your application.

#### WHAT HAPPENS NEXT

Staff usually review applications within a few business days. When you're approved you'll get an email with your **member number**. If you paid dues you'll also receive a receipt; if not, that email includes a link to pay.

## 4. Signing in

---

Members, dealers, staff, and helpers all sign in at [funmember.app/login](https://funmember.app/login). Three ways to authenticate:

- **Email and password** — the simplest option. Forgot it? Use *Forgot password* for a reset email.
- **Apple Sign-In** — one-tap sign-in using your Apple ID.
- **Invite redemption** — if you received an invite email with a 6-digit PIN, switch to *Sign up* and enter the PIN to create your account.

#### FUN IS INVITE-ONLY FOR STAFF

You cannot create a staff or volunteer account by signing up directly. If you should have access and don't, contact your event organizer to request an invite.

## 5. Paying dues and making donations

---

Sign in and visit [/checkout](#). You'll see a list of available items — membership tiers, donations, and (for dealers) booth fees. Each item has its own PayPal button.

## How payment works

- 1 Click **PayPal** on the item you want to pay for. For donations you can enter any amount.
- 2 Complete the PayPal flow in the popup window — pay with a PayPal account or a card.
- 3 We verify the payment with PayPal on our server before we mark it received. This prevents fraud and ensures the dollar amount matches.
- 4 You'll get a **payment receipt by email** within a minute. Your member profile is updated automatically.

### NEED A REFUND?

Contact us at the address on the website. Staff can issue refunds with the proper permissions; refunds appear back on the original PayPal source.

## 6. Renewing your membership

We send **automated renewal reminders** as your paid-through date approaches and again if it lapses. The reminder email contains a direct link to the checkout page with your renewal pre-selected.

You can also renew any time by signing in and visiting </checkout>.

### LIFETIME MEMBERS

Senior Life and Life members don't get renewal reminders — your membership doesn't expire.

## 7. The Event Helper / Volunteer Portal

If you've been added as an event helper or volunteer, you'll receive an invitation email with a link. After you sign in, visit </portal> to see your personal portal.

What you see depends on the **access boxes** your event organizer checked when they invited you. If a card isn't shown, your organizer hasn't granted that permission yet.

### Portal cards

CARD	WHAT IT SHOWS	REQUIRES ACCESS
<b>My Schedule</b>	Your shifts — event name, role/area, start and end times	Schedule

CARD	WHAT IT SHOWS	REQUIRES ACCESS
<b>Team Roster</b>	Other helpers on the same event. Contact details are hidden unless your organizer also grants <i>contact info</i> .	Roster
<b>Attendee Check-in</b>	Check-in scanner for the day of the show (rolling out)	On the day
<b>My Profile</b>	Update your name and phone number. Email is shown read-only — contact your organizer to change it.	Profile
<b>Notes from Staff</b>	Internal notes the organizer has shared with you about your role	Profile / Notes

#### FIRST TIME VISITING THE PORTAL

When you sign in for the first time we automatically link your account to any helper or volunteer rows matching your email address. If the portal shows *no assignments*, ask your organizer to confirm the email on file matches the one you signed in with.

## 8. RSVP'ing to a helper invitation

Event helper invitations contain an RSVP link. Click **Accept** or **Decline** directly from the email — no sign-in needed. You'll see a confirmation page and your organizer is notified immediately.

If you accept, your invite also includes a link to the Helper Portal (above) where you can see your schedule and team.

## 9. Email preferences and unsubscribing

Every email we send includes an **unsubscribe** link in the footer. Clicking it takes you to a confirmation page so you don't unsubscribe by accident. After you confirm, you'll stop receiving FUN emails.

#### TRANSACTIONAL EMAILS

Receipts, payment confirmations, password resets, and invites are **transactional** — you'll still receive them even after unsubscribing, because they're tied to actions you took on your account.

## 10. Privacy, security, and the bylaws

---

- **Trust page** (/trust) — how we store and protect your data, who can see what, and our security practices.
- **By-Laws** (/bylaws) — the full FUN bylaws and Code of Ethics, with a PDF download for offline reference.
- **Docs** (/docs) — this guide, the Admin Guide, and the Product Description.

### QUESTIONS OR TROUBLE?

Reach out via the contact details on the homepage footer. If something's broken, include a screenshot and the page URL — that helps us fix it faster.