

## Instructions for completing Sponsorship Application

- 1) Click on Sponsorship Application tab or Sponsor Now tab on the Home Page.
- 2) READ the information on the top of the Sponsor Application page
- 3) READ the Sponsorship level benefits to be sure you select the option you want.
- 4) Go to the Select button in the lower right corner of the sponsorship level you choose and click.
- 5) You will see a new page with login and member application fill-in's
- 6) READ the Sponsorship benefits list again to be sure you are on the right level.
- 7) You must select a payment option before you complete the form. Click either Mail Check or Paypal option.
- 8) Note that all fields or boxes with \* are required information to complete membership
- 9) Decide your user name and password and WRITE THESE DOWN. They will be what you use to login to the site later to edit your sponsorship profile, etc.
- 10) Fill in the blanks and click the Recaptcha – I'm not a robot box.
- 11) Input your operation name and contact information
- 12) For Gold levels, input your operation information. If you have more than one business location or want to list offices separately, please do so manually in the 1000 character comments box below.
- 13) Upload your business logo if you have one, note the specific size to fit your banner ad.. If you don't have a logo or photo, skip this step. Same with Website URL and FaceBook URL.
- 14) Click submit if paying by check or click PayPal logo to complete payment.
- 15) Your Sponsor profile should be activated immediately. Please wait up to 48 hours for confirmation email. If you don't receive confirmation within 48 hours, contact the association at [info@wyhay.com](mailto:info@wyhay.com)
- 16) Once your confirmation is complete, you will be able to login in using the Account login information you saved earlier.
- 17) You may edit your profile information by login to your account, Go to your sponsor level information and click EDIT.
- 18) If you have issues in this process, please contact the association at [info@wyhay.com](mailto:info@wyhay.com) and we will try to help you figure out what went wrong.