

## JotForm FAQ

Following are some answers to Frequently Asked Questions.

Note: The Airstream Club International does not require local clubs to use JotForm for online registrations and payments.

### **Signing Up for JotForm Accounts**

#### **What is JotForm?**

JotForm is an application that allows club members to submit online information (registrations, surveys, ballots, etc.) in a simple, straightforward format. The Wally Byam Airstream Club / Airstream Club International **recommends** (does not require) JotForm to facilitate creation of event registrations that can be integrated into the new Local Club/Region microsites on airstreamclub.org, emails, or any digital document. Both form creation and integration with PayPal and Credit Card payments are very simple for the webmaster and the user. It can also be supported by the Information Technology Committee (ITC)

#### **Why is the Airstream Club going to be using JotForm instead of the Contact Forms on the current WordPress airstreamclub.net website?**

The WordPress site will be turned off within about one year, after club websites are moved to the new club website airstreamclub.org. Local Clubs that wish to offer online registration for events have several options when choosing accounts.

#### **Who applies for the JotForm accounts?**

Individual local clubs (units) and regions create their own JotForm accounts so their forms and submissions remain accessible only to club members

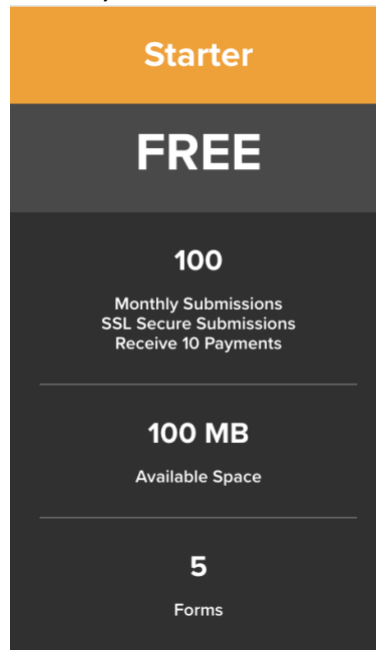
#### **Who pays for the JotForm accounts?**

The local club chooses the level of account (Free, Bronze, Silver or Gold) it wishes to purchase. **As 501(c)7 entities, local Wally Byam Airstream Clubs and Regions are all eligible for a 50% non-profit discount upon submission of a 990 tax form.**

The FREE version is sufficient for clubs that

- do not collect online payments (limited to 10 per month)
- have a limited number of registrations open simultaneously (5 active forms)

- do not have more than several event registrations open simultaneously (100 submissions per month)



For clubs / regions requiring greater flexibility, the Bronze level generally suffices. With the 50% discount the monthly cost to the club is \$14.50 monthly or \$174 annually. <https://www.jotform.com/nonprofit/pricing>

## Get Your Nonprofit Discount

NONPROFIT  
DISCOUNT  
SAVE 50%

You want to make the world a better place — and we're here to help you do it. To thank you for making a difference, nonprofit organizations get 50% off our Bronze, Silver, and Gold plans. Collect more submissions and donations for your nonprofit at half our regular price!

Bronze	Silver <i>Best Value</i>	Gold
<del>\$29/month</del> <b>\$14.<sup>50</sup></b> /month	<del>\$39/month</del> <b>\$19.<sup>50</sup></b> /month	<del>\$99/month</del> <b>\$49.<sup>50</sup></b> /month
<b>1,000</b> Monthly Submissions SSL Secure Submissions Receive 100 Payments	<b>10,000</b> Monthly Submissions SSL Secure Submissions Receive 1,000 Payments	<b>100,000</b> Monthly Submissions SSL Secure Submissions Receive Unlimited Payments
<b>10 GB</b> Available Space	<b>100 GB</b> Available Space	<b>1 TB</b> Available Space
<b>25</b> Forms	<b>100</b> Forms	<b>Unlimited</b> Forms

Use this link to apply for discount pricing:

<https://www.jotform.com/nonprofit/pricing/#apply>

### What if our club cannot afford \$174 a year for online registrations?

- Adding a few dollars to the annual dues for the convenience of registering for events online is one solution. It's common now to pay an additional fee for every credit card payment. The dues increase would, of course, depend on numbers of members in the club.
- If your club would not likely exceed the monthly 100-submission limit. use the Free JotForm to accept online event reservations and have members pay by check.

### Can the Airstream Club International purchase a site license that all local clubs can share?

Unfortunately, the cost is prohibitive. The JotForm licensing cost for "enterprise" (group) licensing is about \$69/month per login (Club). Given

we have about 105 Clubs, that would be \$86,940/year for WBCCI. This is because the “enterprise” license can only be based on business plans and of course doesn’t offer a non-profit discount.

### **What do we need to know about taking online payments?**

The club must have the following:

- a business bank account
- a business PayPal, using a @wbcci.net email address, not a personal address

### **How are JotForms created and managed?**

Tutorials on creating and managing JotForms can be found on the ITC website.

<https://itc.airstreamclub.net/airstreamclub-org-resources/creating-jotform-tutorials/>

With further questions concerning JotForm accounts and form creation email [itc@airstreamclub.org](mailto:itc@airstreamclub.org)