

How to Manage Your Stafford County Historical Society Membership

The instructions below should help you track and manage your Stafford County Historical Society membership. But, if you have questions or problems we're happy to help. Contact us at admin@discoverstafford.org.

Step 1: Click on Dashboard

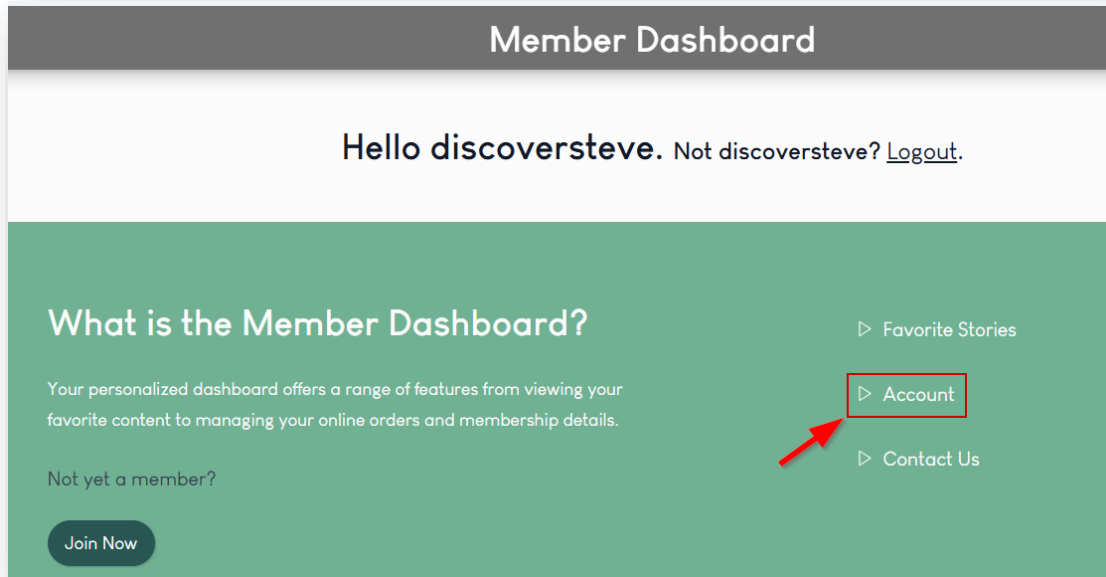


Step 2: Login to Discover Stafford

When you joined the Stafford County Historical Society, you should have created a username/password for the website. If you don't remember your userid or password, click on "Lost Password" to reset your login.

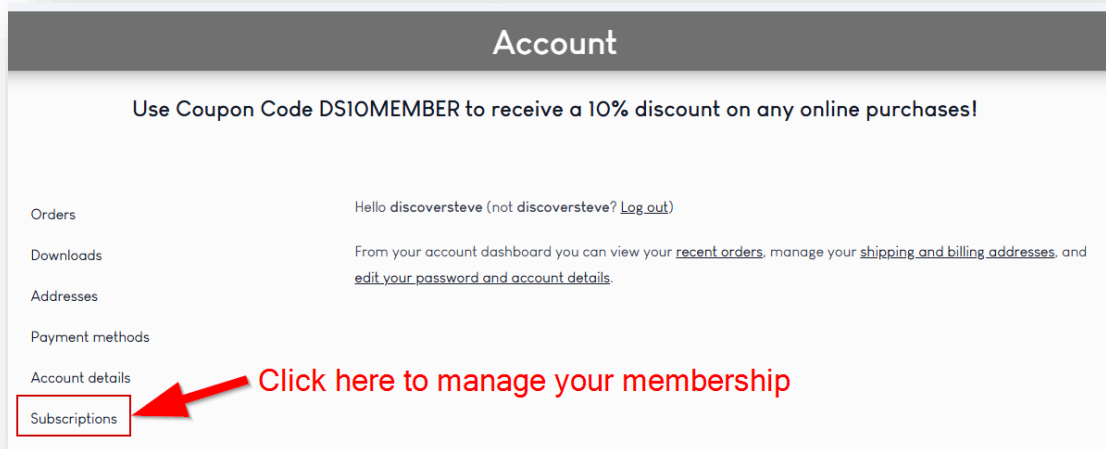
A screenshot of the Member Dashboard login form. The form has a dark gray header with the text "Member Dashboard" in white. Below the header, there are two input fields: "Username or Email Address" and "Password". The "Username or Email Address" field contains the text "discoversteve". To the right of the "Password" field is a checkbox labeled "Remember Me". A dark green "Log In" button is to the right of the "Remember Me" checkbox. Below the "Password" field is a link labeled "Lost Password".

Step 3: Click on Account



Step 4: Click on Subscriptions

Memberships in the Stafford County Historical Society are processed as yearly subscriptions (unless you purchase an Individual Lifetime membership which has no renewal/expiration date).



You will then see your membership listed:

[Orders](#)
[Downloads](#)
[Addresses](#)
[Payment methods](#)
[Account details](#)
[Subscriptions](#)

ID	Parent ID	Status	Next Payment	Total	Action
9668	#9667	Active	December 18, 2026	\$25.00 / Year	Show

Clicking on the “Parent ID” link will display details on the original order when you became a member:

[Orders](#)
[Downloads](#)
[Addresses](#)
[Payment methods](#)
[Account details](#)
[Subscriptions](#)

Order #9667 was placed on December 18, 2025 and is currently Completed.



Order details


Product	Total
Stafford County Historical Society – Student Membership × 1	\$25.00
Subtotal:	\$25.00
Total:	\$25.00
Payment method:	Credit / Debit Card

[Order again](#)

Billing address

Steve Hilker
335 Hartwood Road
Fredericksburg, VA 22406

 steve@discoverstafford.org

Clicking on the “Show” link displays details on your membership.

Subscription Details Fields

- Status – shows if your membership is active, expired, or cancelled.
- Created – date when your membership started
- Next Payment – memberships renew yearly on their anniversary date. The next payment date will be one year from the last payment date.
- Expiry – the date your membership will stop if you do not renew.
- Next Recurring – number of days till your membership renews
- Actions – Cancel is the only option. It is used to cancel the auto-renewal payment (see below for more details).

Subscription Order Details

- Product Name – shows your membership level
- Subtotal – amount paid for your membership
- Total – amount that will be billed when your membership auto-renews

Account

Use Coupon Code DS10MEMBER to receive a 10% discount on any online purchases!

← Back

Subscription Details

Status	Active
Created	December 18, 2025
Next Payment	December 18, 2026
Expiry	December 18, 2026
Next Recurring	365 Days
Actions	<button>Cancel</button>

Subscription Order Details

Product Name	Stafford County Historical Society - Student Membership X 1
Subtotal	\$25.00
Total	\$25.00 / Year

Cancelling Your Auto-Renewal

Memberships are set to auto-renew unless you select the CANCEL option under the Subscription Details. Using Cancel will cancel your membership auto-renewal. It does not change the current membership or expiration date.

After clicking “Cancel” you will see:

Account

Use Coupon Code DS10MEMBER to receive a 10% discount on any online purchases!

Orders

Downloads

Addresses

Payment methods

Account details

Subscriptions

✓ Subscription Cancelled Successfully

Subscription Details

Status	Cancelled
Created	December 18, 2025
Next Payment	---
Expiry	December 18, 2026
Next Recurring	365 Days
Actions	

Subscription Order Details

Product Name	Stafford County Historical Society - Student Membership X 1
Subtotal	\$25.00
Total	---

A cancelled membership will display as “Cancelled” with no next payment date or amount:

Account

Use Coupon Code DS10MEMBER to receive a 10% discount on any online purchases!

Orders

Downloads

Addresses

Payment methods

Account details

Subscriptions

ID	Parent ID	Status	Next Payment	Total	Action
9668	#9667	Cancelled	---	---	Show

