

Your online account provides access to your member benefits online! Keep track of your membership expiration, update your contact information and renew or upgrade your membership online.

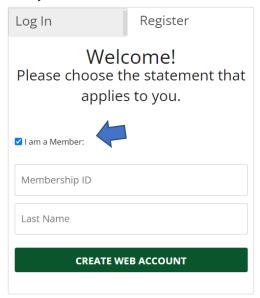
By creating an online account, you will activate your membership discount in the online Gift Shop and for camp and class registrations. Your online account gives you access to RSVP online for complimentary Member Events as well.

## To Create a Billings Farm & Museum Member Account Online:

- 1. Visit <a href="https://cart.billingsfarm.org/Accounts.aspx">https://cart.billingsfarm.org/Accounts.aspx</a> and have your yellow member card handy.
- 2. Select Register



3. Select I am a Member. Enter your Membership ID (the Patron number on your member card) and your last name.



4. Select Create Web Account

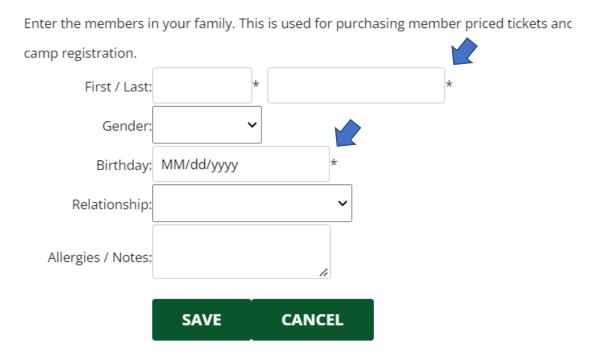
### 5. View your Account Information by selecting My Account



#### 6. Enter Family information

To register online for events, camps or programs, you must first enter your name and birthdate as well as the names and birthdates of any family members who would participate in programs requiring registration. Birthdates are required to ensure eligibility for age-limited programming. Complete the form (sample below) for each family member on the membership.

# **Family Information (Optional)**



#### 7. Review Account Information

- Name and address of primary and secondary contacts. Add a second adult in secondary contact, if they are not already included in your record (valid unless you have a 1-Adult level membership).
- Membership Status includes your Membership level and expiration date, an option to print a membership card (photo ID also required for admission), and a link to renew or upgrade your membership
- Transaction history view past transactions made at Billings Farm & Museum