



BELLEVUE BOTANICAL
GARDEN
SOCIETY

How to set up an online account

Beginning July 1, 2021, the Bellevue Botanical Garden Society will require member sign in when you register for educational and special events at the member price. You will need to set up an online account and sign in when you wish to register for an event. ***If you have already set up an online account, you do not have to set up a new one.***

Creating an online account and registering for an event at the member price is easy!

- ❖ First you need to create your online account. It's important to remember that even if you already have a membership, you still need to create an online account to get the member price for our events, or to register for member-only or member pre-sale events. **If you have already set up an online account in the past, you do not need to set up a new one.**
 - If you're using a desktop computer, open a web browser and go to bellevuebotanical.org. Click Sign In in the upper right corner.
 - If you are using a mobile device, open a web browser and go to bellevuebotanical.org. Scroll to the bottom and tap on Member Login.
- ❖ Fill out the registration form to create your online account. Our system uses your email address to identify you as a member, so make sure to use the email address you used to purchase your membership. If you aren't sure what email address we have on file for you, contact us at bbgsoffice@bellevuebotanical.org and we can help you.
- ❖ When you wish to register for an event and receive your member discount, make sure to sign in first before adding the item to your cart.
- ❖ Enter the number of spots you are buying in the "Individual" field. Click "Register." Complete your information and click "Add to cart." On the next screen, you will see your member discount deducted from the purchase price.

If you prefer to watch a video that walks you through this process, go to <https://bellevuebotanical.org/classes> to access this video.

Contact us at bbgsoffice@bellevuebotanical.org if you have any questions.