



BELLEVUE BOTANICAL
GARDEN
SOCIETY

How to set up an online account

Bellevue Botanical Garden Society members must sign in when registering for educational and special events, so they receive their member discount. You do this by setting up an online account and signing in when registering for an event.

To create your account and sign in, follow these steps:

- 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. Please note that 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, first find the class you want to register for. Then, sign in through the green sign in button at the top of the screen. **You must sign in first before adding the item to your cart.**
- Enter the number of spaces you are purchasing in the "Quantity" field. Individual members may buy one spot at the member price, and dual/family members may buy up to four spots. Click "Register." It is important to note that you will see the full price on this screen.
- Complete your information and click "Add to Cart." On the next screen, you will see your member discount deducted from the full price.
- Click "Check Out" and then enter your credit card information. Click "Finish and Pay."
- You are now registered for the class!

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

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