

# Step-by-Step Instructions for Online Registration

There is a transaction fee for using the online registration system.

## Events Tab:

Step 1. Select an Event (i.e. Fall Conference & Workshops)

Step 2. Select Type of Ticket (i.e. Attendee)

Use the V button on the right to show Ticket type (Adult or Adult w/child)

Highlight and Select Attendee - \$(52 or 77)

You should now see for adult

Cost \$52.00 or \$77.00

Member discount \$10.00

Information: You will see 1 Option  
Membership

Step 3. Membership: You will need to select one of the drop down menu items. Some examples:

I do not want to purchase a membership (\$0.00)

I am already a member through February 26<sup>th</sup>....

Individual 1 year (\$16.00)

Family 1 year (\$21.00)

If you are registering for a family and want to purchase a membership, select the membership for one person and select "I do not want to purchase...." for the second person.

Step 5. Complete the two mandatory fields in the Information section.

Field 1. Fill in the name of the county (not country) you live in.

Field 2. Complete the name of the person attending the conference. This is first and last name.

Hit the "Add to Cart" at the bottom. You may need to scroll down to see these buttons.

**Your shopping cart picture on the right side should now show a 1 or 2. IF IT DOES NOT, DO NOT GO FORWARD. Check the steps above and be sure you have something in every field. Scroll up to see if there is an error message with more information.**

Information: If you want to register a second person,

1. Repeat Step 1 through Step 4 above, then hit the link **"If you are registering for someone other than yourself, please click HERE"**.
2. Complete the fields for the second person. **If you have a family membership, you must use the email identified in the Roster for both members in order to receive the discount for both people.**
3. Repeat Step 5.

If not:

**Hit the "Next" button at the bottom. You may need to scroll down to see these buttons.**

**Your shopping cart picture on the right side should now show a 2 or a 3 if you added membership. IF IT DOES NOT, DO NOT GO FORWARD. Check the steps above and be sure you have something in every field. Scroll up to see if there is an error message with more information.**

### **Identification Tab:**

If you are a current member.

**Step 1. Check the box next to "I have an account with [The Beekeepers of Indiana](#)".**

**Step 2. If you have registered before, enter your email and password**

**Step 3. If you are a member and this is the first time you have used the online system, click on the "**I forgot my password**" and follow the steps.**

You will need to go to your email account to reset your password. Check your SPAM folder if you do not see the email. Then return here to enter in your email and new password. Any information you entered will still be saved. Do not hit the "back" button or you will receive an error message about a duplicate item. **If you need help, call the Treasurer to reset your account for you. 317-432-9578**

**Hit the "Next" button at the bottom**

If you are a new member.

**Step 1. Complete the fields**

**Hit the "Next" button at the bottom**

### **Confirm Tab:**

You will see the list of all the items you signed up for. This will not show your discount yet.

**Hit the "Next" button at the bottom**

### **Payment Tab:**

You will see the list of all the items you signed up for along with the discount.

**Hit the "Buy Now" button at the bottom**

Upon check out you may pay using PayPal or simply scroll to the bottom of the PayPal form and push the "Pay using a Debit or Credit Card".

**If you continue to have issues contact Debbie Seib, 317-432-9578 or print off the paper form and mail it in.**