



Beaumont & District Agricultural Society

“Strengthening rural roots in Alberta’s Capital Region”

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INSTRUCTIONS FOR USING BADAS ONLINE MEMBERSHIP REGISTRATION SYSTEM

For the second year, Beaumont & District Agricultural Society (BADAS) is using an online membership registration system through a portal developed by Karelo.com, a Canadian company based in Vancouver, BC. This document, with a link to the online membership registration system called **Membership 2018**, will be placed on the BADAS website – www.beaumontagsociety.com/.

Before you connect to the system, please review the instructions provided in this document. Anyone can register themselves and their family members (located at the same address) as members of Beaumont & District Agricultural Society. NOTE: The primary registrant – main, head, or lead person filling in the registration – MUST be an adult (aged 18 and over).

If you don’t want to use the online membership registration system, but still wish to become a member of BADAS, you can fill in the 2017-18 BADAS Membership Form, also found on our website. Send it via email or mail to the General Manager, and give permission to the GM to fill in the online membership registration. Contact the General Manager at admin@beaumontagsociety.com, or 780-929-2891 or 780-983-7525.

To register yourself (and any family members that wish to join) using the online membership system, here is a set of brief instructions:

1. To go directly to the BADAS **Membership 2018** online registration form ([Karelo.com](http://www.karelo.com)), click on <http://www.karelo.com/register.php?BID=659&BT=10&Ev=17667>.
2. Follow the instructions, which begin with clicking on “SIGN UP NOW”. This will take you to the ‘LOG IN AND SIGN-UP’ screen.
Note: The primary registrant (person registering the family) MUST be an adult (18 & over).

LOG IN AND SIGN-UP screen:

3. If you are renewing your registration, use the ‘Login Name’ and ‘Password’ you created last year. If you don’t remember them, you have a few options.
 - a. Your browser may have ‘remembered’ some possibilities to try.
 - b. A ‘Login Name’ generated by Karelo.com usually takes the form of first initial, last name, and number ‘01’, all lower case. E.g. ‘Joe Blow’ would be ‘jblow01’. Try it with your name.
 - c. You can click on ‘[Forgot Your Password?](#)’ and send your Login Name for a new password, or send your email address for your Login Name and a new password.
 - d. Contact the General Manager, who **may** be able to look up some of your registration info.
 - e. You can create a new login and password (see next).
4. If you are a new registrant, click on “CREATE LOGIN”. Follow the instructions on setting up a “Login”; record your ‘Login Name (ID)’ and ‘Password’ in a safe, secure location, or memorize it.

When all information has been filled in, click on "SIGN UP". This will take you to the 'REGISTER' screen where you will supply more information about yourself (and family members).

REGISTER screen:

5. **Membership Type** – Two options in the drop down list: 'Full, Cdn \$15' or 'Junior, Cdn \$10. As the primary registrant, you MUST select '**Full Cdn \$15**'.
6. [**Promo Code** – is only for **Lifetime** members so leave it blank (special instructions were sent to Lifetime members via separate email).]
7. **Affiliation** – lots of options from which to choose; see the drop down list.
8. **Privacy and Refund Policies** – confirm reading and agreeing to Privacy and Refund policies.
9. **Note** – if you have a comment or note to send to the Administrator – i.e. the General Manager – type it in the box provided.
10. If you want to add a family member, click on **ADD PERSON** – If you are adding more family members, click on "ADD PERSON" for each family member you want to add. If you are the only family member registering as a BADAS member, proceed to "CONFIRM".
11. **ADD PERSON** – you will be re-directed back to the 'Register' screen where you will repeat items #5 through #10 for a second family member, then a 3rd, and so on until all family members are entered. Then click on 'CONFIRM'. Follow instructions. If the person being added is NOT a Lifetime member, ignore 'Promo Code'.
12. **CONFIRM** – Once you have completed all registration information for the family, whether one person or several, you must end the registration process by clicking on "CONFIRM". This will take you to the 'PAYMENT' screen.

PAYMENT screen:

13. You have the option of choosing MasterCard, Visa, or Interac Debit to pay any remaining fees, which should top out at \$30. Follow the on-screen instructions. Lifetime members will be added to the fee calculation as \$0.
14. **PAY BY CHEQUE option** – If you have already paid your fees by cheque or cash directly to BADAS, or wish to pay using a cheque or cash, the final option at the bottom of the 'PAYMENT' screen is "CHEQUE PAYMENT". Clicking this option, or any of the other payment options, will complete the BADAS Membership Registration process.
15. **Email Confirmation** – Email confirmation of the membership registration will be sent to you as the primary registrant, and to BADAS Admin (General Manager).

If you have any questions, or want the General Manger to do the registration for you, contact Bruce Walker at admin@beaumontagsociety.com, or call at 780-929-2891 or 780-983-7525.