



Beaverbrook Sportsmen's Club

PO Box 60

Cedar, MN 55011

Hello Member,

We have implemented an online renewal process. Using the online system is simple and once we receive your dues we will activate your electronic membership card to work throughout 2019. You can now pay your dues online with a credit card, or if you wish you can send a check or come to the club on a Sunday afternoon and pay in person.

But let us remind you of the club rules concerning the renewing of memberships. The deadline to renew without penalty is January 31st, after that date you have to February 28th to pay with a \$40.00 penalty. On March 1st you will need to reapply using the 'New Member' online application and pay the full dues and initiation fee, and please note any work-credit you may have will not be applied to the new member dues after February 28th.

The process to renew starts on the Club's website at www.beaverbrook.us/member.php The steps to follow are:

1. Read these Member Renewal instructions.
2. On the 'Members' page of the website enter your full membership number as shown on your card, it needs the letter (E – G – L) and all the digits including the ' - ' (hyphen). Example **G123-19**
3. Next enter your 6-digit PIN, your Personal Identification Number was emailed to you.
4. Then you need to indicate if you have earned a Work Credit. Please note, we will verify your credit against our records and if there is a discrepancy it will delay your renewal until it is resolved.
 - ❖ If you have a work credit you need to tell us what work was involved. This input box will hold a longer description then it appears.
5. Click "Renewal Form", if there are errors you will be informed of the problem. Click "Back" to correct the errors.
6. If everything is correct you will be redirected to the Renewal Form.
7. Fill-in the form as completely as you can. You do need to complete all the form elements marked with an ' * ' (Asterisk). The Email item is very important, it is our primary method of communication with the membership. If you don't have a personal email ask someone you trust to inform you of emails directed to you, to use theirs.
8. Check the 'reCAPTCHA' box and then click "**Continue**".
9. At this point you should see the information you entered. If you wish to correct or add anything use the "Back" button to go back and make those changes.
10. Now you may choose to "**Pay by Mail or Club**" or "**Pay by Credit Card**" to pay your dues.
 - ❖ If you choose to mail a check, or bring it to the club, you should see the "Success" announcement meaning your renewal was emailed to us. It will also inform you the amount of dues to pay. Remember to make the check payable to 'Beaverbrook Sportsmen' and mail it to the PO Box shown above.
 - ❖ If you choose to pay by credit card, you will be taken to a secure website that will process your credit card payment. You will need to fill-out their whole form. Where the form asks for the "**Customer ID**" you should enter your complete Beaverbrook Member Number. Once the form is completed click the "**Pay Now**" button at the bottom. If everything was okay, you will see the receipt page thanking you. The last step is to click the "**Continue to Submit Renewal**" button at the top. You should see the "**Success**" announcement which means that your renewal was sent to us.
11. At this point you are finished, you will receive emails from Beaverbrook and the Credit Card Company, if you paid with a card. If the process didn't go as described here, please let us know by using the "**Contact Us**" page of the website. *(The link is at the bottom right of each page.)*

Thank You.

Membership Committee

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www.beaverbrook.us