



Beaverbrook Sportsmen's Club

PO Box 60

Cedar, MN 55011

Hello Member,

We use an online renewal system which is simple and once we receive your dues, we will activate your electronic membership card to work throughout 2021. You can 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, your card will be **deactivated**, and you have to February 28th to pay with a \$40.00 penalty. On March 1st you will need to reestablish your expired membership; please note any work-credit you may have had will canceled and you will pay the same as a new member. These are the rules --- so please do not procrastinate, just do it now. We have heard all the excuses including some you wouldn't dream up yourself. If your dog, or goat, ate the email --- go talk to the dog or goat not us.

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

1. Print and 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 – S) and all the digits including the ' - ' (hyphen). Example **G123-12**
3. Next enter your 6-digit Personal Identification Number, this unique '**PIN**' 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 especially important, it is our primary method of communication with the membership. If you do not have a personal email, ask someone you trust to use theirs --- and have them inform you of any emails directed to you.
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 handle the dues portion.
 - ❖ If you choose to mail a check, or come to the club and pay, you should see the "Success" announcement meaning your renewal was emailed to us. It will also inform you of your 2021 dues. Make the check payable to 'Beaverbrook Sportsmen' and mail it to the PO Box shown above and please include a note explaining the member number and name the amount is being paid for. Each year we get checks or money orders from people who are not on our roster and do **NOT** identify which member the payment is to be applied to. So, we consider it a friendly donation to the club. But come February we get a call from a member saying their card does not work yet claiming they paid their dues, then we attempt to make the connection.
 - ❖ 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. **If you did NOT click the "Continue to Submit Renewal" button, we do NOT get the form information which is necessary to keep the club's records current and up to date!**
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 did not 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