BCGS Membership - Online Purchase Instructions

Click on the ICON of the membership you wish to purchase. Click the "**Add to Cart**" button.

Complete the form that is displayed. All boxes with an asterisk are REQUIRED fields. **If you miss a required field you will be prompted to complete this before you can proceed.** Scroll back up the form for missing items and fill them in. Click the "**Add to Cart**" button at the bottom of the form.

You have now been returned to the membership order page and the "Add to Cart" button will change to "ADDING!!" then "ADDED" for a few seconds only. You will now have an item in your shopping cart. (If you wish to purchase another membership repeat the steps above.)

Scroll to the top of the page and Click on the "**Shopping Cart**" in the top right corner.

The Shopping Cart page will show the item(s) you have ordered. Review your order. If your order is correct Click the "**Checkout**" button below the Subtotal amount. (If you need to make changes Click "**Edit Details**" below the item ordered. This will return you to the order form where you can make any necessary changes.)

Click "**Save**" at the bottom of the form to save your changes. Once your order is correct click the "**Checkout**" button below the Subtotal amount to go to "**Order Summary**".

Order Summary Page

1. YOUR EMAIL: Fill in the email address where you wish to receive purchase confirmations. NOTE: If the purchase is a gift you can fill in your own email address here. Click "**Continue**".

2. GIFT RECIPIENT: If this is a "Gift" you can add a message for the recipient. This is optional. Click "**Continue**".

3. PAYMENTS & DISCOUNTS: Fill in your complete billing address.

- Click the "**Pay with PayPal**" button. If you have a personal PayPal account you should be taken directly to it. You may be asked to log in. If not, follow the PayPal instructions shown on the screen.
- Select which method of payment to use and enter any information requested. **Note**: This page is within PayPal so it is their instructions you are following. Click "**Continue**" to be returned to the BCGS Order Summary page.

4. REVIEW & PURCHASE: Review your "**Order Summary**", at the right, for accuracy. You may still "**Edit Details**" or change the quantity, if needed. Click the "**Purchase**" button to complete your transaction.

You will receive an Order Confirmation email from the BCGS with the details of your purchase. You will also receive a confirmation email from PayPal.

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