

Instructions for Purchasing a Membership online

1. Sign In or Register

- a. If you have not signed in since March 2016, you will need to “register”. If you try to “sign in” without registering with the new membership portal, you will be given an “incorrect password” error.
- b. Registration information must match information currently on file. Contact information changes can be made before or after registration by emailing membership@anchorage-museum.org. Failure to match information will delay online membership benefits
- c. Only type one person’s name in the First Name and Last Name fields. Later, you can create separate logins for any other adults on the membership.

2. Navigate to the membership form

- a. In the tab bar, hover over **Join and Give** and select **Membership** from the drop down menu. Press the orange button **JOIN/RENEW**.

3. Fill Out Member Form

- a. Only type one person’s name per First Name and Last Name field. Depending on the membership level, you will be allowed as many First Name/Last Name fields as there are adults allowed on the membership.
 - i. To add more adults to your membership, select the membership add-on “Additional Household Member”. *Remember that all adults on a membership must use one household address.*
- b. Do not type in children’s (0-17 years) names. Fill in the box “Number of Children” to include children of the household. *Basic Family, Family Plus, Museum Insider Family, and VIP levels include all children 0-17 years that live in your household.*
- c. **Gift Membership**
 - i. Check the box **This membership is a gift**
 - ii. Gift memberships do not include the gift giver as one of the members
 - iii. Gift recipient’s mailing address, phone number, and email address are required. Do not use gift giver’s contact information for gift recipient. Failure to provide accurate information will delay membership delivery.
 - iv. You can specify that the renewal letter/ membership card should go to the gift giver or the gift recipient. By default, both will be sent to the gift recipient.
 - v. Include a gift message. In the **This is a gift from** field, write how you would like your name to appear to your gift recipient. This is where you can use names like “Mom”, “The Johnson Family”, or “Your new coworkers”

4. Add membership to cart

5. Enter special code, if applicable

- a. If you were given a special code, you can enter it in **Discount Code** and press **Apply**

6. Enter payment information

7. Complete! Welcome!