

## Member Digital Card Download Instructions

## First time logging in? View instructions on how to create an account.

**Step 1: Start on your smartphone!** On the Green Bay Botanical Garden ticket portal page (<u>GBBG.org/BuyOnline</u>), select the **Menu**, **My Account**, and then **Login** from the drop-down menu.

IMPORTANT NOTE: For Samsung Android phones, you must access the ticket portal page above through the Google Chrome internet browser, not through the Samsung browser.

Membership	
Events	
Daily Admission	
Donate	
Adult Classes	
Youth & Family Activities	
My Account 👻	
Login	
Create Account	
Find My Membership	

**Step 2:** Enter your account information including the email associated with your membership and your password, and select **Login**.

## Please sign in

If you are a member and this is your first time logging in, please click **Create Account** below.

Members, if this is your first time logging in, select **Create Account** below to receive your member discount. Member discount will appear at checkout on select events and classes.

Email Address				
Password				
Login				
Forgot Password				
Create Account				
Go Back				

**Step 3:** You will now see your name underneath the menu. Select the drop-down menu. Select **Profile**.



**Step 4:** You will now see four different tabs: Account Info (person icon), Contact Info (envelope icon), Memberships (member card icon), Recurring Gifts (gift icon).

Select the **Membership** tab with the member card icon. Select the **Digital Membership** button. A new window will open with your digital membership card. **Select** your name.

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General Membership Family STATUS: Active AUTO-RENEW: No	Please open on your mobile device
	ut and a state of the state of
	Digital Membership Download Select Member name below to download your Digital Membership card to your device.
ID: 8-1000000 EXP: 05/31/2024 TERM: 1 year	
Renewal Options	Vince Lombardi (Primary Member)
Digital Membership	
Members	Need help? Contact Us

IMPORTANT NOTE: You must access this from your smartphone in order for the digital membership card to download to your phone!

## Step 5:

For Apple phones, select the Add to Apple Wallet button. Then, select Add in the upper right-hand corner on the next screen. Your digital membership card should now be in your digital wallet.

For Android phones, select the Add to Google Wallet

button. Then, select **Add** in the blue box in the lower righthand corner on the next screen. Your digital membership card should now be in your digital wallet.

IMPORTANT NOTE: If you have an Android and **do not** have Google Wallet on your phone, follow these additional steps:

- Select **Install** in the green oval on the bottom of the next screen.
- Google Play will open. Select Install again.
- After installation, select **Open** and then **View Wallet**.
- Open your membership card, select the purple box with "Green Bay Botanical Garden" on it.

Questions? Contact our Guest Experience Team at info@gbbg.org or 920.490.9457.



botanical ganden	Green Bay Botanical Garden			
PRIMARY MEMBER NAME				
Vince Lombardi				
SECONDARY HOUS	Ehold Member	MEMBERSHIP LEVEL Family		
EXPIRATION DATE				
05/31/2024				
8-10000129				