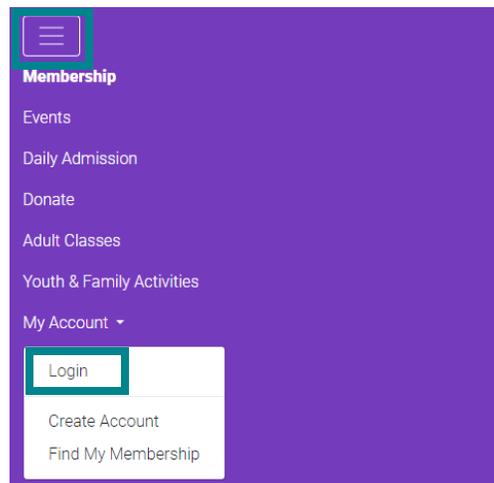# Member Digital Card Download Instructions
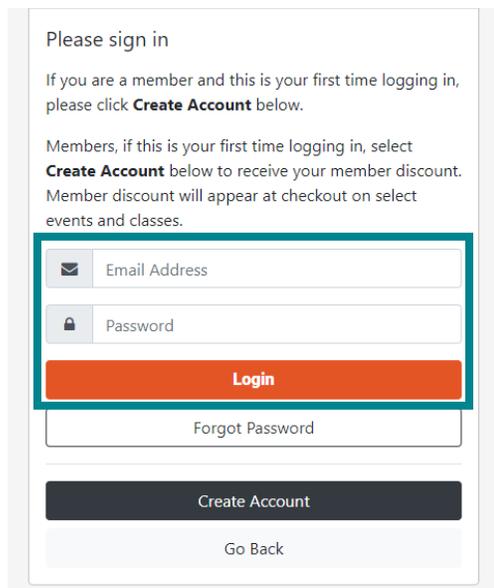
First time logging in? <u>View instructions on how to create an account.</u>

Step 1: **Start on your smartphone!** On the Green Bay Botanical Garden ticket portal page (*GBBG.org/BuyOnline*), select the **Menu**, **My Account**, and then **Login** from the drop-down menu.
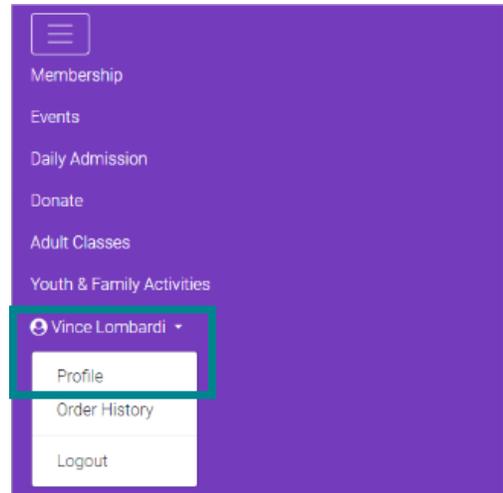
IMPORTANT NOTE: **For Samsung Android phones, you must access the ticket portal page above through the Google Chrome internet browser**, not through the Samsung browser.

Step 2: Enter your account information including the email associated with your membership and your password, and select **Login**.
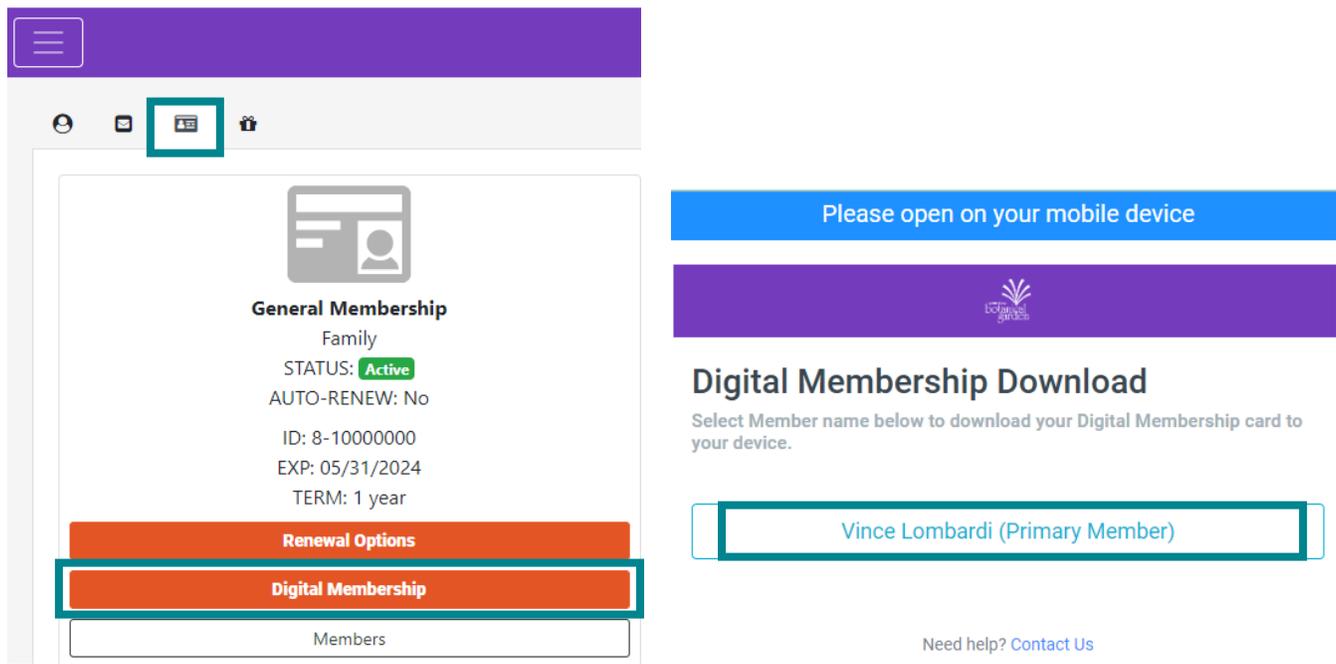
Step 3: You will now see your name underneath the menu. Select the drop-down menu. Select **Profile**.

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.

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 right-hand 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.

Add to Apple Wallet

Add to Google Wallet

Or **Add it to the WalletPasses App**

Green Bay Botanical Garden

PRIMARY MEMBER NAME
Vince Lombardi

SECONDARY HOUSEHOLD MEMBER   MEMBERSHIP LEVEL
                             Family

EXPIRATION DATE
05/31/2024

8-10000129