

Updating Your Membership Account Instructions

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

Step 1: Visit the Green Bay Botanical Garden ticket portal page (<u>GBBG.org/BuyOnline</u>) on your computer, tablet, or smartphone.

On your computer, select My Account, and then Login from the drop-down menu.



On your tablet or smartphone, select the Menu, My Account, and then Login from the drop-down menu.



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

Pleas	e sign in			
lf you click C	are a member and this is your first time logging in, please reate Account below.			
Memb Accou discou	ers, if this is your first time logging in, select Create nt below to receive your member discount. Member nt will appear at checkout on select events and classes.			
	Email Address			
	Password			
	Login			
	Forgot Password			
Create Account				
	Go Back			

Step 3: To view your membership information:

On your computer, select your name in the right side of the top menu, then select **Profile** from the drop-down menu.



On your tablet or smartphone, you will now see your name underneath the menu. Select the drop-down menu. Select **Profile**.

Membership
Events
Daily Admission
Donate
Adult Classes
Youth & Family Activities
O Vince Lombardi →
Profile
Order History
Logout

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).

In these sections, you can update contact information, view your membership level, view other members associated with your account, renew or upgrade your membership, and change your account password.

View on your computer:



View on your tablet or smartphone:

Profile	
Vince Lombardi	
ID: 8-10000129 PORTAL USER: Active MEMBER STATUS: Active	
Change Password	
Don't see your membership?	
Find my Membership	
Portal User Info	
This is the info used to access your Web Portal Accoun	t.
Email Address membership@gbbg.org	
Mobile Phone	

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