



## Account Registration Instructions for returning Annual and Lifetime Members

We're excited to introduce our **new online member system!** All current Lifetime and Annual Members will need to create an online account to access and manage their membership information moving forward.

Creating your account is quick and easy. Please use the step-by-step guide below or informational video to create your account!

### [REGISTER YOUR ACCOUNT](#)

#### [HOW-TO VIDEO](#)

##### **Step One:**

[Click here or the button above to register your account!](#)

##### **Step Two:**

On the 'Account Registration' form, fill out all required information. *(A pop-up window will appear to log in to your existing account, close out of that window and proceed to the form)*

**\*Important note:** the email that you will need to use on the 'Account Registration' form is the one currently associated with your membership and the one you received this message to. If you need to update your email, you can do so after registering your account.

After you have filled out the form, created your login name and password and digitally signed this year's indemnity form, **click 'submit'**.

##### **Step Three:**

After hitting submit, you should receive an email titled '**Activate your Account**'. *(It may take a couple of minutes to come through)*

In that same email, click on the blue button labeled '**Activate your Account**'

##### **Step Four:**

You will then be taken to a page confirming that your account login information has been activated. Click on the '**Click here**' text to proceed to your portal.

**If you are a Lifetime Member, these are all the steps that you need to complete!** At the top of your dashboard, you will see that you have an active membership and are all good to go for the 2027 fair year!

### **Step Five:**

**Annual Members will need to click on the green 'Rejoin Now' button** in the top right hand corner. Once you have completed your renewal form and have submitted payment, you will be taken back to your dashboard where at the top you will see that you have an active membership for the 2027 fair year!

### **Other Important Tips:**

**Updating information:** If you would like to update any of your membership information, simply **click on the green 'Edit Profile' button** on the left side of your dashboard

**Upgrading membership:** To upgrade from an Annual Membership to a Lifetime Membership, **click on the 'Upgrade' button** at the top of your dashboard.

**Auto-Renew:** If you are an Annual Member that would like to auto-renew your membership every year, **click the 'Manage Auto-Renew' button** at the top of your dashboard to set that up.