

## Registering your Membership online

You've made the decision to support the Vanderbilt Museum and have joined our family of members and supporters. Thank you!

Your membership offers you great value and includes many benefits throughout the year, such as free and discounted tickets to our events. Once you hear of an event you'd like to attend, you may want to use your membership to reserve tickets in advance. You can do this online through our website by creating a user login that links to your account.

The most important thing to know is what email address you gave to the staff when you initially signed up for your account. That email will be used by our automated computer system to connect your membership to your account – so it's important that it be accurate and free from errors. If you think you made a mistake when you signed, or if you'd like to change your email in our records, we can help. Email us at info@vanderbiltmuseum.org.

Once you select a specific program, the website will take you to the ticket selection page. In the upper right-hand corner, you will see two options; **Sign In** or **Register**. If you purchased your membership online, you can proceed directly to Sign In and use the credentials you created when you made your initial purchase. If your membership is a gift, or if you purchased it in person, you'll need to register for an account.



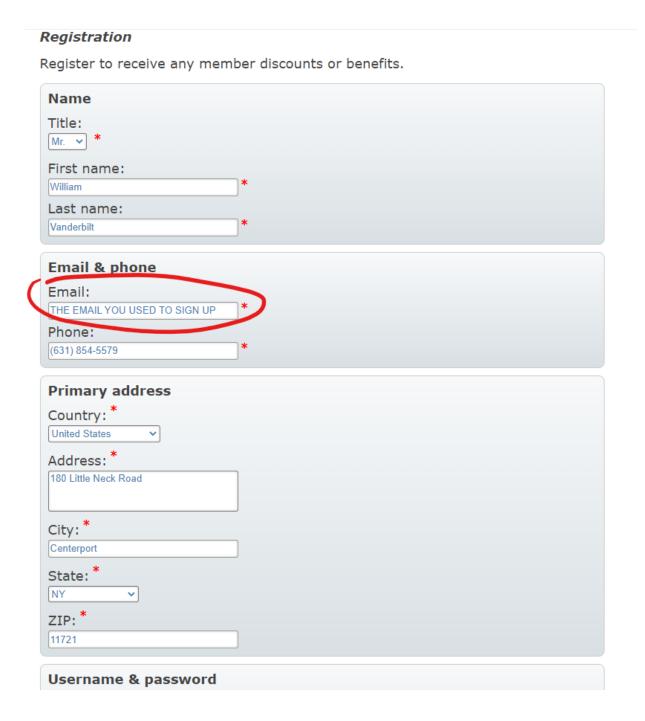
PLANETARIUM EVENTS



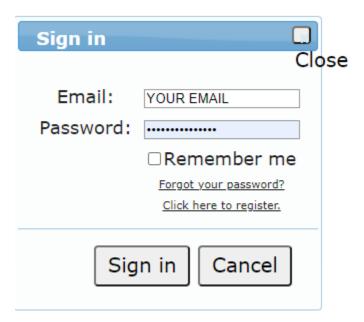
You can register either by selecting **Register**, or by following this link:

https://47321.blackbaudhosting.com/47321/page.aspx?pid=201

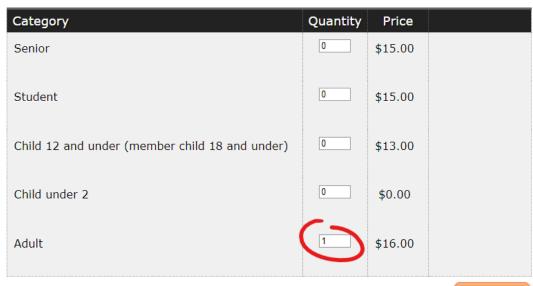
For an example of how to register, see the image below:



Once you have registered for an account, you will need to close the web page, or refresh your browser, and then proceed to Sign In. A small pop-up will appear in the lower left-hand corner of the screen.



Once you have signed in, select your tickets by entering the number of each kind of ticket you would like to purchase.



Add to cart

Select **Add to cart**. In your shopping cart, your discounts will appear in two places: Beneath the ticket description, and in the total.

Description	Quantity	Price	Total	
Tickets				
Night Sky, Live! - Adult Saturday, March 12, 2022 2:00 PM Discounts: (\$16.00)	1	\$16.00	\$0.00	Remove
Processing Fee	1	\$0.64	\$0.64	

How do you want us to deliver the tickets?

At this point, you should be able to check out, and receive your member benefits! For future purchases, simply **Sign In**, and proceed from that point.