



Beaumont & District Agricultural Society

"Strengthening rural roots in Alberta's Capital Region"

5010A – 52 Avenue, Beaumont, Alberta T4X 1E5

Website: www.beaumontagsociety.com

Email: admin@beaumontagsociety.com



INSTRUCTIONS FOR USING BADAS ONLINE MEMBERSHIP REGISTRATION SYSTEM

On March 10, 2017, Beaumont & District Agricultural Society (BADAS) began using an online membership registration system through a portal developed by Karelo.com, a Canadian company based in Vancouver, BC. A link to the BADAS Online Membership Registration System will be placed on several pages of the Beaumont & District Ag Society website – www.beaumontagsociety.com/.

Anyone can register themselves and their family members (located at the same address) as members of Beaumont & District Agricultural Society. NOTE: The primary registrant – main, head, or lead person filling in the Online Registration Form – MUST be an adult (aged 18 and over).

If you don't want to use the Online Membership Registration System, but still wish to become a member of Beaumont Ag Society, you can fill in the 2017 BADAS Membership Form, also found on our website. Send it via email or mail to the General Manager, and give permission to the GM to fill in the Online Registration Form for you. Contact the General Manager at admin@beaumontagsociety.com, or 780-929-2891 or 780-983-7525.

If you want to try to register yourself (and family members) using the Online Registration System, here is a set of brief instructions:

1. Go to the BADAS website – www.beaumontagsociety.com, find the Online Registration Form (Karelo.com) link, and click on it. This will take you to Karelo.com Online Registrations for Beaumont & District Agricultural Society.
2. Click on "SIGN UP NOW".
Note: The primary registrant (person registering the family) MUST be an adult (18 & over).
3. For your first time using the system, it is a good idea to "CREATE LOGIN". Follow the instructions on setting up a "Login"; record your 'Login ID' and 'Password' in a safe, secure location, or memorize it. When all the information has been filled in, click on "SIGN UP". This will take you to the 'Register' screen where you will supply more information about yourself.
4. **Membership Type** – Two options in the drop down list: 'Full, Cdn \$10' or 'Junior, Cdn \$5. As the primary registrant, you MUST select 'Full \$10'.
5. **[Promo Code** – is only for **Lifetime** members so leave it blank (special instructions were sent to Lifetime members via separate email).]
6. **Affiliation** – lots of options from which to choose; see the drop down list.
7. **Policies** – confirm reading and agreeing to Privacy and Refund policies.
8. **Note** – if you have a comment or note to send to the Administrator – i.e. the General Manager – type it in the box provided.

9. **Confirm or Add Person** – If you are the only family member registering as a BADAS member, click on “CONFIRM”. If you are adding more family members, click on “ADD PERSON”.
10. **ADD PERSON** – you will be re-directed back to the ‘Register’ screen where you will repeat items #3 through #8 for a second family member, then a 3rd, and so on until all family members are entered. Then click on ‘Confirm’. Follow instructions. If the person being added is NOT a Lifetime member, ignore Promo Code.
11. **CONFIRM** – Once you have completed all registration information for the family, whether one person or several, you must end the registration process by clicking on “CONFIRM”. This will take you to the ‘Payment’ screen. You have the option of choosing MasterCard, Visa, or Interac Debit to pay any remaining fees, which should top out at \$25. Follow the on-screen instructions. Lifetime members will be added to the fee calculation as \$0.
12. **PAY BY CHEQUE option** – If you have already paid your fees, or wish to pay BADAS directly using cash or a cheque, the final option at the bottom of the ‘Register/Confirm/Payment’ screen is “PAY BY CHEQUE”. Clicking this option, or any of the other payment options, will complete the BADAS Membership Registration process.
13. **Email Confirmation** – Email confirmation of the membership registration will be sent to you as the primary registrant, and to BADAS Admin (General Manager).

If you have any questions, or want the General Manger to do the registration for you, contact Bruce Walker at admin@beaumontagsociety.com, or call at 780-929-2891 or 780-983-7525.