How to Renew your Membership Online

1. Visit the Conservatory’s Website (www.fpconservatory.org) and click on the Membership tab in the top right menu bar.

2. On the Membership page, click the green “Join Online” button on the right side of the screen.
3. This will bring you to our membership sales portal.

Select the “Click Here” link beside the words “Ready to Renew” to login as a Member. If you’ve forgotten your password or never set up your account please see these instructions for updating your member password.
4. This will bring you back to our membership sales portal. Note that your current membership level and expiration date is now listed at the top of your screen.

4.1. Check the “Self” circle beside the words “Please select the recipient of this membership” on the left side of your page.
4.2. To select the membership level you want, click the down arrow on the “Please select your membership” bar. Click the plus sign (+) beside the desired membership level to view a list of membership options. Add-on guests allow members to bring unnamed guests with them each time they visit. Click the check box next to the chosen membership level. The level you select will appear in the bar above the drop down menu.

5. Depending on the membership level you choose, additional boxes may appear.

5.1. For Duo level memberships and higher enter the first and last name of the SECOND member to be listed on the membership card. If you are trying to purchase a Duo or Senior Duo level membership but do not wish to list a second member on your card please select the Individual Plus One or Senior Individual Plus One level instead. This will allow you to bring one unnamed guest per visit for the same price as the Duo level.
5.2. For Family level memberships and higher a box will appear to list all children or grandchildren. Make sure to include the first name and ages of all children age 18 or under who will be using the membership. If you are purchasing a Family level membership or higher and do not want to list a second member on your card please select “No Second Name” under the Membership Level dropdown menu.

6. Once all information is entered, click the “next” button at the bottom right side of the page.
7. Insert or update your information on our Billing Page. Make sure to update any new addresses, phone numbers, or email addresses. The total amount due will be listed under the information field.

7.1 Click the “next” button in the bottom right corner.

8. Insert your credit card number and expiration date on the Confirmation Details page.

8.2 Select “CONTINUE (card not charged yet)”.
9. Please note your billing information, membership information and final price will be listed on the Confirmation Details page. To make changes, click the “Edit” button next to the corresponding field.

9.1. Finally, click the “Accept” button in the bottom right corner.
10. Your Order Number, Reservation Number, Member Number, and other pertinent information will be listed on the final page.

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**Thank You**

Thank you for supporting Franklin Park Conservatory and Botanical Gardens!

Name: [redacted]
Order #: 101359-68916
Reservation #: 68916
Customer #: 101359
Member #: [redacted]
Login: [redacted]@gmail.com

(Confirmation email address)

Print Confirmation

10.1 A confirmation email will also be sent to your email address. You may print your confirmation by clicking the link under your purchase information.