If you have not done so, **activate or create** your account in the new system before you begin registering, if you do not, you will be asked to do this at some point in the process.

To log in, click the Log in or create account link.

**Log In or Create Your Account**

Don’t have an account yet? Creating an account is simple and secure! Once you have created an account with the Garden, you will be able to reserve and manage tickets, become a member, access your member benefits, and more.

**Control/Managing Members:** If you have provided the Garden with an email address for your membership in the past, simply click the activate button below and enter your email address or your member account number to set your password. If you do not have an email linked to your membership account, please call (904) 579-4400 or email membership@jgn.org.

**Activate Member Account**

**Login Information**

**Click Register to Create New Account**

**Events and Admission**

The easiest way to register is to click the Classes tab at the top right corner.

Open the Class Filter if it does not auto populate.

All classes will show unless you use the filter.

**Note:** We do not have a search bar field for class lookup.

Location: filters All classes at a campus. Note: If you check a campus and a type, you will get everything on the campus chosen and all of the classes of that type on all campus locations.

You do not need to narrow the date field unless you want to search for a class by date.
Your class list will populate.

NOTE: there is a 30 minute TIMER on the cart, which begins with the first item you add to the cart. It will restart as long as you keep adding classes. Just keep an eye on this – if the timer expires, you lose everything in your cart.

Pick a class, if there are more than one class of the same kind, you will see all options in the box to choose from.

Click the purchase arrow of the class you want to join.

**Become a Great Gardener: Putting Your Garden to Bed (MBG)**

Fall is a great time to pull out the honey-do list. Find out which tasks you should focus on for fall and which ones should be done in the spring. Learn about creating new beds, pruning, mulching, and how to take cuttings of your favorite annuals to overwinter. Come prepared for a 1-mile walk.

1:00 p.m. to 3:00 p.m.
Instructor: Shannon Lloyd

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
<th>Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6, 2022</td>
<td>1:00 PM</td>
<td>Become a Great Gardener: Putting Your Garden to Bed at Missouri Botanical Garden</td>
<td></td>
</tr>
<tr>
<td>October 3, 2022</td>
<td>1:00 PM</td>
<td>Become a Great Gardener: Putting Your Garden to Bed at Missouri Botanical Garden</td>
<td></td>
</tr>
</tbody>
</table>

Notice the remaining capacity. If you need to choose the alternate date listed for a class with many sessions, you can click the dropdown to see the other dates it is offered and select it from here.

Click the radial button and the pricing options will open.

If the class is full, you can select to be placed on the wait list.

**NOTE:** Members will only be allowed 2 member price seats, or 1 if you are an individual member. If you exceed the number entitle to your membership, you will be charged the nonmember price in the cart.

This rule applies ONLY FOR THE ADULT seats, we do not cap children’s seats.

Members- Both Member and Nonmember options will open

Nonmembers – will only see the nonmember pricing.
Choose the number of participants and select purchase.

You will be asked to choose the participant(s). Those in your account will be shown in the dropdown. If you need to register someone else, click on then create new participant, highlighted in the picture. Click Save & Continue. Anyone added at this point will be seen in your list for further registrations.

Class Participants

This is the form you will see if you add a participant. Adding a child will also show a field to add a birthdate.

Class Participants

Summary page – shows the participant, you can remove the class, change participant, Register another student for the class, or Register another class. Register another class will take you back to the class list. Continue Button takes you to the shopping cart to check out and pay.

Note: Should you register CHILDREN for classes, a form will appear with questions to answer.
Final page before payment. You can add a donation if you wish but the amount will only be added if you click the Add Donation button.
Check your order and click the bar to complete the transaction.

**Note:** you can still remove a class at this point with the X next to the price.

The payment screen will show. And you will see a Thank You for Your Order screen.

You will receive a Confirmation email with class information and links to maps, materials list (if needed), and the class policies page. And an email with your tickets. Tickets will be scanned upon entry if the class is held during business hours, at the class during off hours or those held at our Commerce Bank Education Center (CBEC) classrooms.

**THIS IS YOUR TICKET:**

[QR Code Image]