

From December 1st through January 31st, members may pay membership dues and bed rental for the year. Payments may be made either on-line through the CA website -or- in person at the Member Services office. **These are your ONLY options for paying dues & bed rent.**

- Member Services will take cash, credit or debit card payments. Make sure you get a printed receipt. There have been problems in the past.
- **NOTE – Images in this “how to” may not be exactly what you see on-screen, but close enough.**

You will need to login to the SCTX website **with your OWN** userid & password in order to use the system correctly.

- **NOTE –** since Memberships & bed rent are in different systems, you’ll be doing a credit card charge for each.

On the Resident Home page, click on **BUY/RENEW MEMBERSHIP.**

- At the top of the next page, you’ll see memberships for you & any house members have had in the past. You can click on **RENEW** or **ADD** for Clubs individually as you chose. You can also click on “Renew Memberships from Previous Years” **BUT** this will renew ALL memberships for anyone in your household.
- If you want to join Clubs you have not in the past, scroll down to find what you’re looking for.

| 🛒 Renew Memberships From Previous Year | | | |
|---|-----------------------------|-------------|-------------|
| | Cost (New/Renewal) | Lynsie | Leslie |
| <i>Current and Prior Year Memberships</i> | | | |
| Computer Club | \$ 10.00 / \$ 10.00 | ✓ MEMBER | 🛒 ADD |
| Fabric & Fiber Club | \$ 20.00 / \$ 20.00 | 🛒 ADD | ✓ MEMBER |
| Horticulture Club | \$ 15.00 / \$ 15.00 | ✓ MEMBER | ✓ MEMBER |
| Stained Glass Club | \$ 24.00 (Renewals Only) | ✓ MEMBER | |

- As you add Clubs/groups a pop-up at the bottom of the screen will add up the items. When you’re done, click **CHECKOUT.**

| Order Summary | | | ^ Hide Details |
|-----------------------|---|----------|----------------|
| Lynsie 's Memberships | 0 | \$ 0.00 | |
| Leslie's Memberships | 1 | \$ 12.00 | |
| <hr/> | | | |
| Total | 1 | \$ 12.00 | |

START OVER
🛒 CHECKOUT →

- Pay by credit card. Two windows:

COMPLETE PAYMENT AND CHECKOUT

First Name:

Last Name:

Email Address:

Total Amount: \$ 40.00

PAY NOW

Use the Pay Now button to complete this transaction. Once payment has been processed, the selected memberships will be recorded to the resident profile.

VISA DISCOVER

Card Number *

Card Number is required

Expiration Date(MMY) *

CVV2 *

Expiration Date(MMY) is required

PAY 40.00 USD

Pay bed rent for RENEWAL BEDS -

To find your bed number & name of “Renter of Record”, [CLICK Here.](#)

On the Resident Home page, click on **BUY TICKETS.**

- Find “Horticulture” & click “Order Now”.
 - The list of tickets is long and it may be hard to find. Most browsers support the **FIND command**. **PC: Ctrl-F Mac: Command-F Phone, you’re on your own**
 - Enter **hort** in the search box and press <enter>. If the FIND command doesn’t take you directly to the listing, scroll down and look for the word “Hort” highlighted. Click **“ORDER NOW”**.

TICKETS DONATION

2023 Horticulture Beds, Tilling & Infrastructure

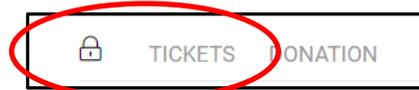
2023
SCTX General Admission
Georgetown, TX 78633

| | PRICE | QTY |
|--|--------|-----|
| 2023 Horticulture Bed Rental - NEW BED | 30.00 | 0 |
| 2023 Horticulture Bed Rental - RENEWAL | 30.00 | 0 |
| 2023 Horticulture Infrastructure Fee | 225.00 | 0 |

BACK ORDER NOW

- There are several choices on this screen. FOR RENEWALS – look for **“2023 Horticulture Bed Rental – Renewal”**. Change the “QTY” to “1” and click the button “ORDER NOW”

- Next window. Answer the questions: SCTX ID, Name, phone, email & bed number.
 - **Last & First Name on this form is the name of the “Renter of Record”**
- When done, the **SAVE REGISTRATION** button will turn green – you have to “tab” or “Enter” from the last line.
- If you have other “event” charges to make, you can get back to the list using the “TICKET” button at the top. Do all TICKETS before paying with credit card – see last page.



To Pay for NEW BED RENT & INFRASTRUCTURE FEE-

On the Resident Home page, look for **BUY TICKETS**.

- Find “Horticulture” & click “Order Now”.
 - The list of tickets is long and it may be hard to find. Most browsers support the **FIND command**.
PC: Ctrl-F Mac: Command-F Phone, you’re on your own
- You need to change “QTY” for both “Rental – NEW BED” & “Infrastructure Fee” before you click the green button “ORDER NOW”.

| General Admission | PRICE | QTY |
|--|--------|-----|
| 2022 Horticulture Bed Rental - NEW BED <small>Must have a garden bed number from bed control.</small> | 30.00 | 1 |
| 2022 Horticulture Tilling Fee <small>Go to club website after paying fee & fill out request</small> | 30.00 | 0 |
| 2022 Horticulture Infrastructure Fee <small>Must have a garden bed number from bed control.</small> | 225.00 | 1 |

- There are 2 forms to fill out – both are very similar, and you need to fill out both. Notice that the top bar of the screen shows similar text, but the first screen is for bed rental & the second is for infrastructure.

➤ **Last & First Name on these is the name of the “Renter of Record”**

#1 - 2022 Horticulture Bed Rental - NEW BED - 2022 Horticulture Beds, Tilling & Infrastructure (Incomplete)

#2 - 2022 Horticulture Infrastructure Fee - 2022 Horticulture Beds, Tilling & Infrastructure (Incomplete)

Form #1 - Member

★ ID Number: 6032-200

★ First Name: Lysie

★ Last Name: Lander

★ Email Address: 182stuff@gmail.com

★ Phone Number: 5122405940

★ Garden Bed Number: p9

BACK CANCEL CURRENT REGISTRATION CANCEL CART SAVE REGISTRATION

#1 - 2022 Horticulture Bed Rental - NEW BED - 2022 Horticulture Beds, Tilling & Infrastructure

#2 - 2022 Horticulture Infrastructure Fee - 2022 Horticulture Beds, Tilling & Infrastructure (Incomplete)

Form #1 - Member

★ ID NUMBER

★ FIRST NAME

★ LAST NAME

★ EMAIL ADDRESS

★ PHONE NUMBER

★ GARDEN BED NUMBER

BACK CANCEL CURRENT REGISTRATION CANCEL CART SAVE REGISTRATION

- You will now be asked for your credit card info to complete the purchase.

🔒 TICKETS DONATION 14:10 🛒¹ 🗨️ HELP 👤 LYSIE

1 CHECKOUT 2 BILLING 3 PAYMENT 4 CONFIRMATION

My Registrations (#9284274) [CONTINUE SHOPPING](#) [ADD REGISTRATION](#) [EDIT REGISTRATION](#) [CANCEL](#)

| QTY | DETAILS | PRICE | SUB TOTAL |
|--------------------|---|--------------|-----------|
| × 1 | 2022 Horticulture Beds, Tilling & Infrastructure - Sa, Dec 31, 2022 2022 Horticulture Bed Rental - NEW BED (Manage) | 30.00 | 30.00 |
| | | Cart Total: | 30.00 |
| All Prices in USD. | | Order Total: | 30.00 |

[CANCEL](#) [CONTINUE](#)