# How to renew Joint Membership online

To start off your membership renewal process you will need to type in the following information

- Member number
- Last name

Products Membership Basket Checkout Confirm	Basket	Sign in
Membership renewal Member number Last name		
Find membership		

#### Joint Friends example

Products Membership Basket Checkout Confirm	Basket	Sign in
Membership renewal		
Member number		
120600105685		
Last name		
Test		
Find membership		

The membership option that you can renew to will be displayed as shown in this example below.

Membership optio	ns			
Joint Friends			£165.00	Add to basket

Add your renewal to your basket and you will be presented with your membership renewal and your Friends benefits package.

tcts Membership Basket	Checkout Confirm			1 Basket	Sign
Basket					
Item	Price	Quantity	Total	Remove	
Joint Friends- Charlie Test	£165.00	1	£165.00		Update
Joint Friends package	£0.00	1	£0.00		
Totals					
Subtotal					£137.50
VAT:					£27.50
Total:					£165.00
					Checkout

Continue to checkout.

Now you can either:

- Create an online account
- Continue as a guest

In this example we have continued as a guest.

roducts Membership Basket Checkout Confirm	Basket	Sign in
Returning online customer If you have previously created an online account with us, please login below.		+
Create an online account Creating an account will save you the time when entering information for future online purchases.		+
Continue as a guest If you do not wish to create an account, continue as a guest.		Continue

You can now update the main (Primary Member) contact information.

## Primary Member contact information

## Contact information

Title	First name			
Select 🗸	Charlie			
Last name	Address lookup			
Test	Wick Lane			
Street 2				
Englefield Green				
City	Country			
Egham	United Kingdom 🗸 🗸 🗸			
Phone	-			
00000000000000				
Email address	-			
A@B.com				
Adults	1/1			
Charles Test	¢ 0			
cubmit				

To update the second members name, click the yellow cog.

Here you can:

- Choose your title if you wish to do so
- Correct any spelling errors for the First name and Last name of the existing second Member
- Change the second Member you will need to have the second Member card re-issued at The Savill Garden Visitor Centre or Virginia Water Gift Shop

A@B.com	Add Member 😣
Adults	Contact information Title First name
Charles Test	Select     Charles       Last name       Test
You will be taken to a co	Update

Submit your changes and you will be taken to the checkout page.

If the Primary (Main) Member is the billing contact, click the button "Use membership name as billing contact."

If someone else is paying for the membership, you will need to complete their contact information.

Charlie Test Wick Lane Englefield Green Egham, Surrey TW20 0UU

Use membership name as billing contact

Checkout

## Delivery options

#### Select delivery method

Webstore membership renewal

×

# Billing contact information

If the billing contact name is the same as the membership name, please select 'Use membership name as billing contact' on the right

## Contact information

Title	First name
Select ~	
Last name	Street
	Add street
City	Country
	United Kingdom 🗸
County	Postcode
Phone number	Mobile number
Email address	Confirm email address

Review the terms and conditions and, if you wish to receive your newsletters, please select 'Yes' before submitting your order.

I accept and agree to the terms and conditions. View terms and conditions

#### **Contacting you**

Your membership newsletter and the latest news from Windsor Great Park will be sent to you by email. To do this we need your permission. We'll always treat your personal details with the utmost care and will never sell them to other companies for marketing purposes. For more information visit our fair processing notice.

Yes, please send me my membership newsletter and the latest news from Windsor Great Park.

### Total



You will be taken to the Worldpay screen to complete your transaction.

Once paid, your membership will be renewed, and our systems will be updated.



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