How to re-register for the British Phycological Society

If you are a current member, you will not have to pay any fees for 2018 providing that you use the coupon code bpsmembers on checkout on the new BPS website, the system will capture your PayPal details and charge your normal renewal on the 1st Jan 2019. If you fail to enter the code, you will be charged for 2018, so do pay clear attention to that step of the tutorial.

1. Go to the new website, at the link:

https://brphycsoc.org/membership-join/

2. Select the membership tier that you were on previously or which you would like to change to by clicking “Select” next to the various membership options in the table:

<table>
<thead>
<tr>
<th>Category</th>
<th>No Journal</th>
<th>With Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary Member</td>
<td>£10.50 - Select</td>
<td>£36.50 - Select</td>
</tr>
<tr>
<td>Retired Member</td>
<td>£5.50 - Select</td>
<td>£31.00 - Select</td>
</tr>
<tr>
<td>Student Member</td>
<td>£10.50 - Select</td>
<td>£31.00 - Select</td>
</tr>
<tr>
<td>Student Member (3 years)</td>
<td>£20.50 - Select</td>
<td>N/A</td>
</tr>
</tbody>
</table>

3. This will add your chosen membership to the shopping cart (please note that the sign-up fee is the amount payable for the remaining calendar year prior to the renewal date, current BPS members do not need to pay this fee, see item 4):

The British Phycological Society only allows one current membership per member, do not purchase more than one membership. If you wish to change memberships you must first cancel your current one, you can do this within the 'Your Membership'/Membership Content' section which is found within 'Your Member Area'.
4. To avoid paying the sign-up fee, you need to enter the code **bpsmembers** in the Coupon code box, and click “Apply coupon”, the coupon will be applied which will remove the sign-up fee (red circle in the image below), your first payment (which will be via PayPal), will occur on January 1, 2019:

![Cart totals](image)

5. **Now click proceed to checkout:**

![Proceed to checkout](image)

6. The system will now take you to the checkout page where you will need to fill in some details in order for the society to register you. Many of the items are optional, and you do not need to complete those fields (look for optional in brackets above a field). Two fields that are of note are:

- **Paper Free? Do you wish to receive a paper copy of The Psychologist?**
  - Yes
- **Do you wish to receive email news from the Society?**
  - Yes
These fields allow us to send you a paper copy of the Phycologist (or not if you wish to go paper free and receive a copy via PDF) and will also allow you to opt out of any email news (but not essential membership emails, such as renewal notices and confirmation emails). You can change these options at any time in your member area.

7. Completing checkout needs to be done through PayPal (you can use a debit or credit card (grey button) if you do not have a PayPal account (yellow PayPal button), we are not able to take other forms of payment for new registrations (if you currently pay via BACs or have issues creating a PayPal account), please contact the Membership Secretary (membership@brphycsoc.org) for advice.

Honorary Members do not need to register, this has already been done for you and your access details emailed to your account

8. After you complete the PayPal checkout, you will be automatically returned to the BPS website after 10 seconds, do not navigate away from that page. You will receive several emails, one from PayPal confirming that you have set up an automatic payment profile, and some from the BPS website confirming your order and your account details.

9. If everything worked correctly, you will see the page below:
10. The system will have automatically logged you in, so you can scroll down on that page and click “your account” to head to the area where you can access various member only materials (e.g. The Phycologist PDFs, and if you have the relevant membership package, the European Journal of Phycology).

Thanks for purchasing a membership! You can view more details about your membership from your account.

Your subscription will be activated when payment clears.

View the status of your subscription in your account.

11. Your Account Area has several options that you can use, firstly the “Your Details” and “Your Address” areas, which allow you to change contact details etc. The final section, “Membership Content” allows you to manage your membership with the BPS.

12. Managing your account is easy, and if you have any issues at all, both the BPS Webmaster and Membership Secretary are only a quick email away. The Membership Content area is where you will manage your account, you will see the details of your membership, access the “Benefits” that you have access to (i.e. Phycologist and EJP access), and can cancel your membership via clicking “View Billing”.

13. You can access this area from the top most green menu bar, and also you can log out of your account, and when logged out you can log in from there.
If you are having any issues at all, there are two people from the Council of the Society that you can contact:

For membership queries, please contact: membership@brphycsoc.org (Hilary Redden, Membership Secretary).

For technical issues with the website, or bug reports, please contact: admin@brphycsoc.org (Andy Davies, Webmaster).