

How to re-register for the British Psychological 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:

Category	No Journal	With Journal
Ordinary Member	£10.50 - Select	£36.50 - Select
Retired Member	£5.50 - Select	£31.00 - Select
Student Member	£10.50 - Select	£31.00 - Select
Student Member (3 years)	£20.50 - Select	N/A

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 Psychological 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'.

Product	Price	Quantity	Total
 Ordinary Member without Journal	£10.50 on January 1st each year and a £10.50 sign-up fee	1	£10.50 on January 1st each year and a £10.50 sign-up fee

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:

Product	Price	Quantity	Total
 Ordinary Member without Journal	£10.50 on January 1st each year and a £10.50 sign-up fee	1	£10.50 on January 1st each year and a £10.50 sign-up fee

Coupon code

Cart totals

Subtotal	£10.50
Coupon: bpsmembers	-£10.50 [Remove]
Total	£0.00
Recurring Totals	
Subtotal	£10.50 / year
Recurring Total	£10.50 / year First renewal: January 1, 2019

5. Now click proceed to checkout:

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 Phycologist? *

No

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

Subscription Details	Terms	First amount
Subscription 48909 (Order 48908) - Ordinary Member without Journal	Free for the first 20 weeks Then £0.01 GBP for the next 6 days Then £10.5 GBP for each year	£0.00 GBP

Subscribe using a debit or credit card

Subscribe

or

Log in to subscribe

 **PayPal** Check out

The safer, easier way to pay

Powered by  **PayPal**

[Policies](#) [Terms](#) [Privacy](#) [Feedback](#) © 1999 - 2018

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:



Home About Us ▾ Our Activities ▾ Publications ▾ 🔍

Order received

Thank you. Your order has been received.

ORDER NUMBER: 48908	DATE: August 8, 2018	EMAIL: andy.marinebio@googlemail.com	TOTAL: £0.00	PAYMENT METHOD: PayPal
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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.

My Account

Dashboard	Hello andymarinebio_1gflhc9v (not andymarinebio_1gflhc9v ? Log out)
Your Details	Thank you for being a valued member of The British Phycological Society.
Your Address	From your account dashboard you can view your membership details , manage your shipping and billing addresses and edit your password and account details .
Membership Content	From this area, you can also access your member benefits. All members can access The Phycologist, but only members who purchased a subscription for The European Journal of Phycology will be able to access that resource.

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”.

Plan	Start	Expires	Status	Next Bill On	
Ordinary Membership without Journal	August 8, 2018	N/A	Active	January 1, 2019	Benefits 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.

Welcome Andrew Davies Your Member Area Member Logout  0 Items

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).