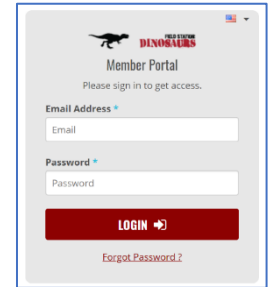
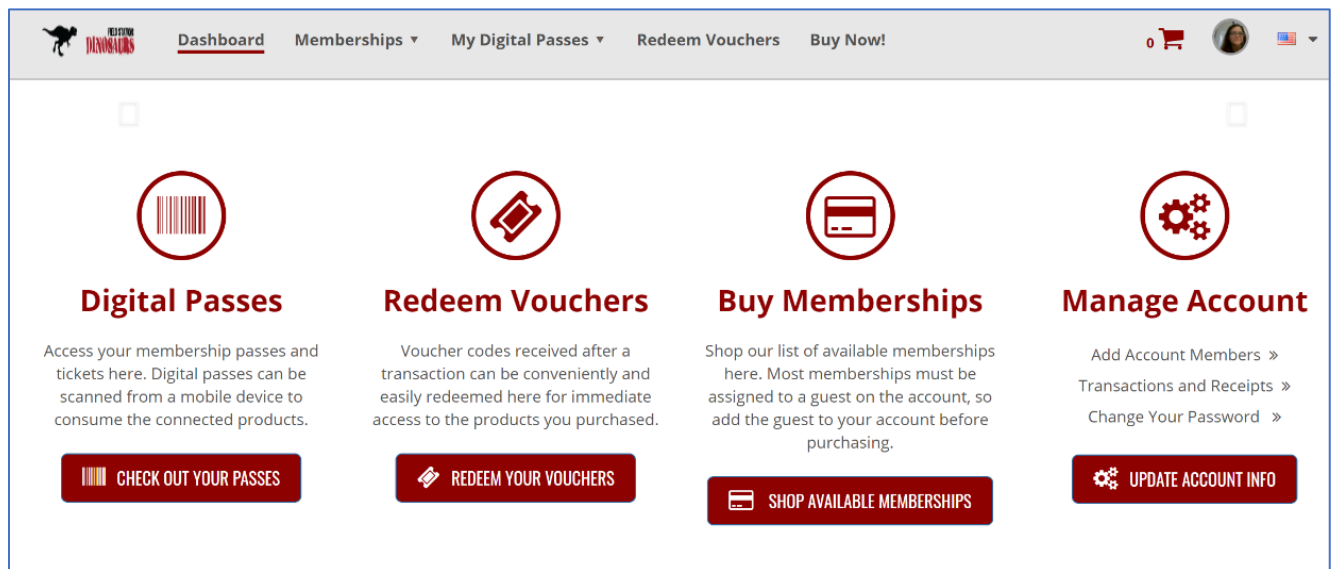


# Membership Information Update Instructions

1. Login to the Member Portal using your email address and password. This information was sent to you when you purchased your passes. If you cannot locate your membership email or have forgotten your password, don't worry, we'll explain how to recover it. The [Member Portal](https://fieldstationdinosaursnj.aluvii.com/guest/) is located at <https://fieldstationdinosaursnj.aluvii.com/guest/>
2. Enter your email and password. If you don't know your password, click on the **Forgot Password** link below the Login button and enter your email. You will receive an email with a password reset link.
3. After you login you will arrive at the Member Dashboard. Click on **Manage Account** on the right side as seen below.



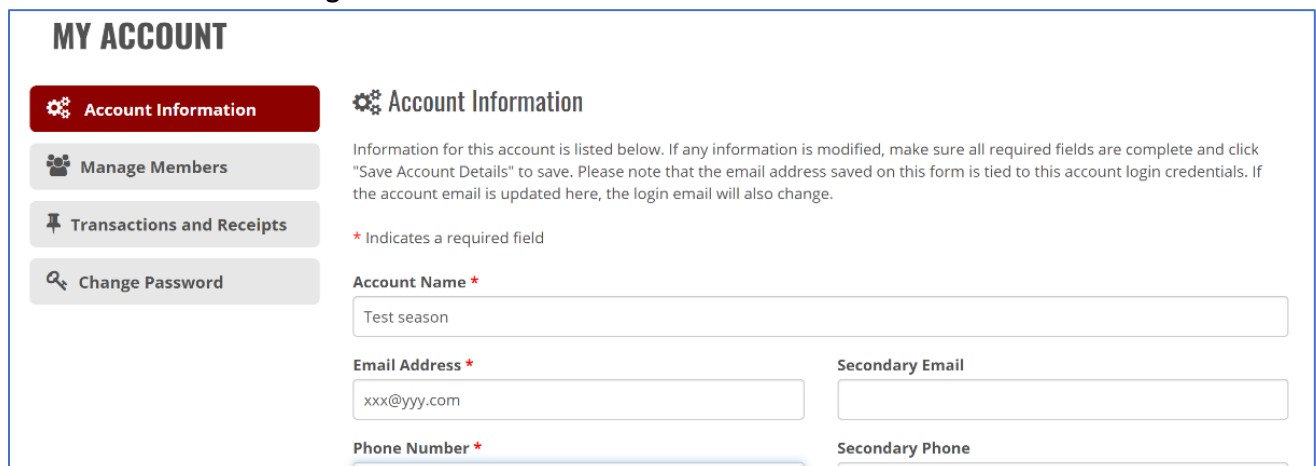
The screenshot shows the 'Member Portal' login interface. At the top, it says 'Please sign in to get access.' Below this are two input fields: 'Email Address \*' and 'Password \*'. A red 'LOGIN' button is positioned below the password field. At the bottom, there is a link for 'Forgot Password?'. The Field Station Dinosaurs logo is visible in the top left corner.



The screenshot displays the Member Dashboard. The navigation bar includes 'Dashboard', 'Memberships', 'My Digital Passes', 'Redeem Vouchers', and 'Buy Now!'. The main content area features four large red icons with corresponding text and buttons:

- Digital Passes**: Access your membership passes and tickets here. Digital passes can be scanned from a mobile device to consume the connected products. Button: CHECK OUT YOUR PASSES
- Redeem Vouchers**: Voucher codes received after a transaction can be conveniently and easily redeemed here for immediate access to the products you purchased. Button: REDEEM YOUR VOUCHERS
- Buy Memberships**: Shop our list of available memberships here. Most memberships must be assigned to a guest on the account, so add the guest to your account before purchasing. Button: SHOP AVAILABLE MEMBERSHIPS
- Manage Account**: Add Account Members >, Transactions and Receipts >, Change Your Password >. Button: UPDATE ACCOUNT INFO

4. The Account screen shown below is displayed. It shows main account information which can be edited if needed. Click on the **Manage Members** button on the left side.



The screenshot shows the 'MY ACCOUNT' page. On the left, there is a sidebar with buttons for 'Account Information', 'Manage Members', 'Transactions and Receipts', and 'Change Password'. The main content area is titled 'Account Information' and contains the following details:

Information for this account is listed below. If any information is modified, make sure all required fields are complete and click "Save Account Details" to save. Please note that the email address saved on this form is tied to this account login credentials. If the account email is updated here, the login email will also change.

\* Indicates a required field

**Account Name \***: Test season

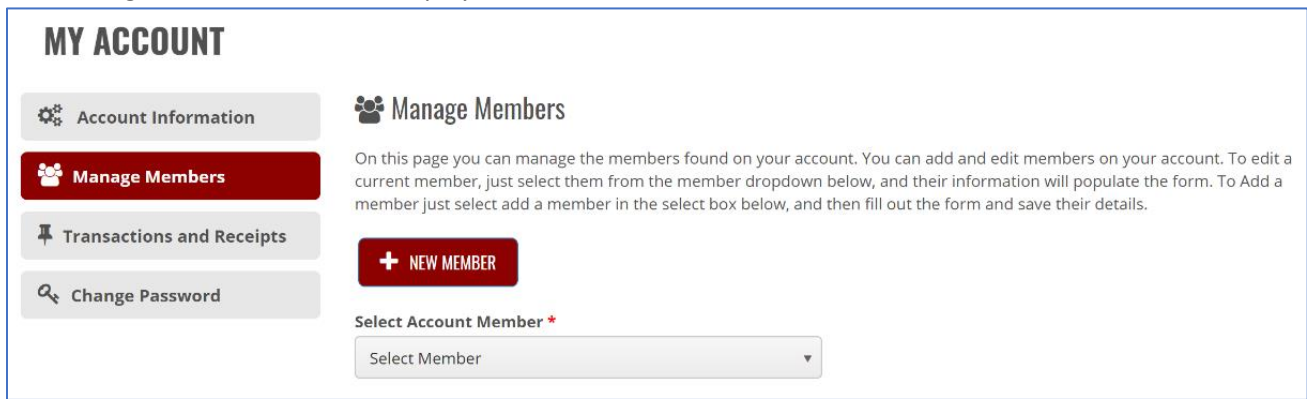
**Email Address \***: xxx@yyy.com

**Secondary Email**: [Empty field]

**Phone Number \***: [Empty field]

**Secondary Phone**: [Empty field]

5. The Manage Members screen is displayed.



This is where you need to make sure all of your family members will be listed, including the required photo. You can click on the **Select Member** drop-down to see members who have already been added. Click on the **New Member** button to add additional members.

6. For each member that will be using one of your season passes, enter the required information. *A photo is required for park admission. (remember, they are non-transferrable and are issued for one specific person)*

Photos are added by clicking on one of the photo update icons highlighted in yellow. Photos can be selected from your computer drive (click the pen) or can be taken with your web cam, laptop camera or even your smartphone (click the camera). *Only one person per photo please.*

That's it! Once you have added all family members with a photo you're all set. Your digital passes (your unique barcodes) can be viewed by clicking on **My Digital Passes** at the very top of the Member Portal screen. To use your passes, just come to the park with a printed copy of your passes or display the barcodes on your smart device at the front gate. You do not need to visit the Box Office. Note: To purchase additional tickets for friends or family, all tickets must be purchased in advance on our website, [www.jerseydinosaurs.com](http://www.jerseydinosaurs.com). To receive your member discount, you must log in using the guest portal.

