

Instructions for completing Membership Application

- 1) Click on Membership Application tab or Join Now tab on the Home Page.
- 2) READ the information on the top of the Member Application page, including About Us and **Terms and Conditions**
- 3) Click box to Agree to Terms and Conditions. (if you don't click this box, you cannot select a membership level)
- 4) READ the membership level benefits to be sure you select the option you want.
- 5) Go to the Select button in the lower right corner of the membership level you choose and click.
- 6) You will see a new page with login and member application fill-in's
- 7) READ the membership benefits list again to be sure you are on the right level.
- 8) You must select a payment option before you complete the form. Click either Mail Check or Paypal option.
- 9) Note that all fields or boxes with * are required information to complete membership
- 10) Decide your user name and password and WRITE THESE DOWN. They will be what you use to login to the site later to check your listings, etc.
- 11) Fill in the blanks and click the Recaptcha – I'm not a robot box.
- 12) Input your operation name and contact information
- 13) For Green and Gold levels, input your operation information. If you have more than one type of hay or bale, input the PRIMARY one.
- 14) Upload your ranch logo if you have one, or a ranch photo. If you don't have a logo or photo, skip this step. Same with Website URL and FaceBook URL.
- 15) Input your Wyoming acreage and Tons produced. Keep this as accurate as possible. It will allow site administrator to determine if there are fictitious listings made by scammers, etc. We strive to keep the site clean for Wyoming Producers benefit.
- 16) Click submit if paying by check or click PayPal logo to complete payment.
- 17) Your member profile must be activated by site administrator. Please wait up to 48 hours for confirmation email. If you don't receive confirmation within 48 hours, contact Scott Keith at 307-257-1171
- 18) Once your confirmation is complete, you will be able to login in using the member login information you saved earlier and begin listing hay.
- 19) You may edit your profile information by login to your account, Go to your member level information and click EDIT.
- 20) If you have issues in this process, please call Scott Keith at 307-257-1171 between 6 a.m. and 8 p.m. – if no answer leave a message or text me and we will try to help you figure out what went wrong.