Beaverbrook Sportsmen's Club
PO Box 60
Cedar, MN 55011

Hello Member,

Remember -- The last day to renew, with or without a work credit, is December 31st. For the month of January you'll be able to renew but all work credit are void and you will need to pay the $100.00 processing fee. On February 1st you will be dropped from the roster. These are the rules --- so please do NOT procrastinate, just do it now.

There is something new this year… we are requesting each member add a photo / scan of their Permit to Carry, Permit to Acquire, or LE ID, next year it may be required. On the renewal form you will find a line asking for you to select a file containing the photo, just click 'Choose a File' and find your photo / scan file on your computer. If you plan to mail a check please include a photocopy with your check, if you plan to pay at the clubhouse be sure to bring it with you to show the cashier.

To renew we ask you to use the online renewal system, which is simple and once we receive your dues, we will activate your electronic membership card to work throughout 2027. You can pay your dues online with a credit card, or if you wish you can send a check or come to the club on a Sunday afternoon and pay in person.

The process to renew starts on the Club's website at www.beaverbrook.us/member.php The steps to follow are:

1. If you are trying to do this on a phone, it may not work --- go find a computer.
2. Print and read all these Member Renewal instructions.
3. On the 'Members' page of the website you must supply your full membership number (i.e., **G012-24)** as shown on your card, it needs the letter 'G', 'V' or 'S' and all the digits including the ' - ' (hyphen). Please note there is only one letter -- after that letter there are numbers so if you see something like **G004-10** those are 'zeros' **NOT** the letter 'o'.
4. Next enter your 6-digit Personal Identification Number, this unique '**PIN**' was emailed to you. If your **PIN** starts with a '0' (zero) do not forget to enter it as well.
5. Then you need to indicate if you have earned a Work Credit. Please note, we will verify your credit against our records and if there is a discrepancy it will delay your renewal until it is resolved.
   - If you have a work credit you need to tell us what work was involved. This input box will hold a longer description than it appears. The work needs to benefit the club so as an example serving as a High School trap coach does **NOT** benefit Beaverbrook, so it is **NOT** allowed. If in doubt email the club and we'll let you know if it qualifies.
6. Click **"Renewal Form"** if there were errors you will be informed of the problem. Click **"Back"** to correct the error(s). If everything is correct you will be redirected to the Renewal Form.
7. The form will be pre-populated with the information we have on file. Please verify this information and make any changes if necessary. Your Email item is especially important; it is our primary method of communication with the membership. Make sure this is a 'Monitored' email address. If you do not have a personal email, ask someone you trust to use theirs --- and have them inform you of any emails directed at you.
8. Again, this year we are requiring you to supply us with the License Plate number of the vehicle, or vehicles, that you may be driving on the club's property.
9. Check the '**reCAPTCHA**' box and then click "**Continue**".
10. At this point you should see the information you entered. If you wish to correct or add anything, use the "Back" button to go back and make those changes.
11. Now you may choose to "**Pay by Mail or Club**" or "**Pay by Credit Card**" to handle the dues portion.
    - If you choose to mail a check, or come to the club and pay, you should see the "Success" announcement meaning your renewal was emailed to us. It will also inform you of your 2027 dues. Make the check payable to 'Beaverbrook Sportsmen' and mail it to the PO Box shown above and please include a note with the Member's name and number it is being applied to. Each year we get checks or money orders from people who are not on our roster and do **NOT** identify which member the payment is to be applied to. So, we consider it a friendly donation to the club. But come January we will get a call from a member saying their card does not work, and claiming they paid their dues, then we have to attempt to make the connection.
    - If you choose to pay by credit card, you will be taken to a secure website that will process your credit card payment. You will need to fill out their entire form**. Where the form asks for the "Customer ID" you should enter your complete Beaverbrook Member Number.** Once the form is completed click the "**Pay Now**" button at the bottom. If everything was okay, you will see the receipt page thanking you. The last step is to click the "**Continue**" button at the top to submit your renewal to us. You should see the "**Success**" announcement which means that your renewal was sent to us. **If you did NOT click the "*Continue*" button, we do NOT get the form information which is necessary to keep the club's records current and up to date!**
12. At this point you are finished, you will receive an email from the Credit Card Company, if you pay with a card. If the process did not go as described here, please let us know by using the "**Contact Us**" page of the website. *(The link is at the bottom right of each page.)*

Thank You.

Membership Committee