Renewing Your Annual Guild Dues Using the Guild Website

If you plan on renewing your Guild Membership this coming year and want to use the Guild website and Shopping Cart, please use the following process. Trying to checkout without first logging in to your account will cause you some problems and frustration.

First, go the Guild website (www.heardguild.org) and under “For Members” at the top left of the page, select “Renew Guild Dues Online.” That will take you to a page with instructions to navigate to this page. Select “add to cart” under “Guild Annual Dues – Renewing Member.”
That will bring you to this page. Enter your name in the appropriate area and click on “add to cart.”
That will bring you to this page. Do not select “proceed to check out.” At the top of the page under Heard Museum Guild is “My Account” Select “My Account” and login. If you do not have an account, the system will take you through the steps to create an account.
At the top of the next page, under Heard Museum Guild, select “View Cart.” That will take you back to the previous page.
On this page, select “proceed to checkout.”
You’ll be directed to this page. Fill in all the appropriate information. Under “choose your shipping method,” select “No shipping.” Under “payment method,” select “Credit Card.” Then select “place order.”

The final page will prompt you to enter your credit card information and billing address.