Registering for camps and events on the High Desert Museum Payment Portal

Step One
Click the word “Calendar” on the top navigation bar of the Museum’s website.
**Step Two**
Click on the event or camp you are interested in attending

![Calendar Image]

**Race and Place:**
Racism and Resilience in Oregon's Past and Future
6:00 pm - 7:00 pm
Step Three

Click on the RSVP or Registration button
**Step Four**

If this is your first time registering for Museum camp or event since the new portal went online on June 1st, 2018, select “Register” in the upper right-hand corner of your screen. If you have already registered, skip to step 6.
**Step Five**

Fill in the form with your contact information and create your password.

To ensure your payment portal account links to your membership record in our database, please use the name of only one of the listed members on your membership. If the name or contact information entered here is different from what we have on record, our system will not recognize you as a member and your discounts will not be applied.

If your contact information has changed since you joined the museum, please call Brian Hoover, Member Relations Manager at 541-382-4754 Ext. 244 (Sunday-Thursday) or the Admissions desk at 541-382-4754 Ext. 271 (Friday and Saturday).
**Step Six**

If you have already registered for the payment portal and have an account on our website, click “Sign In” in the upper right-hand corner.
**Step Seven**
Use your email address and password to log in
**Step Eight**

Select the quantity of tickets you wish to purchase and click “Add to cart.”
**Step Nine**

Fill in the form for the camp or event registration (some of this information may auto-populate)
Step Ten

You should see your membership discount automatically appear. **If your discount does not appear, please call the Museum before finishing your transaction. If you need to register ASAP, please call the Admissions desk to RSVP over the phone at 541-382-4754 Ext. 271**
**Step Eleven**

If you are registering for more than one camp or event, click “Continue Shopping” on the right-hand side of the page to return to the calendar, select the next camp or event and complete the previous steps to add it to your cart.

Once you’ve added any desired events to your cart, click “Check out” in the bottom left-hand corner to proceed to the payment screen.
Step Twelve
Fill in your payment information and click “Complete payment” to finish the purchase and reserve your tickets. A confirmation email should come to your inbox shortly.