

Online Registration Instructions for DCI Members

Signing up for your Timed Entry under your DCI membership can sometimes be tricky. Here are a few simple instructions to ensure your member discount is applied correctly. You may find it helpful to have this page open in another browser window as you navigate the online registration process.

- (1.) Before you begin, check to be sure you have an active membership account and the email address linked to your DCI account. If you are unsure which email address you used please contact our Membership Coordinator at (208)-343-9895 Ext. 236 for assistance on Tuesdays, Wednesdays, and Thursdays. For immediate help contact the DCI front desk at (208)-343-9895.
- (2.) Before selecting a timed entry slot, you must first SIGN IN using the email address linked to your membership account via the links at the top right of the page (see the example below).

The screenshot shows a dark grey navigation bar at the top with 'Register' and 'Sign in' buttons highlighted in yellow. Below this is a teal navigation menu with links for 'Memberships', 'Comprehensive Membership', 'Camps', 'Nerd Herd', 'Donate', 'Events', and 'Continue Shopping', followed by a 'BACK TO HOME' link with a shopping cart icon. The main content area is titled 'KING TUT ADMISSION' and includes the text 'This event will be available 6/30/2020 12:00:00 AM.' Below this, there are two selection options: 'Selected date' with a calendar icon and 'TUESDAY JULY 07', and 'Selected time' with a clock icon and '10:00 AM - 11:30 AM'.

****Important**:** If this is your first time using the online registration system, you must first REGISTER for a web account using the email address linked to your membership account. After registration, close the window and come back to the timed entry page and log in to your new account.

- (3.) If you created a web account but have forgotten the password, you can request the system to send you a password reset link. The message will go to the email address you created with your web account. If that email address does not match the address attached to your membership account, the system will not recognize your membership to apply the discount. You must use the email address on file with your membership for the system to link your web account and membership information.

(4.)Select the number of tickets you would like that are covered under your membership. For example, under a Family membership only the (2) named adults on the account and the children in the household under 18 are covered. Once that is completed click “add to cart” (see the example below).

ADMISSION

Buy your tickets in advance!

Adult	<input type="text" value="2"/>	\$18.00
Youth	<input type="text" value="3"/>	\$16.00
Senior	<input type="text" value="0"/>	\$17.00

Add to cart

(5.)On the next page fill out the Personal Information section (see the example below).

PERSONAL INFORMATION

Title:	<input type="text"/>	Country:*	<input type="text" value="United States"/>
First name:*	<input type="text"/>	Address:*	<input type="text"/>
Last name:*	<input type="text"/>	City:*	<input type="text"/>
Phone:*	<input type="text"/>	State:*	<input type="text" value="ID"/>
Email:*	<input type="text"/>	ZIP:*	<input type="text"/>

(6.)After completing the Personal Information section click “check out” at the bottom of the page.


(7.)The next page should be a confirmation page showing you that your tickets have been reserved (see the example below).

Order Number: 11381323

Total: \$0.00

Date: 6/9/2020

Summary:

TICKETS		
	Admission - Adult Discounts: (\$18.00)	
1 at \$18.00		\$0.00

Total: \$0.00

You will receive a confirmation email with the link to you tickets shortly. If this page asks you for billing information you have not signed into the DCI website correctly OR your membership may have expired.

(8.)Bring a printed copy or have your tickets ready on your phone upon arrival at the Discovery Center of Idaho.

At this point if you are still having issues reserving your time slot with your membership please contact the front desk at (208)-343-9895. If you are having issues or questions involving your membership, please contact our Membership Coordinator at (208)-343-9895 Ext. 236.