



Step-By-Step: How to Renew your Certification Online

Click **Record My Points/Renew My Certification**. (Blue button with CTA Star Pin)

The Renewal of Certification form will open. It contains 2 sections.

1. Visiting Attractions

- Click **View List of Qualifying Attractions**.
- **Search** for the attraction you have visited.
- Click **Record Points for Visiting**. The attraction name will automatically appear on your renewal form!

2. Activities (Readings, Events, Volunteering, Education)

Record point earning activity by clicking the drop down list to select what type of activity you completed (Reading, Events, Volunteering, or Education). Type in the relevant information in the blank fields to the right of the drop down list.

To add more fields for activities, click the “+ Add Additional Activates” button.

Click **Save** at the bottom of each section. Be sure to do this before leaving the form.

Submit Renewal

- Once you have recorded 50 points click **Agree to the Terms** of renewal.
- Click **Submit and Finalize**.
- **Update Your Profile** as needed and click **Save and Continue**.
- The **Payment** screen will open. There are 2 options: “Pay by Credit Card” and “Pay By Check.” If you select “Pay by Check” (make checks payable to Galveston Park Board of Trustees of the City of Galveston and send to 601 Tremont Street, Galveston, Texas 77550, attention: Kay Terry) or select “Pay By Credit Card” and pay online Press **Continue** and click **Submit**

You're finished! Congratulations, you are now renewed through the coming year!