



2018 AMERICAN ROYAL

World Series of Barbecue®

HOW TO CLAIM YOUR BBQ ACCOUNT

Congratulations! You have now completed your online registration for the 2018 American Royal World Series of Barbecue®

Now that registration is complete, we ask that you claim your account. This will allow you to go back in, check to see what you have ordered, edit some items, change and add items (until the cut off dates).

Below you will find step-by-step instructions on how to log back in and claim your account.

Step 1: On your email confirmation or the confirmation page, click the image that says "SET UP BBQ ACCOUNT NOW"

Once you click that you will be directed to a new webpage.

On this page – click on "CLAIM MY ACCOUNT"

Claim your account

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

[Claim My Account](#)

View and Manage Your Information

Email Address

Password

[Forgot Password](#)

[Log In](#)

Step 2: Claim your account.

On this page, type in your email address/confirm your email address and click: SEND ME THE LINK

Claim Your Account

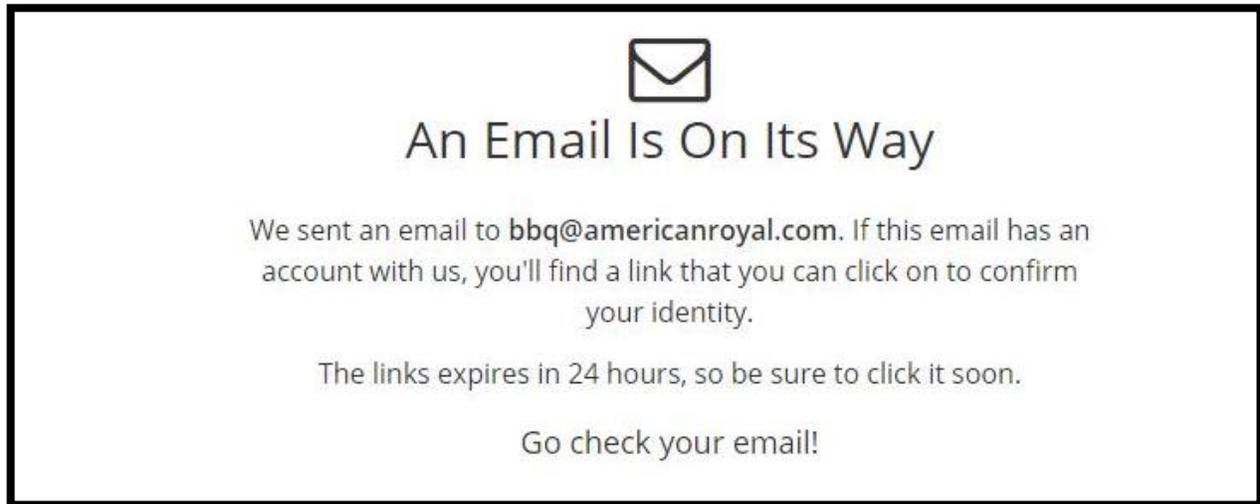
To get started, enter the email you most likely used on your last transaction. We'll email you a link to make sure you are you.

[Send Me The Link](#)

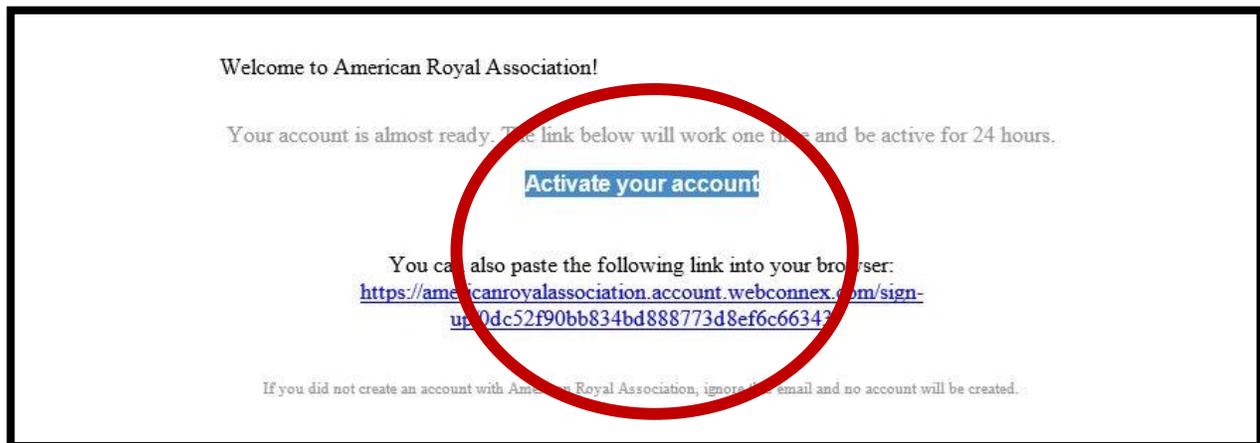
How it Works

To gain access to your account and view your historical data, enter the email you used on your last transaction. We'll email you a link to make sure you are you. Clicking on that link will claim your account and you will be asked to create a password. After that you can log in anytime in the future with your email address and password.

Step 3: Confirmation that email is on the way to you. You should see this page:



Step 4: Go to your email account. You will receive an email that looks like the one below. Click on **ACTIVATE YOUR ACCOUNT** or copy and paste the URL into a new window.



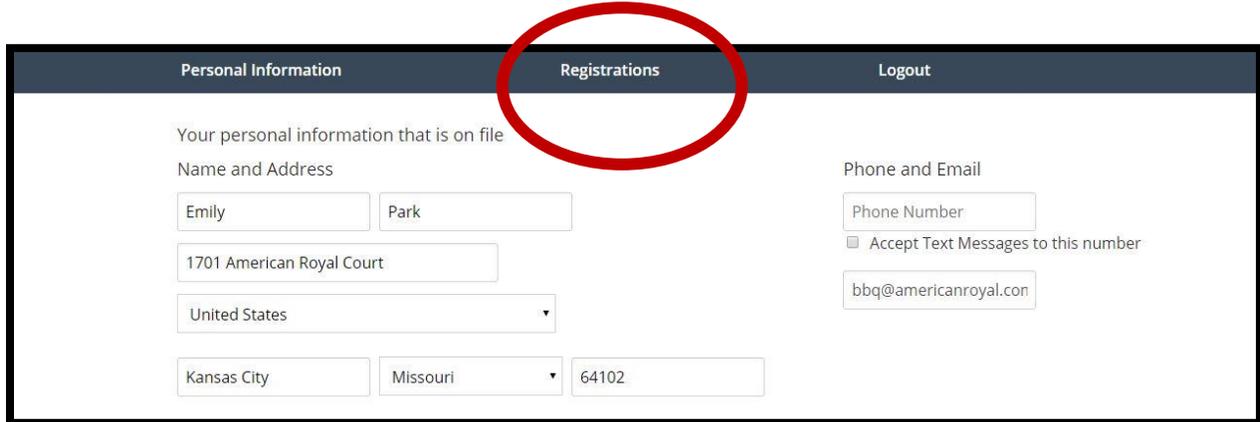
Step 5: Finish creating your account.

Here, create a password that ties to your email. Please be sure to keep your password noted so you can log back in at later times.



Step 6: Once you log in, you will be redirected to the following page.

Click on Registrations and this will take you to the events you have registered for.



The screenshot shows a user profile page with three tabs: 'Personal Information', 'Registrations', and 'Logout'. The 'Registrations' tab is circled in red. Below the tabs, there are two sections: 'Name and Address' and 'Phone and Email'. The 'Name and Address' section contains input fields for 'Emily', 'Park', '1701 American Royal Court', 'United States', 'Kansas City', 'Missouri', and '64102'. The 'Phone and Email' section contains a 'Phone Number' input field, a checkbox for 'Accept Text Messages to this number', and an email address 'bbq@americanroyal.com'.

Step 7: Here you will find the events you have registered for. Click on the event name or view details.



The screenshot shows the 'Registrations' tab with a table of events. The table has columns for 'Date', 'Name', and 'Billed Amount'. The 'Name' column contains 'American Royal BBQ' and the 'Billed Amount' column contains '\$279.00'. A 'View Details' link is visible next to the event name. Both the event name and the link are circled in red. Below the table, there is a footer with contact information: 'For help please call us at (816) 221-9800 or email info@americanroyal.com'.

Date	Name	Billed Amount
4/2/2018	American Royal BBQ	\$279.00

Once you have clicked through to your details, here you will find a copy of your team registration. If you select edit, you may be able to edit some fields. Not all items are able to edit. If there are items that you would like to edit but they are blocked, please contact the American Royal at BBQ@americanroyal.com

Additionally, for the items that you are able to edit, you may (until certain cut off dates) add, increase, change, items which will then allow you to pay your balance or refund the card on file.

Please contact the American Royal team if you have additional support needs for your account at bbq@americanroyal.com