

## *Registration and Logging in Process*

### **Step 1 – Click Member Registration**

To register your account, click on the 'Member Registration' link and complete the fields within the registration form.

### **Step 2 - Validation**

Enter your Member Number, First name and Last name exactly as they appear on your last statement (Note: Your First name is typically in our system as your given name). The system will validate whether the information entered is correct.

If the information entered does not exactly match that which is present in your club's files, you will be unable to register. If you continue experiencing issues, please contact the club for assistance.

**\*\* It is recommended that you sign up using the first name on the membership application and both spouses use that username and password.**

If the spouse wants to sign up it is important you read the following: If your name is 2nd on the membership application (this means you are the spouse and you want your own user name and password) you must add -01 after your member number to sign up. For example; if your member number is 4 and your name was the second name on the membership application you would put your member number as 4-01. THIS IS ONLY TO BE DONE FOR SIGNING UP ONLINE AND NOT FOR ANYTHING ELSE!

### **Step 3 - Set username and password**

You will then be taken to a page to set your username and password. The system will suggest a username (the first initial of your first name and your last name, eg. The suggested Username for John Smith would be jsmith, but can be changed. It will ask you to enter and confirm a password of choice.

**IMPORTANT!!! In the event the password is forgotten, please enter in an email address the 'Reset Password' link can be sent to.**

**Hint:** If you hold your cursor over the question marks additional instructions appear.

**Once all fields are filled out, click on 'Create User' to complete the registration process.**

### **Step 4 – Email Confirmation**

Upon completion of the registration process an email will be sent to the email address entered during the registration process

Example of the confirmation message:

#### Member Registration – Confirmation Page

User xxx has been created and registered successfully. Email has been sent to the following email address: xxx@xxx.xxx.

#### **Step 5 –Login to Club Website**

Navigate to your club's login page by clicking on this 'Member Login' link, located in the top left-hand corner of page.

To the right of the page enter the username and password you've created in the registration process. When finished, click 'Log On'.

#### *Logging Off and Forgotten Passwords*

Logging off your Club Website

It is strongly recommended to logout of the website when you are finished. Once logged into the website, the 'Member Login' button will change to 'Logout' (located near the top left of the screen). This button will end your session and return you back to the Website Home page.

#### *Forgotten Password*

If, at some point in the future you should forget your password, you can retrieve it by clicking on the 'Forgot Password' link within the Member Login area. From there, you will be required to fill in the email address you provided during the registration process and click 'Reset Password'. An email will be sent to you including a link by which you can reset your password.