

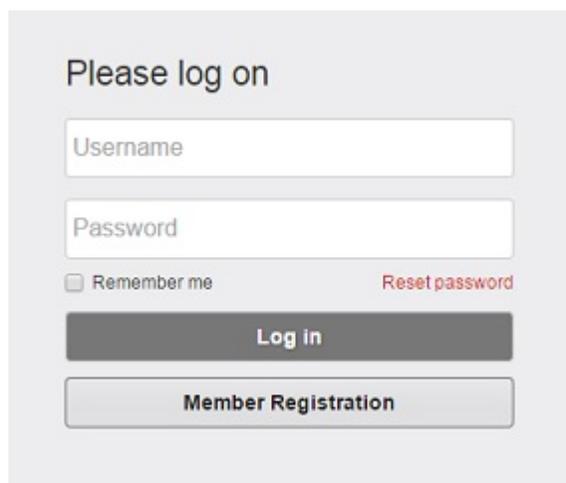
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# Registration and Login Process

Navigate to your club's login page by clicking on the login link/button located within the top menu. If this is your first time logging in, you must first activate your account by registering for the website.

## 1. Member Registration

To register your account, click on the **Member Registration** button to be brought to the **Member Validation** page.



Please log on

Username

Password

Remember me [Reset password](#)

Log in

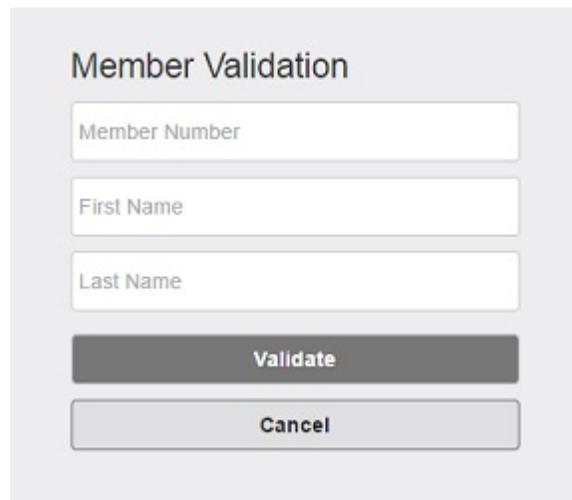
Member Registration

## 2. Member Validation

Enter your **Member Number**, **First Name** and **Last Name** exactly as they appear on your last statement and click **Validate** (**Note:** your first name is typically in our system as your given name).

**Example:** if your name appears as Joshua on your statement, you cannot create your account using Josh, you must enter Joshua

The system will then validate whether the information entered is correct.



The Member Validation form is a vertical stack of elements. At the top is the title "Member Validation". Below it are three text input fields: "Member Number", "First Name", and "Last Name". At the bottom are two buttons: a dark grey "Validate" button and a light grey "Cancel" button.

**Note:** 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.

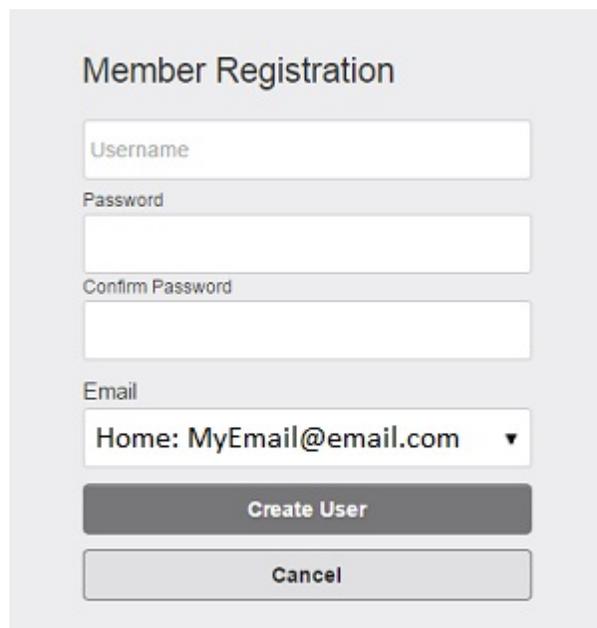
### 3. Setup Username and Password

Once your information has been validated, you will be taken to the **Member Registration** page to set your Username, Password and Email Address (for website communication).

You can select your Username and Password on this screen. Usernames are not case sensitive, however Passwords are case sensitive.

In the event the password is forgotten, please select one of your e-mail addresses from the drop-down to associate with your user account. If there are no emails available in the drop-down menu, enter in your desired email address.

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



The Member Registration form is a vertical stack of elements. At the top is the title "Member Registration". Below it are four text input fields: "Username", "Password", and "Confirm Password". Below these is an "Email" dropdown menu with the text "Home: MyEmail@email.com" and a downward arrow. At the bottom are two buttons: a dark grey "Create User" button and a light grey "Cancel" button.

## 4. Email Confirmation

Upon successful registration, an email message will be sent to the email address entered during the registration process.

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## Login, Log Off & Forgot Password:

### Login to the Club Website:

Navigate to your club's login page by clicking on the **Member Login** link/button, or on the link/button usually located in the top right-hand corner of the page.

Enter the username and password you've created in the registration process. When finished, click **Log On**.

### Logging out of the 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 your **name**; click on the drop down beside your name and click **Log Out**. This will end your session and return you back to the Website Home page.

### Forgot 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 enter 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.