

# Registration and Logging In Process

Navigate to your club's login page by clicking on the login 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.

## Step 1 - Click Member Registration

To register your account, click on the '[Member Registration](#)' link and complete the fields within the registration form.

Please log on

User name:

Password:

Remember me

[Forgot Password](#)

[Member Registration](#)

Log on

## Step 2 - Validation

Enter your Member Number, First name and Last name exactly as they appear on your last paper statement (Note: Your First name is typically in our system as your given name.) \*NOTE: If your paper statement shows "Mr. John" or "Dr. Mary" as your First name, please enter your TITLE and First name in the First name box. The system will validate whether the information entered is correct.

Your Member Number is always the first letter of your last name followed by four digits. Example, if your No. is B33, it must be entered as: B0033

Member Spouses will need to put an A behind their membership number. Example: B0033A

Children will have a B, C, or D behind the account number, depending on age. (The oldest child is B, then C, etc.) Example: B0033B or B0033C

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

Member Number

First name:

Last name:

Validate

Cancel

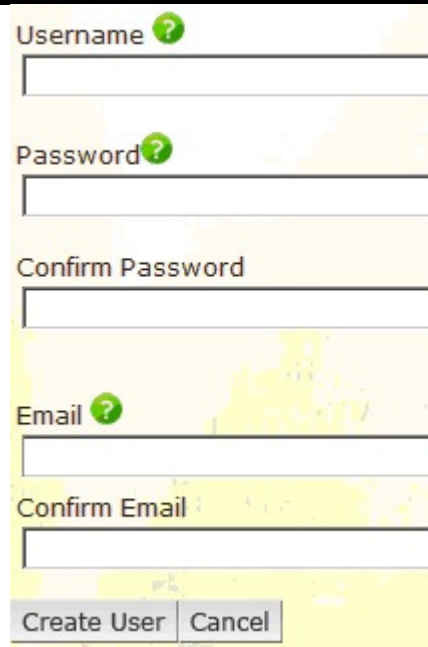
### Step 3 - Set username and password

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. Depending on your website's settings configured by the club, there may be a specific password complexity that must be met.

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.



The screenshot shows a registration form with the following fields and buttons:

- Username ? (text input)
- Password ? (text input)
- Confirm Password (text input)
- Email ? (text input)
- Confirm Email (text input)
- Create User (button)
- Cancel (button)

### 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, or on the link usually located in the top right-hand corner of 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'.

#### 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.

