

## Registration and Logging In

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

### Account Registration

To register your account, click on the 'Click here to be taken to the Registration page' link and fill out the following fields.

Please log on

User name:

Password:

Remember me

[Forgot Password](#)

[Member Registration](#)

Before clicking the 'Register' button, be sure to check with your last member statement for your proper member number and last name spelling; if not entered correctly it will not allow you to register. If the information you have entered is not correct, or is left blank, an error will appear. If you continue experiencing this problem, please contact the club.

Member Number

First name:  Last name:

The system will validate whether the information entered is correct.

You will then be taken to a page set a username and password. The system will suggest a username (first initial or first name and last name), but can be changed. It will ask to enter and confirm a password of choice. Depending on your website settings configured by the club, there may be specific a 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.

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

You will then receive a confirmation message and the Login button will be available to access the member's portion of the website.

*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](mailto:xxx@xxx.xxx).**

Username

Password

Confirm Password

Email

Confirm Email

### **Logging into your Club Website**

Navigate your club's login page by clicking on the **'Member Login'** button, 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 on 'Log On'.

### **Logging off your Club Website**

It is strongly recommended to logout of the website when you are finished. Once logged into the website, the login button will change to 'Logout'. This button will end your session and return you back to the login page.

### **Forgotten Password**

Click on the **'Forgot Password'** link within the Member Login area. From there, you will be required to fill in the email address entered during registration and click 'Reset Password'. An email will be sent with a link to reset your password.