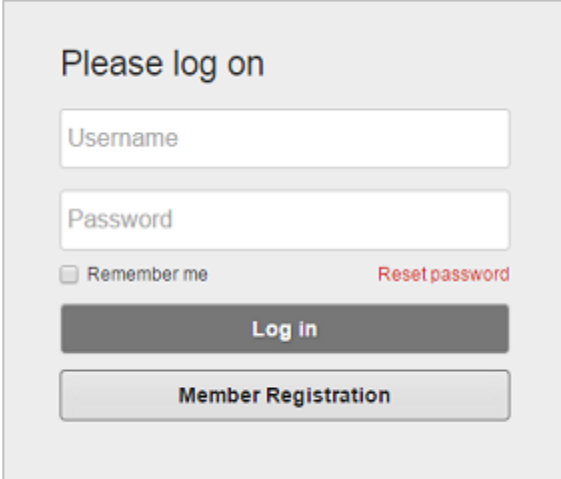


# New Member Central Registration and Login Process Instructions

Go to our website: <https://www.passchristianyachtclub.org/> and click on the red “Member Log in” Tab at the bottom of the slide show images. 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’ link and complete the fields within the registration form.

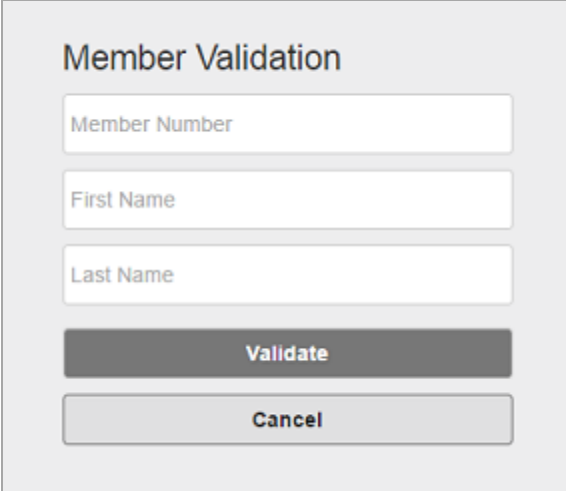


The image shows a login form titled "Please log on". It contains two input fields: "Username" and "Password". Below the "Password" field, there is a checkbox labeled "Remember me" and a red link labeled "Reset password". At the bottom of the form, there are two buttons: a dark grey "Log in" button and a light grey "Member Registration" button.

## 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).

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



The image shows a validation form titled "Member Validation". It contains three input fields: "Member Number", "First Name", and "Last Name". Below the "Last Name" field, there are two buttons: a dark grey "Validate" button and a light grey "Cancel" button.

If the information entered does not exactly match that which is present in our club's files, you will be unable to register. If you continue experiencing issues, please contact John for assistance ([accounting@passchristianyachtclub.org](mailto:accounting@passchristianyachtclub.org)).

### 3. Setup Username and Password

You will then be taken to a page to set your username, password and email address (for website communication).

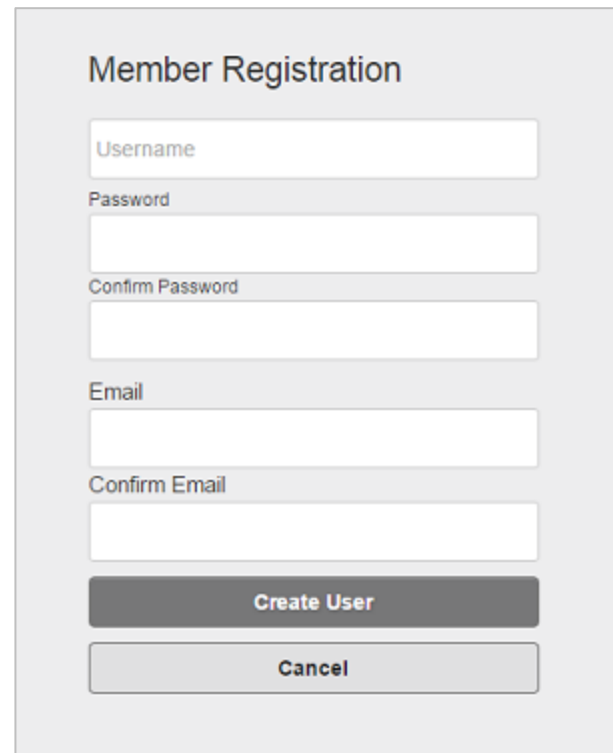
The system will suggest a username (but this can be changed). It will ask you to enter and confirm a password of choice.

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

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

### 4. Email Confirmation

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



The image shows a 'Member Registration' form with the following fields and buttons:

- Username
- Password
- Confirm Password
- Email
- Confirm Email
- Create User (dark grey button)
- Cancel (light grey button)

### Login, Log off & Forgot Password:

#### Login to the Club Website:

Navigate to your club's login page by clicking on 'Member Login' tab.

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 'Logout'. This button 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.