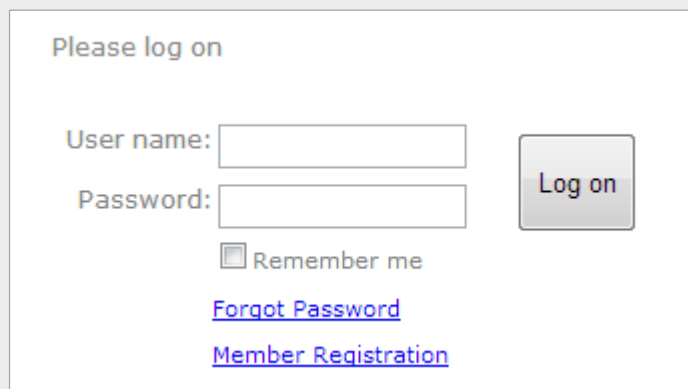


Registration and Login Process

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



Please log on

User name:

Password:

☐ Remember me

[Forgot Password](#)

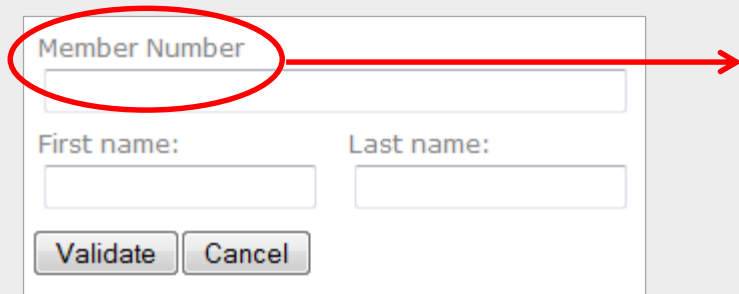
[Member Registration](#)

Log on

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.



Member Number

First name:

Last name:

Your Member Number is now 7 digits long and begins with the letters "PO." In order to create a seven digit member number, you must add the appropriate number of zeros in front of it.

FOR EXAMPLE:

If your member number is 12345. Your member number is entered as: **PO0012345**

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.

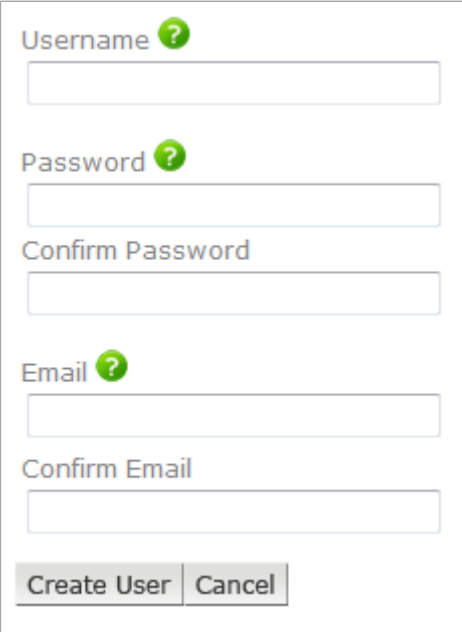
3. Setup Username and Password

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.



The registration form is a vertical stack of input fields. It starts with 'Username' followed by a green circle with a question mark, then an empty text box. Next is 'Password' followed by a green circle with a question mark, then an empty text box. This is followed by 'Confirm Password' and another empty text box. Then 'Email' followed by a green circle with a question mark, then an empty text box. Finally, 'Confirm Email' and an empty text box. At the bottom, there are two buttons: 'Create User' and 'Cancel'.

4. Email Confirmation

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

Login, Log off & Forgot Password:

Login to the 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 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.