

WEB SITE REGISTRATION INSTRUCTIONS

- Below the Login you will see, **Need to Create an Account?** just below this, select **“Click here to be taken to the Registration Page.”**
- Complete the registration page with your information. You will be asked to enter the following information:
 - First/Last name, Member Number, E-mail Address, Username, Password, and Password Hint.
 - Your username and password can be anything you would like it to be.
 - Avoid commonly used passwords such as “password.”
 - Once you have completed the registration process, click the Login button to be returned to the Login screen.
 - You may now login using your chosen username and password.
- **LOGIN UPGRADE FOR THOSE ALREADY REGISTERED!**
 - You may now change your username to something much easier to remember than your Member Number. To do so, follow these steps:
 - Click the “Change Login Info” button on the Login Page.
 - Fields will display that will allow you to change your username, password, or both at the same time.
 - If changing your password, you will be required to enter it twice for confirmation.
 - Click “Update Password” to apply the change.
 - If you did not enter a value for “New Username” then the old username will remain.
 - You may now login using your chosen username and password.
- **MAINTAINING YOUR PERSONAL INFORMATION**
 - After you have successfully logged in, click on the **“Roster”** link on the menu bar at the top.
 - On the right side of the screen, click where you see your name and **“click on this link to update your personal information”**.
 - Read the instructions to the left carefully, and then update your information.
 - Please note at the bottom of your personal information box you will see a check mark indicating **“Please hide my name and information from the Online Member List.”** You must *uncheck* this box in order for your information to be viewed by other members.
 - You may elect to hide specific information by placing a check mark in the “hide” box next to it. The club will not disclose your member information to anyone.