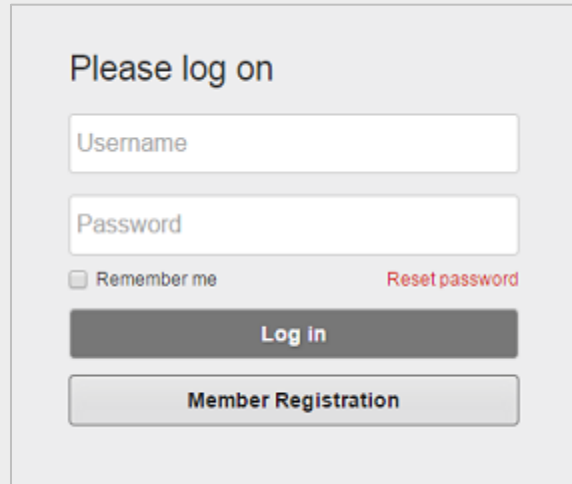


Registration and Login Process

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

1. Navigate to your Club's website.
2. Click on the **Member Login** link to be brought to the Member Login page.
3. Click on the **Member Registration** button to be brought to the Member Validation page.



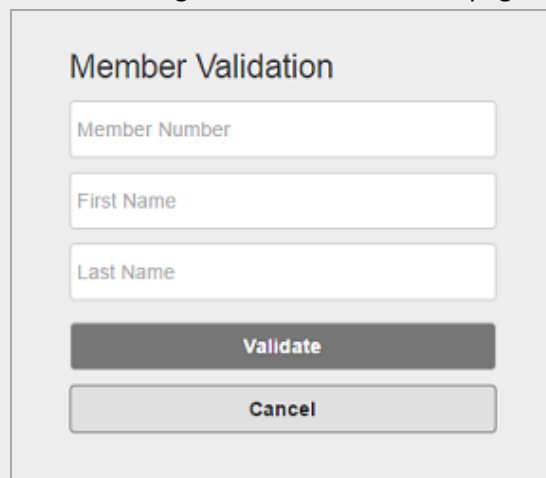
The screenshot shows a login form titled "Please log on". It contains two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember me" and a red link labeled "Reset password". At the bottom of the form are two buttons: a dark grey "Log in" button and a light grey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

2. Validation

1. Enter in the following information:
 - a. Member Number
 - b. First Name
 - c. Last Name

Note: Your Member Validation may differ from the above setup if you chose to include additional fields.

2. Click on the **Validate** button to be brought to the User Creation page.



The screenshot shows a validation form titled "Member Validation". It contains three input fields: "Member Number", "First Name", and "Last Name". Below the input fields 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 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

1. On the User Creation page, you will need to enter in the following information:
 - a. Username
 - b. Password
Note: This password is subject to the guidelines you have established for your site
 - c. Confirm Password
 - d. Select one of the e-mail addresses listed here you wish to associate with your user account.

The Email section of member registration will require a member to choose one of the listed email addresses rather than typing one in. There will be a maximum of three choices which are attached to the address information on file for the member. The address options include:

- Home Address
- Business Address
- Other Address

In the event that a member does not have an email address on file in your A/R system, the member will be type in an email address, which will subsequently become their new 'Home' email address going forward. This new email address will also be updated in your club's A/R system as their main email address as well.

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:

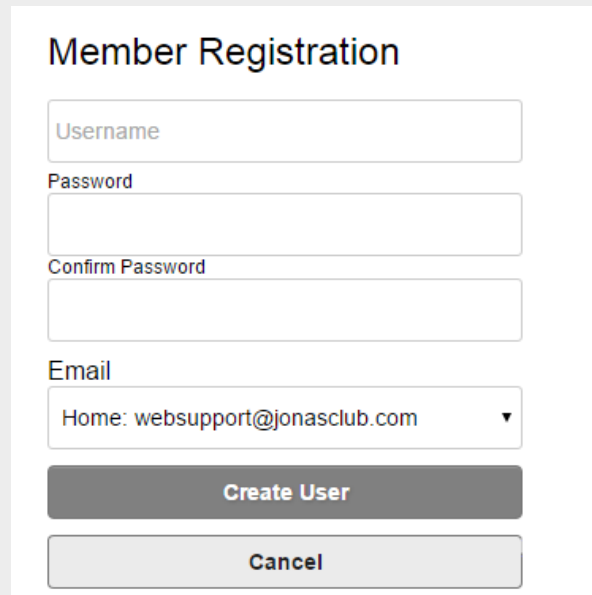
Login to the Club Website:

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.



The screenshot shows a web form titled "Member Registration". It contains the following fields and buttons:

- Username:** A text input field.
- Password:** A text input field.
- Confirm Password:** A text input field.
- Email:** A dropdown menu with the selected option "Home: websupport@jonasclub.com".
- Create User:** A dark grey button.
- Cancel:** A light grey button.

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.