

# REGISTERING FOR THE MEMBERS AREA

## Step 1 – Click 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:

Keep me logged in

[Forgot Password](#)

[Member Registration](#)

Log on

## Step 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). Once all fields are filled out, click on "Validate". The system will then validate whether the information entered is correct.

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.

Member Number

First name:

Last name:

Validate

Cancel

## Step 3 - Set username and password

You will then be taken to a page to set your username and password.

The system will suggest a username (the first initial of your first name and your last name, eg. The suggested Username for John Smith would be jsmith), but it can be changed. Note: The username must contain at least 3 characters.

It will also ask you to enter and confirm a password of choice. Depending on your website's settings configured by the club, there may be a specific 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. **Hint:** If you hold your cursor over the question marks additional instructions appear.

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

Username ?

Password ?

Confirm Password

Email ?

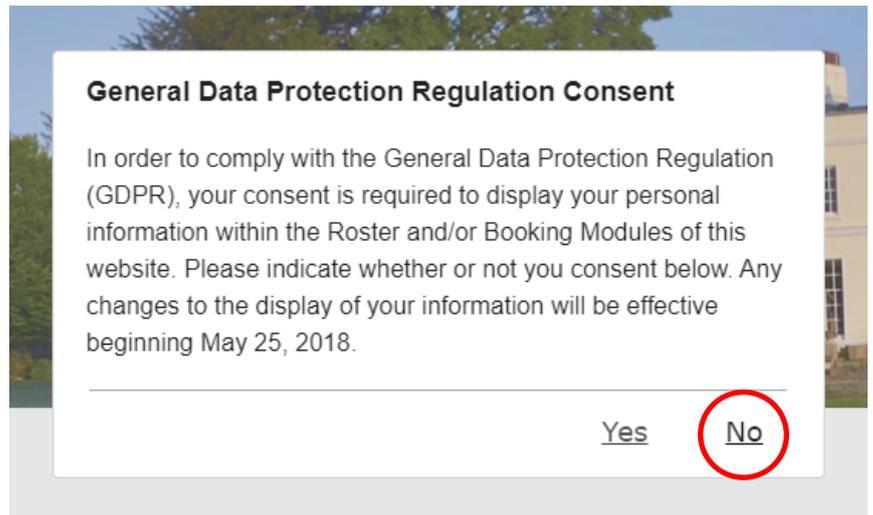
Confirm Email

Create User

Cancel

# YOUR PRIVACY SETTINGS

When first logging in, the following message will appear. Click 'No' to keep your personal information hidden.



Club Directory Manage Buddies/Groups

← **SAVE** Club Default Privacy Settings in Effect

**Primary Contact**  
Primary Contact Info is displayed within the Roster List to All Members

Primary Email  
Home: info@exetergcc.co.uk

Primary Phone  
Mobile:

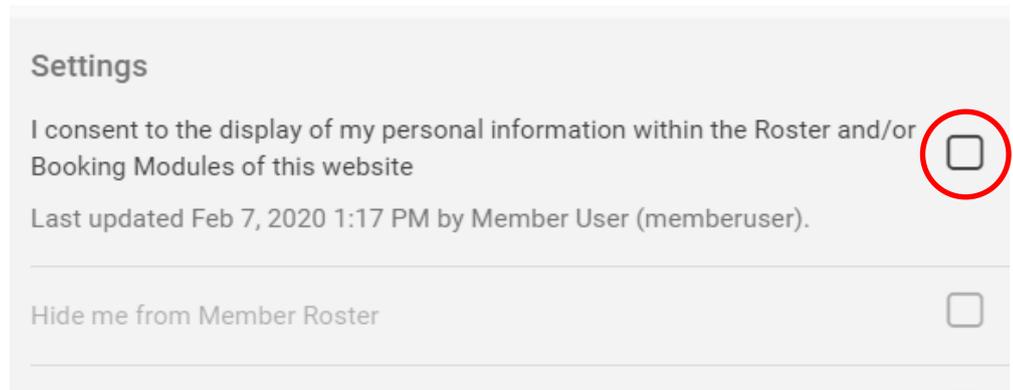
**Personal Info**  **HIDE ALL PERSONAL INFO FROM MEMBERS**  
Visible

Mobile

Member User

Go to 'edit profile' to view your privacy settings. It may appear that your information is visible, but if you have clicked 'No' as above, it will be hidden.

If this box is not ticked, your data will be hidden. If you want to share your data with fellow members, tick this box and select (above) information you wish to show.



If you require any further assistance, or we do not have a valid email address for you, please speak to the team on Reception.