

## **Brighton Curling Website FAQs (Frequently Asked Questions)**

The following topics are meant for existing club members:

- How do find the website
- How do I get my initial password
- How do I access the Members Home functionality
- How do I sign-up for the coming season
- How do I change my information such as my password

### **How do I sign-up for membership (only for non-members)**

This part of the FAQ is under construction.

### **How do find the website**

- Use your browser to search for brightoncurlingclub.ca
- Or
- Paste this into your browser's search area <http://www.brightoncurlingclub.ca/> and do the search.

When the website gets displayed don't forget to add it to your list of favorites.

### **How do I get my initial (Member) password**

**If you are a current member**, but have not yet signed onto the Members Home set of functionality, you'll need to obtain a password from the system. Here's how it's done:

- scroll down to the bottom right of the home page of our website, to the Member Login area.
- press/click on "Forgot Login ?"
- press/click on "Lost Password" box.
- fill in your "Username". This is comprised of you first and last name. Note that the name fields are upper/lower case sensitive. Most likely you will have to put an underscore ( \_ ) between your first and last name. eg. John\_Smith
- fill in your "Email Address"
- press/click "Send Password"

The system will then email you your Password. Check your Junk folder, in case it ends up there. Please note that the Password email could take up to a full day to get to you. Please retain your Username and Password details.

### **How do I access the Members Home functionality**

- scroll down to the bottom right of the home page of our website, to the Member Login area.
- fill in your "Username". This is comprised of your first and last name. Note that the name fields are upper/lower case sensitive. Unless you have already changed your Username to something else, you will likely need to put an underscore ( \_ ) between your first and last name. eg. John\_Smith
- fill in your Password.
- press the Login button.
- on the resulting screen, press on the Members Home tab, which is on the top right side of the home page.

### **How do I sign-up for the coming season**

Note that registration via the website will only be available during September and October. If you don't see information related to registration on the Home or Members Home pages, you'll have to email the club for any registration details.

- login via the Member Login area.
- On the resulting screen, you will see the Members Home tab on the top right hand side of your screen. Press on the Members Home tab.
- You will be presented with information about Membership Registration.
- Press on the Proceed to Registration button.

### **How do I change my information such as my password**

- login via the Member Login area.
- On the resulting screen, you will see the Members Home tab on the top right hand side of your screen. Press on My Information.
- You will then see a rather small Edit button, on the top left of your screen. You need to hover your cursor over it (EDIT) and press the "Update Your Profile". You will then see a series of tabs which contain various kinds of information related to you. The password information is under the User Info tab.