

## HELP

**LOGIN** Enter your **Email** Address. (Each member must have a *unique* email address. If you share an email address with your partner, please contact Peaches for assistance).

Enter NEW **Password**. It must be at least **6** characters long. Passwords are case-sensitive.

If you get stuck on the **Reset Password** webpage, click on the small box with 2 arrows in it to see a new Code and try again. Codes are *not* case-sensitive.

**HOME PAGE** Use the View Profile link to view and/or edit your membership information. On **My Profile** page use the **EDIT PROFILE** button to make changes to your Profile.

**CONTACT US** To contact the club, please use email address [paddlers2780@gmail.com](mailto:paddlers2780@gmail.com).

The Email links (underlined email addresses) on the new website do *not* work.

## EVENTS CALENDAR

**UPCOMING EVENTS (List View)** – Use **REGISTER** button to sign up for an event.

**WEEK/MONTH/YEAR (Calendar View)** – Click on an event and then on **REGISTER** to sign up.

Registration works on a “*first come first served*” basis.

The **REGISTER** button brings up several webpages. Once you click on the **CONFIRM** button, your event registration is complete. If you decide to cancel your registration for an event, you will *not* be able to re-register for the same event without the assistance of an Administrator\*.

Only Administrators\* can enter events into the CALENDAR. Please send all details of your event to them but continue to notify the club of the event using the 27-80 Google Group email.

**Add to My Calendar** button is *not* setup.

**MEMBER ROSTER** **SEND MESSAGE** can be used to email a selected member.

**PHOTOS and VIDEOS** Continue to share your photos and videos using the 27-80 Google Group email.

**LAUNCH LOCATIONS** Updated – *Check it out!!!*

**FORUM** NEW – Have a topic to discuss within the club? – *Check this out!!!*

\*Current Website Administrators:

Tom Yen	Web Master
Peaches Sappington	Membership Coordinator
Janet Jordan	Treasurer
Bruce Doll	Trip Coordinator
Tricia Geiling	Activities Coordinator

For General Assistance: email [paddlers2780@gmail.com](mailto:paddlers2780@gmail.com)

For Club Email Assistance: email [peaches5522@msn.com](mailto:peaches5522@msn.com)