

Non Profit Dynamics

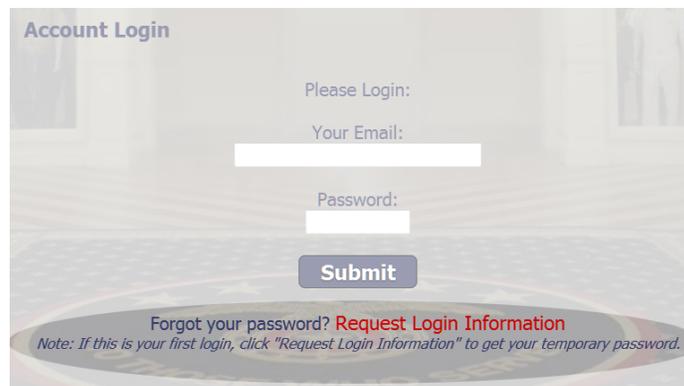
Member LOGIN

The Member Login feature of your websites allows registered members to access Chapter and Personal information. Members must also be “logged in” to make event reservations or transact any online transactions.

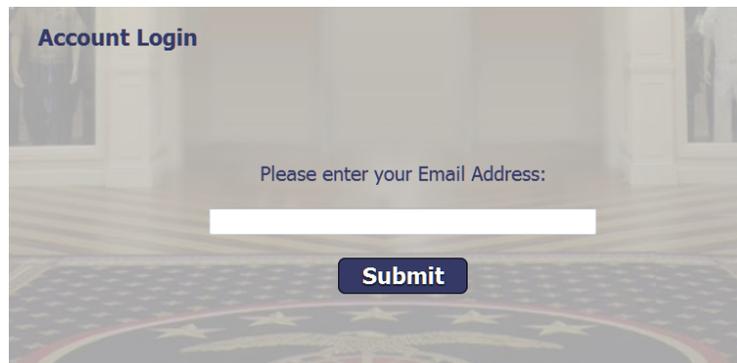
To login, simply click the “member login” link that appears at the top of the masthead of any page:



The member login page requires an email and a password.

A screenshot of a web form titled "Account Login". The form is set against a background image of a room with a large American flag on the floor. The form contains the following elements: the text "Please Login:" followed by "Your Email:" and a white input field; the text "Password:" and a white input field; a blue "Submit" button; and a link that says "Forgot your password? Request Login Information" in red text. Below the link is a small note: "Note: If this is your first login, click 'Request Login Information' to get your temporary password."

If this is your **FIRST ATTEMPT** at logging in, you will need to recover your temporary password. Click the link “Request Login Information”.

A screenshot of a web form titled "Account Login". The form is set against the same background image of a room with a large American flag on the floor. The form contains the following elements: the text "Please enter your Email Address:" followed by a white input field; and a blue "Submit" button.

Input your email address and click “submit”.

Non Profit Dynamics

Please retrieve your password from your email, then login [HERE](#).

If the email you submit IS FOUND in the membership database, check your email for a message like this:

Dear Joe,

Here is the login information you requested:

Your Temporary Password: **XXXXXXXXXX** (You can personalize your password after you log on.)

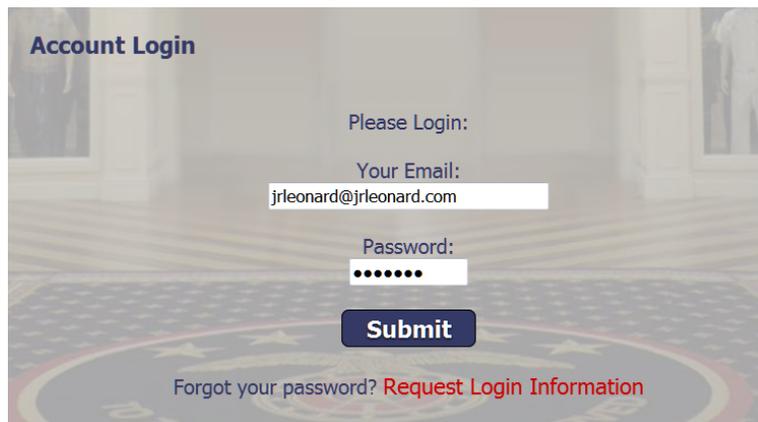
Please return to the login page to access the [Member Login](#) Page.

Regards,

Lake Sumter MOAA
Website Administrator

Make a note of your temporary password, and click the link “member login” to return to the login page.

Your email and your temporary password will automatically populate the respective fields. **NOTE: If you have your browser set to remember passwords, it may load a previously saved password associated with your email.**



The screenshot shows a web form titled "Account Login". It contains the following elements: a "Please Login:" label, a "Your Email:" label with a text input field containing "jrleonard@jrleonard.com", a "Password:" label with a password input field containing seven dots, a dark blue "Submit" button, and a link at the bottom that reads "Forgot your password? [Request Login Information](#)".

Then, click submit to advance to your “Your Account” Page.

Non Profit Dynamics

You would click “**Update Registration**” if you want to check and update any of your personal information, including your password. You can also click “**Log off**”, which signs you out and removes your membership “cookie” from your browser.

Other choices may be shown on this page, depending on whether or not they have been activated on the Admin Console.

“**Membership Directory**” will display a list of all current members.

“**Renew Membership**” will display if you are currently a member.

“**Create Membership**” will display if you are NOT an active member.

“**Transaction History**” will display if you have any recorded online transactions.

Additionally, if you are a board member, these additional buttons may display:

“**Board Meeting Minutes**” will display if you have any published minutes.

“**Annual Budgets**” will display if you have any recorded budgets.

“**Adm Access**” will display if you have Admin Permissions.