

Dutch Canadian Business Club of Calgary



Dear Member,

In this letter you'll find the procedures to [login for the first time](#), to [change your password](#), to [update your personal information](#) and to [regain your forgotten password](#).

The items on the menu bar give access to various areas of the website. Most tags are familiar to all of you with the exception of the '**Member Login**'

'**Member Login**' gives access to the members **only** area, where the following features are available to all members:

- Membership Roster
- Print Roster
- Members Only Calendar
- Website Wish List
- Club Web Mail Access (ask the webmaster for an member@dcbc.ca Email address!)
- Logout

Further to authorized members:

- Send Mass E-mails (*only for authorized members*)
- Print Mailing Labels (*only for authorized members*)
- Downloadable Documents (*only for authorized members*)

First time login

For a first time login to the member area, click on menu item "**Member Login**"

Under email enter your current **full** e-mail address as shown in the current membership directory.

After you enter the e-mail address, **don't** enter a password, but click on the yellow button '**Submit**'. If your e-mail address is correct, then the following message will be displayed in red:

*The email address you entered was in the system.
So, the password for that account was sent to that email address*

Get the password from the e-mail sent to you, and type or copy and paste the password in the login area. Again press yellow button '**Submit**' and you are logged in.

In the event your e-mail address is **not** recognized by the system, please call or e-mail the webmaster webmaster@dcbc.ca or 512-6442 to get your current registered e-mail address.

Password change

The next step in the process is to change your password to a unique password. We recommend that you use a minimum of 8 characters, and a combination of letters and digits, this will enhance security.

To change the password, move the mouse cursor over top of menu item '**Member Login**'. A list of menu choices will appear.

Click on '**Membership Rosters**', scroll through the list of names and click you **own** name, and click on yellow button '**Submit**'

Your personal information will show on screen, and a **small pencil** is visible on the Top Left Hand of your picture. **Click on the pencil**, and your personal membership file will open. Scroll down until you see your e-mail address and password. This is where you change your password used for member login. After you change your password, scroll down and click on yellow button '**Update**'.

You now have a new password.

Forgotten Password

In case you forget your password, only enter your e-mail address in the member login and '**Submit**', and your current password will be e-mailed to you.

Keep our information up-to-date

While changing your password, carefully review your membership details, and make any changes/ updates needed. You can also change your picture, delete the picture etc.

Please be aware that the information in your record is used for e-mailing and correspondence etc. to the members. It is the member his or here responsibility to keep the records up to date.

Assistance

Any members who experience difficulties with member login and /or making changes to their individual records can always contact the webmaster for assistance.

After all data is updated, and you leave the website, make sure to '**Logout**' from the member login area. This is for your own security and others.

Feel free to browse the new website, and don't hesitate to contact the webmaster in the event you experience any problems by sending e-mail to webmaster@dcbc.ca or by phone 512-6442.

The new website is a work in progress.
I hope you enjoy the new website.

Regards,
Laura Ezinga – Secretary & Webmaster DCBC