

# Membership Registration Process

**Before you can register for online access, your email address must already be in our database. Contact the secretary for help with this (secretary@lincolnbowlingclub.com).**

Go to the **Home Page** of the LBC website, click **Member Login** and you will see the login screen below.

1. Type in your email address. Leave the password field empty.

2. Click the link "Register as member"

If your email address is already in our database, you will receive an email with a temporary password. It can take a few minutes for this to arrive.

3. Type in the temporary password. It is case sensitive so type it in carefully. Ensure your email address is also entered.

4. Click the "Log In" button and you will see the a table with Club Members details.

The screenshot shows the 'Member Login' form. A red callout bubble with the number '1' points to the 'Email Address' input field. Below it is the 'Password' input field. To the right of the password field are two links: 'Send new password' and 'Register as member'. At the bottom left is a 'Log In' button.

The screenshot shows the 'Member Login' form. A red callout bubble with the number '3' points to the 'Password' input field. The 'Email Address' field is also visible. To the right are the links 'Send new password' and 'Register as member'. At the bottom left is a 'Log In' button.

5. To see your own Member information, click the **My Data** button below and your **Member Data** screen will pop up. Additionally, **Emergency Contact** details (highlighted below in red box outline) are now visible on the Club Members list for easy access.

Home Conditions ▾ Draws & Results ▾ Enter an Event Upcoming Events Gallery 25/26 Booklet **Club Members** Availability File Viewer Admin ▾ Bar

### Club Members

Welcome [red callout 5] My Data Search [text]

Name	Surname	Partner	Address	Suburb	Phone 1	Phone 2	Emergency Contact	Email Address
Nick	Alfeld							
Jane	Allan							
Craig	Anderson							
Jane	Anderson							
June	Armstrong							
Milne	Armstrong							
Tony	Bankier							
Joseph	Barber							
Jeff	Barnes							
Lois	Begg							

6. On the Member Data screen, enter your new password and click the "Submit" button. Your password must be at least 8 characters containing at least ONE UPPERCASE, ONE lowercase, and ONE digit.

You will receive a confirmation email confirming your password has been changed. Store your password safely so you can find it the next time you want to log in to the member's area.

7. You can click the "Print" button to print your Member Data information. Alternatively, click "Close" to close this pop-up window.

The screenshot shows the 'Member Data' screen for John O'Connell. The 'Emergency Contact' field is highlighted with a red box. A red callout bubble with the number '6' points to the 'Submit' button in the password change section.

**Member Data**

Name: John O'Connell Partner: Katharine  
Address: 23 Ryelands Drive, Lincoln 7608  
Phone 1 & 2: , 021 507 576  
Email: john@bigpicturenz.com  
Gender: Date of birth:  
Year joined: 2023 Year started: 2023/2024  
Member type: Full Payment date: 26/08/2025  
Previous club:  
Skills: IT, TM, Software  
Comments:  
Functions: X-Admin  
Emergency: Contact: Katharine Riley 021 065 4225

Change your password: [password field] [Submit]

\* at least: • 8 chars • 1 UC char • 1 LC char • 1 digit

Close Print [red callout 7]

# Forgot your password? You can reset it yourself.

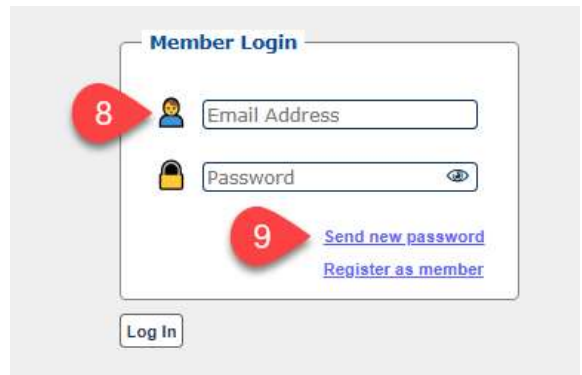
8. Type in your email address. Leave the password field empty.

9. Click the link "Send new password"

You will receive an email which can take a few minutes to arrive. The email will contain a temporary password.

Then follow steps 3, 4 & 5 to log in with your temporary password and change it to a permanent password.

10. Any club member can view member data for any other member, just click on a member's name. This will open the Member Data pop-up window for that person, as shown earlier in step 6.



Home Conditions▼ Draws & Results▼ Enter an Event Upcoming Events Gallery 25/26 Booklet **Club Members** Availability File Viewer Admin▼ Bar

## Club Members

Welcome Katharine Riley My Data Search text

Name	Surname	Partner	Address	Suburb	Phone 1	Phone 2	Emergency Contact	Email Address
Nick	Alfeld							
Jane	Allan							
Craig	Anderson							
Jane	Anderson							
June	Armstrong							
Milne	Armstrong							
Tony	Bankier							
Joseph	Barber							
Jeff	Barnes							
Lois	Begg							

### **NOTE:**

A number of members share the same email address with their partners. In such cases the same email address will be attached to their individual member record, but each will require a different password. Contact the LBC Secretary who will assist in setting up shared email address / password linking.

## Updating Member Data

Members can only change / update their own password. **Members cannot change any other details in their member record.**

The Club Secretary updates the member database. Please contact our secretary with any changes you require.

You will be notified when the changes are done. Login and verify that the changes you requested are correct.

A screenshot of the 'Member Data' pop-up window. It displays the following information: Name: Bill Wilson Partner: Fay; Address: 13 Pierre Avenue, Rolleston 7614; Phone 1 & 2: 03 318 1138, 027 688 8960; Email: bill.wilson@outlook.co.nz; Skills: Electrical, Software; Comments: ; Functions: IT, TM, Software, X-Admin; Emergency: Contact: Fay Wilson 021 051 7296. At the bottom, there are 'Close' and 'Print' buttons.

These instructions are available by clicking the "User Guide" button on the member login screen.

If you encounter any difficulties, contact the club Secretary for assistance.

