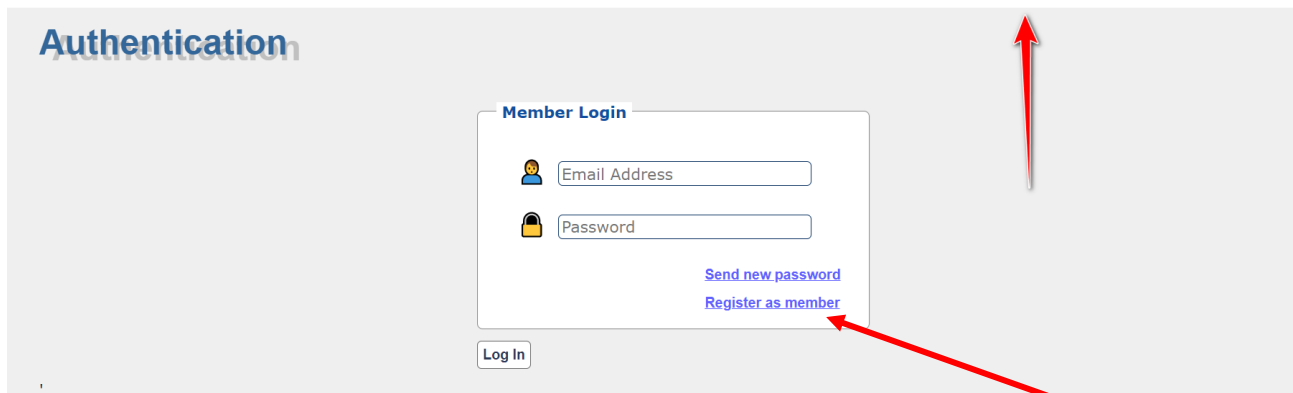


Membership Database registration & Update process

From the LBC web site **Home Page** click on the **Members Area** page. From there click on the **Member Information** tab to display the window as indicated below:



Home Conditions ▾ Draws & Results ▾ Enter an Event Upcoming Events Program 2022/23 Club Members Admin ▾



To start the registration process, enter your email address and click **Register as member**.

On the basis that the system already holds your email address you will be sent an email, this email response may take up to 5 minutes to complete authentication and arrive in your email box. The email will contain a password which you can now enter into the Password panel (as above) of this Authentication form. Click Log in. That will now open up the screen shown below. It is strongly advisable to reset the password given to you to your own password. Details for this are shown in the **Your Member Data** panel on the next page of this document. The screen below displays the LBC Members information, as shown below.

Home Conditions ▾ Draws & Results ▾ Enter an Event Upcoming Events Program 2022/23 **Club Members** Admin ▾

| First Name | Surname | Partner | Address | Suburb | Phone 1 | Phone 2 | Email Address | Function(s) |
|------------|-----------|---------|-------------------------|------------|-------------|---------------|-----------------------------|------------------------------------|
| Nick | Alfeld | | 28 Liffey Springs Drive | Lincoln | 03 325 7881 | 027 480 4800 | nick@analtd.co.nz | Executive Member |
| Craig | Anderson | | 19 Edwin Trent Drive | Prebbleton | | 021 844 649 | goldsmithnz@gmail.com | |
| Jane | Anderson | | 19 Edwin Trent Drive | Prebbleton | 03 349 7315 | 021 349 159 | janemanderson1958@gmail.com | Outdoor Winter Triples |
| June | Armstrong | Milne | 72 Stonebrook Drive | Rolleston | 03 421 2102 | 027 770 8530 | jrm10@icloud.com | |
| Milne | Armstrong | June | 72 Stonebrook Drive | Rolleston | 03 421 2102 | 022 965 2158 | jrm10@icloud.com | |
| Val | Arnold | Gary | 13 Cassidy Avenue | Lincoln | 03 325 2304 | 021 025 13481 | gary-val.arnold@xtra.co.nz | Ellesmere Immediate Past President |
| Joseph | Barber | | 13 Cassidy Avenue | Lincoln | 03 325 2591 | 022 381 1595 | joebarbercity@yahoo.co.nz | |
| Jeff | Barnes | Jenni | 4 Gah Street | Lincoln | 03 325 6198 | 027 488 9140 | jeffjenni@xtra.co.nz | |
| Lois | Benn | Michael | 11 Lovley Place | Lincoln | | 027 304 | bennmm@a@gmail.com | Committee Member |

You will now be able to scroll through all members by using the vertical scroll bar on the right hand side or the thumb-wheel on your mouse. There is a search facility which is very powerful and suggest you try it by entering *Lincoln* and clicking the magnifying glass beside the box. To reset the search, delete the word *Lincoln* and click the magnifying glass button.

Click the **My Data** button to display the screen below. It shows all of your data that is stored by LBC.

Your Member Data

Name: Fay Wilson Partner: Bill

Address: 13 Pierre Avenue, Rolleston 7614

Phone 1 & 2: 03 318 1138, 027 123 4567

Email: f.wilson@ext.canterbury.ac.nz

Gender: Female Date of birth: 29/06/1937

Year joined: 2019 Year started: 1985

Payment date: Paid

Type member: Limited

Previous club: West Melton

Skills: Housewife

Functions: Helper

You can change your password here:

🔒

Submit

The password must contain at least . . .

- 8 characters, • 1 uppercase char., • 1 lowercase char., • 1 digit

Close
Print

You can change your password here, by entering your new password, which like all passwords is case sensitive, and pressing **Submit**. You will receive a confirmation email back to your email account confirming the password change.

Your password is encrypted in the Database and thus no one can see it, including the Membership Database Administration personnel.

The Member Data screen as displayed above can be printed, by pressing the **Print** button.

Within the LBC membership there are a number of members who have partners who share the same email address. In this case each member will have the same respective email attached to their name record but will require a separate password. Contact the LBC Secretary who will assist in setting up shared email address / password linking.

There is plenty of assistance available should you require it. In the first instance, contact the Secretary by phone or email and support services will be able to step you through the process on your own communications equipment.

Updating the membership data LBC hold on you

You have the ability to change / update your password only. All membership data updating is managed by the Club Secretary; there is no capability for you or anyone else to change the membership database. Please contact our Secretary and provide details of changes required.

Once being advised by the Secretary the changes have been made, please recheck your membership information to validate that the changes requested and made are correct.