For All Users



Step #1: Go to the Avonair Curling Club Home Page (<u>https://avonaircurlingclub.ca/index.php</u>) and find the "Forgot your Username" or "Forgot your Password" options.

Member Login	
<u>.</u>	AvonairCurlingClub22/23
Re	emember Me
Lo	og in
	Create an account
Forgo	t your username?
Forgo	t your password?

Step #2: Choose what you need remembered/changed. You will need your username to change your password, so if you need both, start with your username.



Step #3: For a forgotten Username, check the box beside Username and fill in your email address. Once done, click the "Send Username" button. This will send it to your email address.



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Step #4: Check your email (check spam too) and use the provided username to login.

#### Message

Username reminder sent to your email address info@avonaircurlingclub.com. Please check your email (and if needed your spambox too)!

To: Avonair Curling Club

Hello,

A username reminder has been requested for your Avonair Curling Club account.

Your username S: AvonairCurlingClub22/23

To log in to your account, click on the link below: https://avonaircurlingclub.ca

Thank you.

Step #5: For a forgotten password, check the box next to "Lost Password" and fill in both your username and email address. Then click "Send Password."



Step #6: Check your email (check spam too) and use the provided randomly generated password, along with your username, to login. You may choose to keep the random password, or you can continue with the instructions and change it to something else.

#### Message

New User Password created and sent to your email address info@avonaircurlingclub.com. Please check your email (and if needed your spambox too)!

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To: Avonair Curling Club

The user account AvonairCurlingClub22/23 has this email associated with it. A web user from <a href="https://avonaircurlingclub.ca">https://avonaircurlingclub.ca</a> has just requested that a new password be sent.

Your New Password is: W0KUAADRVODT

If you didn't ask for this, don't worry. You are seeing this message, not them. If this was an error just log in with your new password and then change your password to what you would like it to be.

NOTE: This email was automatically generated from Avonair Curling Club (https://avonaircurlingclub.ca).

Step #7: Use your username and generated password to login to your account.

Member Login

AvonairCurlingClub22/23

Image: Create an account

Forgot your username?

Forgot your password?

Step #8: Once logged in, go to the Member Area on the right hand side of the screen. Choose the "My Information" button from the drop down menu.

1	Nember Menu
N	Member's Home
N	Member Information
	My Information
	My Volunteer Interests
	My Sparing Availability
	My Ice Bookings
	My Event Registrations
	My Teams

Step #9: Find the "Edit" area in the top, lefthand corner of the screen. **This is not a button**. You must hover your cursor over the word edit until you see "Update your Profile" pop up. Click on "Update your Profile."



Step #10: Type in your username, the current randomly generated password from the email, and your new chosen password. It is suggested that you use the "show" button to ensure that your chosen password is typed in correctly. Once finished, click "Update."

Edit Your Details



That's it! Your password is updated. If you have any issues with this, you can email the club at info@avonaircurlingclub.com for assistance. We are able to reset both your username and password on our end.