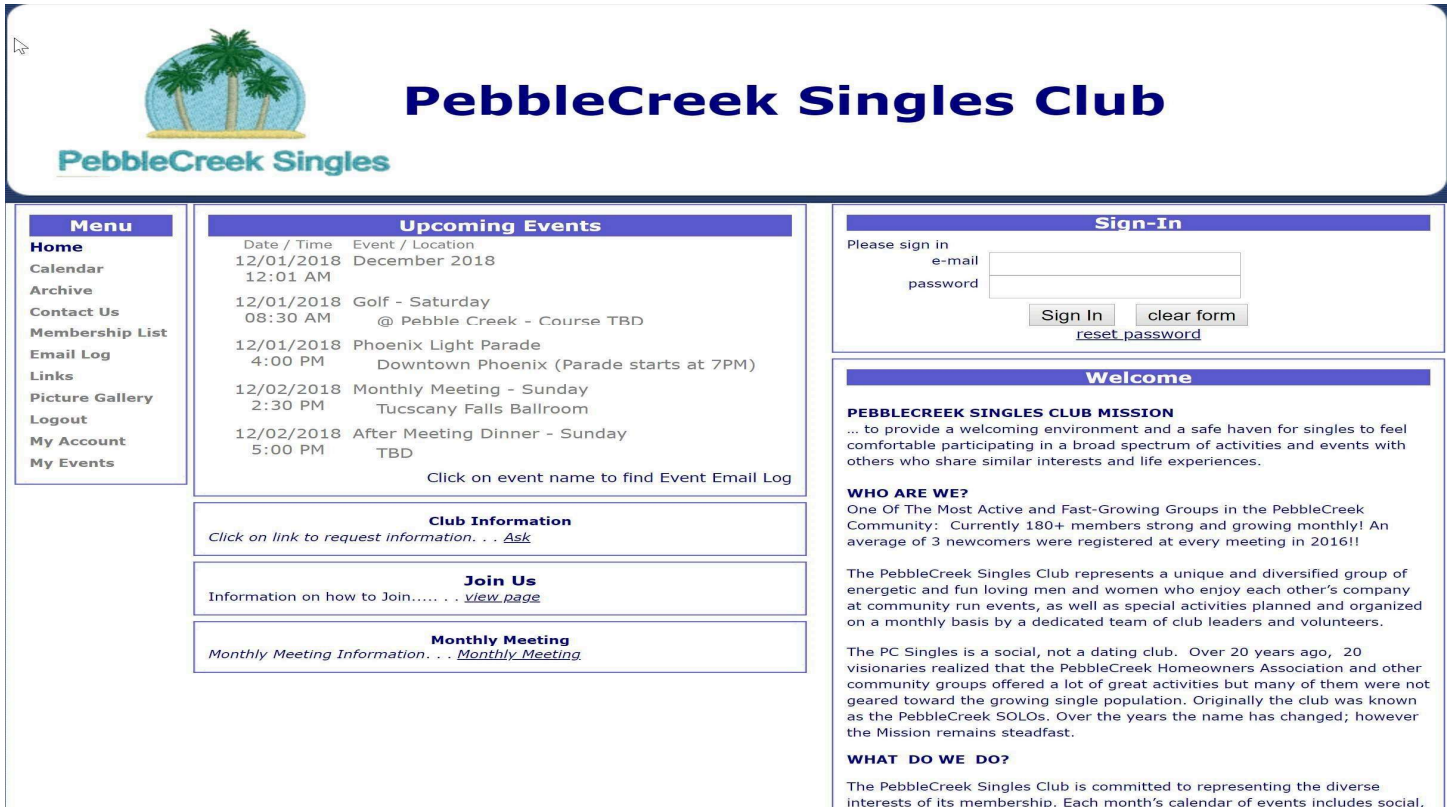


Signing on to the Website

Enter the website URL (www.pcsingles.org) on the address line of your browser



The screenshot shows the homepage of the PebbleCreek Singles Club. At the top left is a logo with three palm trees and the text "PebbleCreek Singles". To the right is the main title "PebbleCreek Singles Club". Below the title is a navigation menu with links: Home, Calendar, Archive, Contact Us, Membership List, Email Log, Links, Picture Gallery, Logout, My Account, and My Events. The main content area is divided into several sections: "Upcoming Events" with a table of dates, times, and event names; "Club Information" with a link to request information; "Join Us" with a link to view page; "Monthly Meeting" with a link to view page; "Sign-In" with a form for e-mail and password, and buttons for "Sign In", "clear form", and "reset password"; and "Welcome" with a mission statement, "WHO ARE WE?" section, and "WHAT DO WE DO?" section.

| Date / Time | Event / Location |
|---------------------|--|
| 12/01/2018 12:01 AM | December 2018 |
| 12/01/2018 08:30 AM | Golf - Saturday @ Pebble Creek - Course TBD |
| 12/01/2018 4:00 PM | Phoenix Light Parade Downtown Phoenix (Parade starts at 7PM) |
| 12/02/2018 2:30 PM | Monthly Meeting - Sunday Tucscany Falls Ballroom |
| 12/02/2018 5:00 PM | After Meeting Dinner - Sunday TBD |

Enter the **email address** you use for PebbleCreek Singles and the default password, (contact **Sheldon Tencer**, or a PC Singles Officer for default password if you don't have it). An alternate ID may be set up if you choose not to use your email address, contact **Sheldon Tencer** (email: sbt112951@gmail.com). If an alternate ID is used, no e-mail from the club will be received.



The close-up shows the "Sign-In" form. It has a header "Sign-In" and the text "Please sign in". There are two input fields: "e-mail" and "password". The "e-mail" field contains the text "YOUR EMAIL ADDRESS or ID" and the "password" field contains "PCSINGLES (default password)". Below the fields are three buttons: "Sign In", "clear form", and "reset password". A black arrow points to the "password" field.

Note: If you have forgotten your password you will need to click on **reset password** and follow the instructions.

1st Time Log In and after resetting your password

- After clicking on Sign In a new web page comes up to change your password, changing the password is required

Edit My Account

You must change your password or you will not be able to log in.

If for an individual member complete only line 1. If for a couple complete lines 1 and 2.

| | | | | |
|--------------------|---|--------------------------------------|--|--|
| Current Password | <input type="password"/> | REQUIRED | Same as default password or current password | You must enter your current password if you are planning to make changes to the account information. If you don't remember your password, click "password reset" and follow the on-screen directions. |
| Name Prefix | <input type="text"/> | | | Name prefix, select from list |
| Member Name | <input type="text"/> | | | Enter first and last names. |
| Suffix | <input type="text"/> | | | Name suffix, e.g. Jr. Sr. III, etc. |
| New Password | <input type="password"/> | Required | Enter new password and confirm it | To change password, enter a new password. Password should be 4 to 12 characters long and alphanumeric. It is case sensitive. |
| Confirm Password | <input type="password"/> | Required | | Re-enter new password. |
| Membership expires | 02/04/2020 | | | Your dues are paid through this date. |
| Address | <input type="text"/> | | | Enter the street address. Both members of a couple have the same address and phone number. |
| Address | <input type="text"/> | | | Enter the 2nd line of the street address. |
| City | <input type="text" value="Goodyear"/> | | | |
| State | <input type="text" value="AZ"/> | | | |
| ZIP | <input type="text" value="85395"/> | | | |
| Home Phone | <input type="text" value="() -"/> | | | Enter couple's home phone number |
| Mobile Phone | <input type="text" value="() -"/> | | | Enter cell phone number. |
| Cellular Carrier | 1. | <input type="text" value="No Text"/> | | Select your cell phone carrier if you want to receive text messages from your club. Note that regular text message rates may apply. |
| eMail | <input type="text"/> | | | Emails must be unique within the club. No two club members may have the same email. |
| Birthday | <input type="text" value="Birthday not entered"/> | <input type="text"/> | | Enter birthday, month and day only. |
| Anniversary | <input type="text" value="Not entered"/> | <input type="text" value="0"/> | | Enter Anniversary, month and day only. |
| Home State | <input type="text"/> | | | This is the members home state or home country |

Update

Button will not work until you enter your password.

- Ensure your profile information is up to date (optional)
- If your cell phone number is listed as your home phone, please move that number to the field labeled Mobile Number and select your cell phone carrier (optional – but is needed if you wish to receive text messages from the club)

- Save changes by clicking on the Update button
 - Having your cell phone number and carrier will allow Board members and Event Hosts to text you if there are last-minute changes to events

Forgot your password?

- If you have forgotten your password, click on [reset password](#). A new window will come up asking for your e-mail address and your last name. Enter your e-mail address and your last name then click on the Reset Your Password button.

Password Reset

Enter your email address:

Enter your last name:

- An e-mail will be sent to you acknowledging that a password reset has been requested for your account.
- Return to the Sign In box on the home screen and follow the instructions to Sign In by entering your e-mail address and the default password.
- Follow the instructions for logging in for the 1st time.

If you are still not able to sign on, please contact **Sheldon Tencer (sbt112951@gmail.com)**.