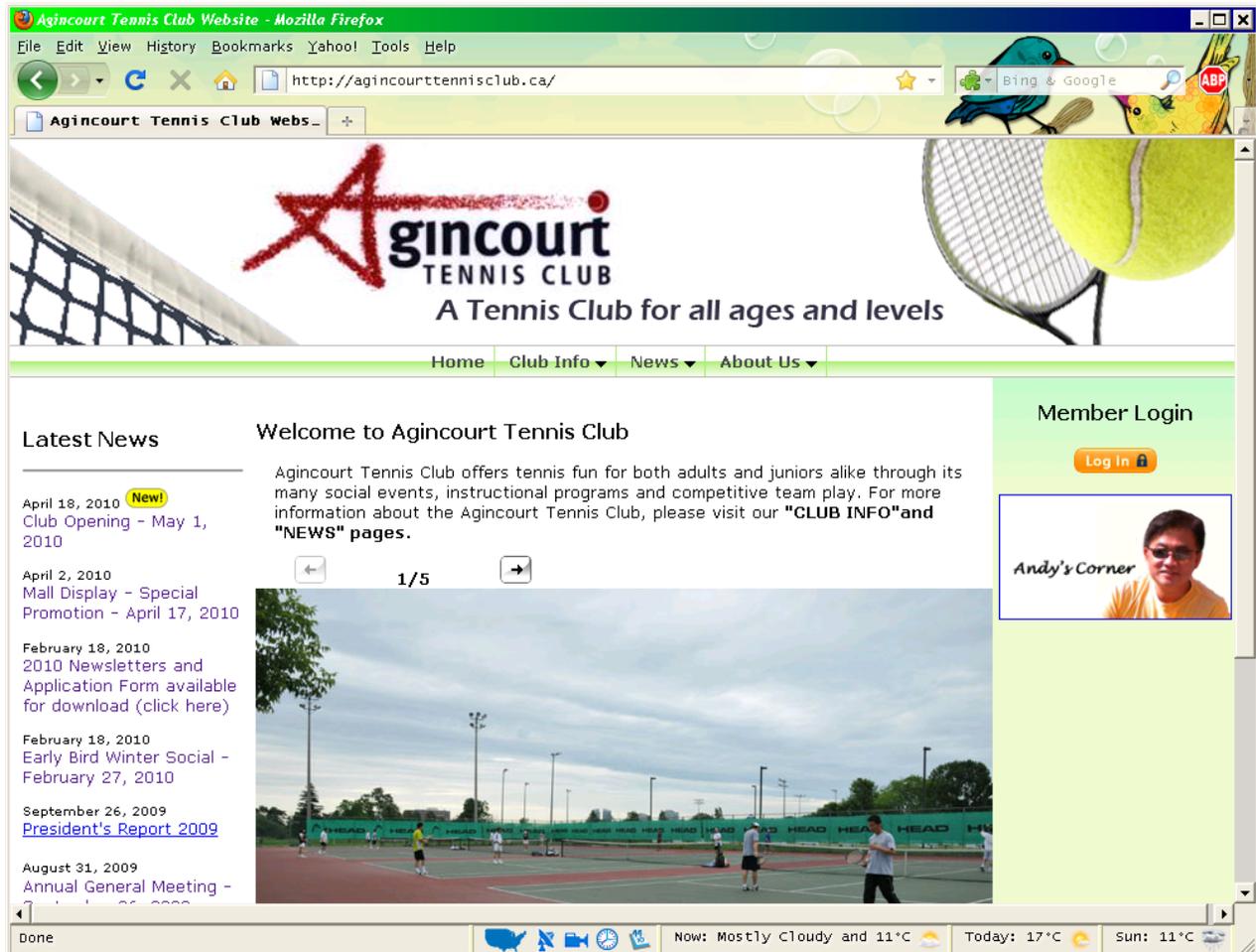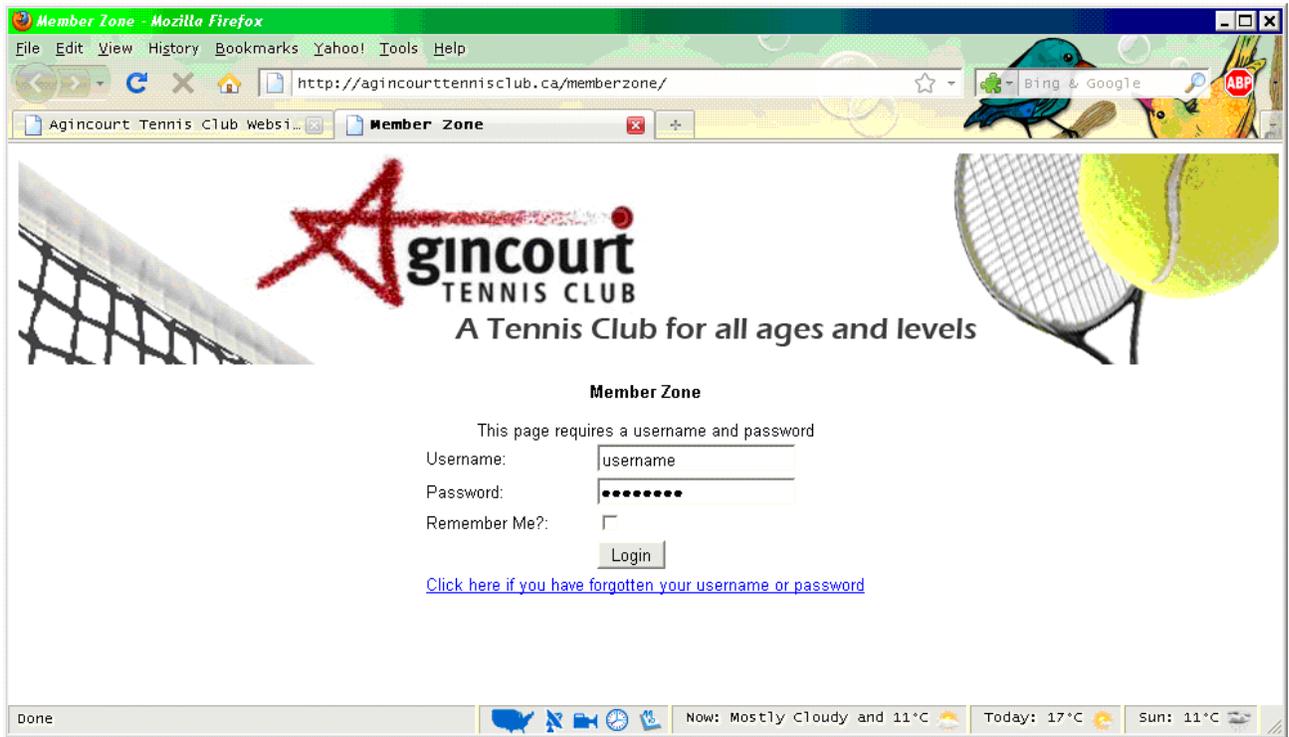# Access Procedures to the Member Profile Pages
Of the
Agincourt Tennis Club Website

Figure 1. Using your favorite Internet browser, connect to the Agincourt Tennis Club website at http://AgincourtTennisClub.ca/. Click on the "Log In" button on the upper right-hand side of the home page.

Figure 2. If you already have a previously assigned username, enter it in the Username field; then enter its Password; finally, click on the Login button. This will lead to the member's profile page – see Figure 3.
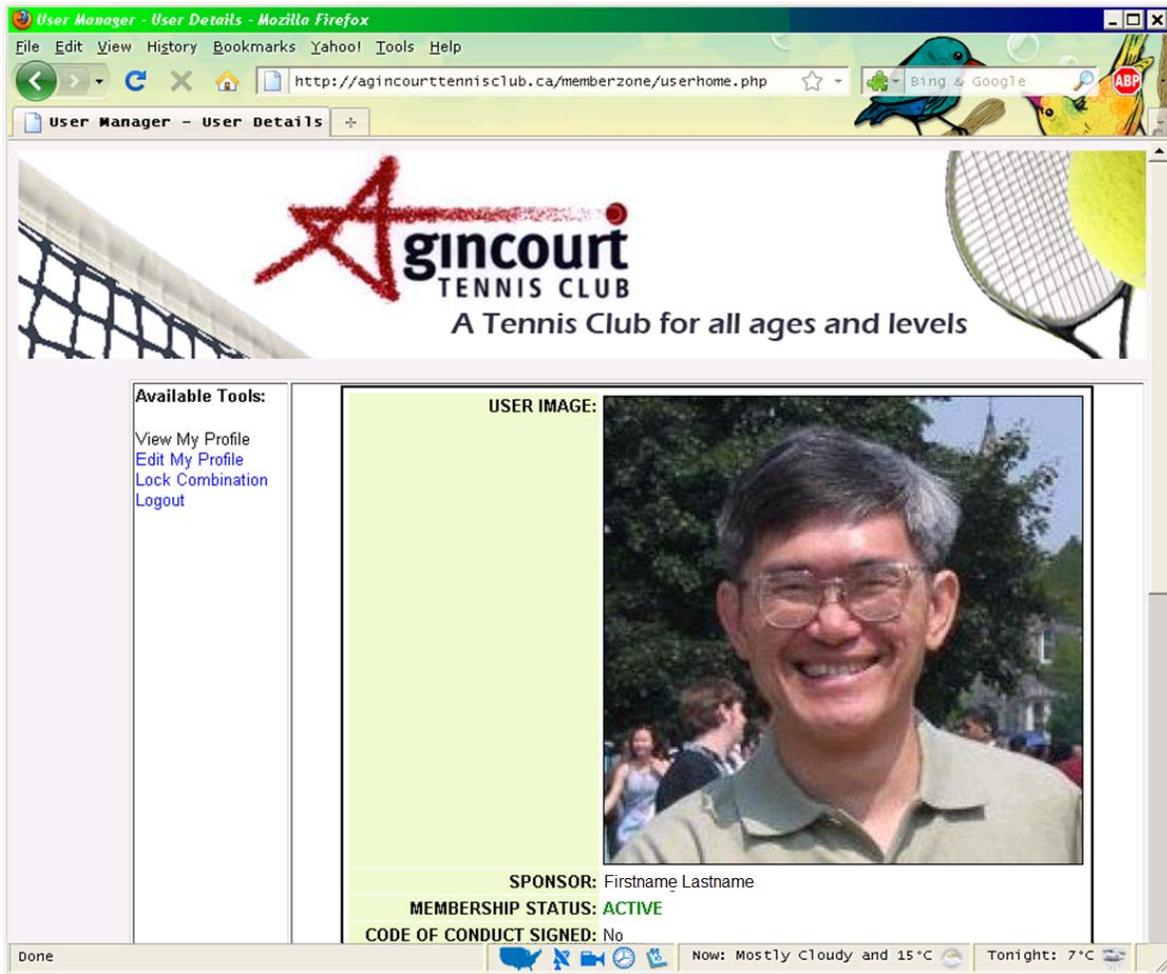
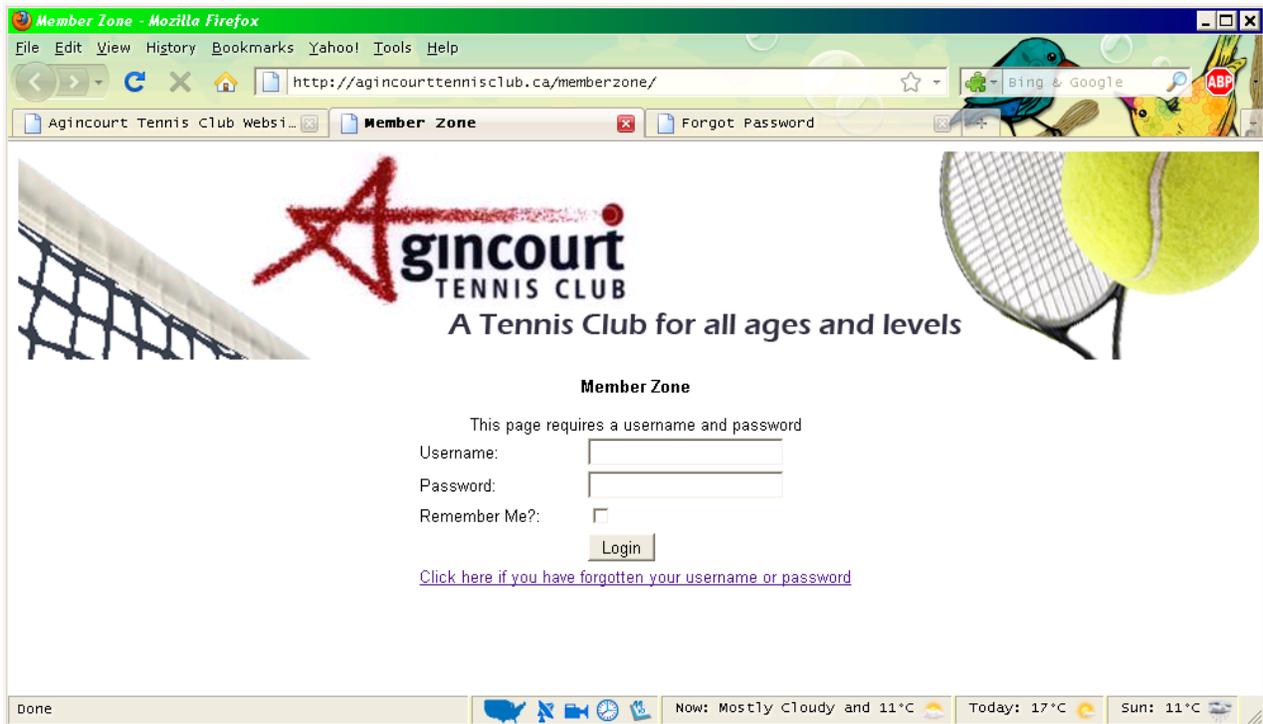**Figure 3. Example of the member profile page.**

Figure 4. If you do not have a username, click on the "Click here if you have forgotten your username or password". This will initiate the process for creating your new username and password. Note: the process of creating your new username/password is cleverly incorporated in the "forgotten username or password" web page – see Figure 5.
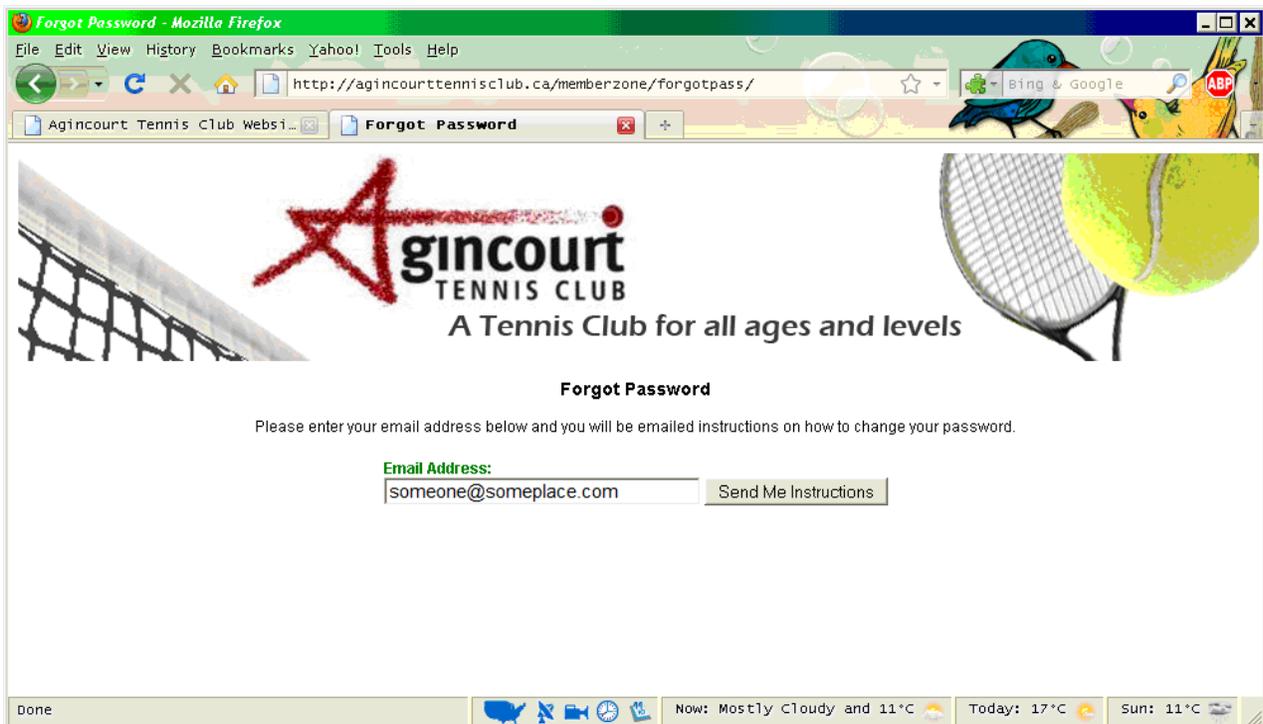

Figure 5. Enter the email address that you provided in your membership application in the "Email Address" field; then click on the "Send Me Instructions" button. The website's security features require the use of this email address as a precaution against unauthorized use of the website. Please contact the Membership director to enter a valid email address for your profile, if you had not done so in your membership application.
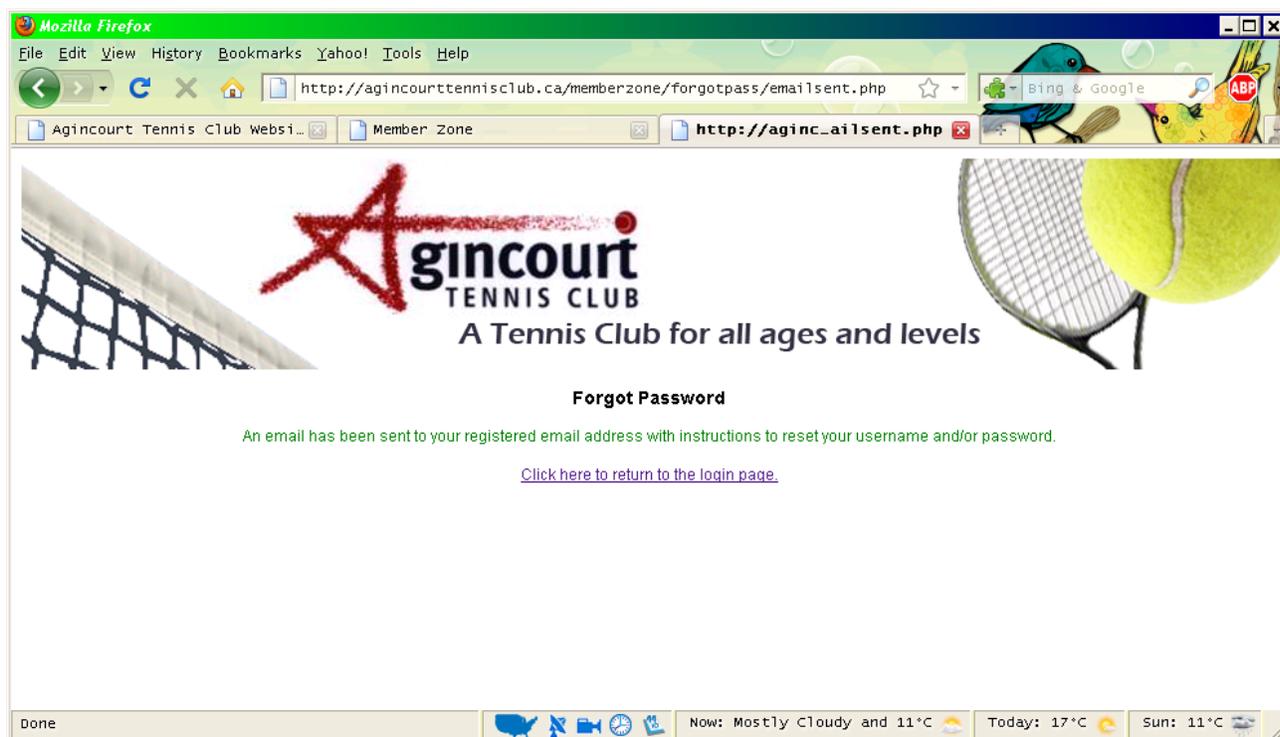
Figure 6. The website will confirm that instructions for creating your new username to the email address you provided.
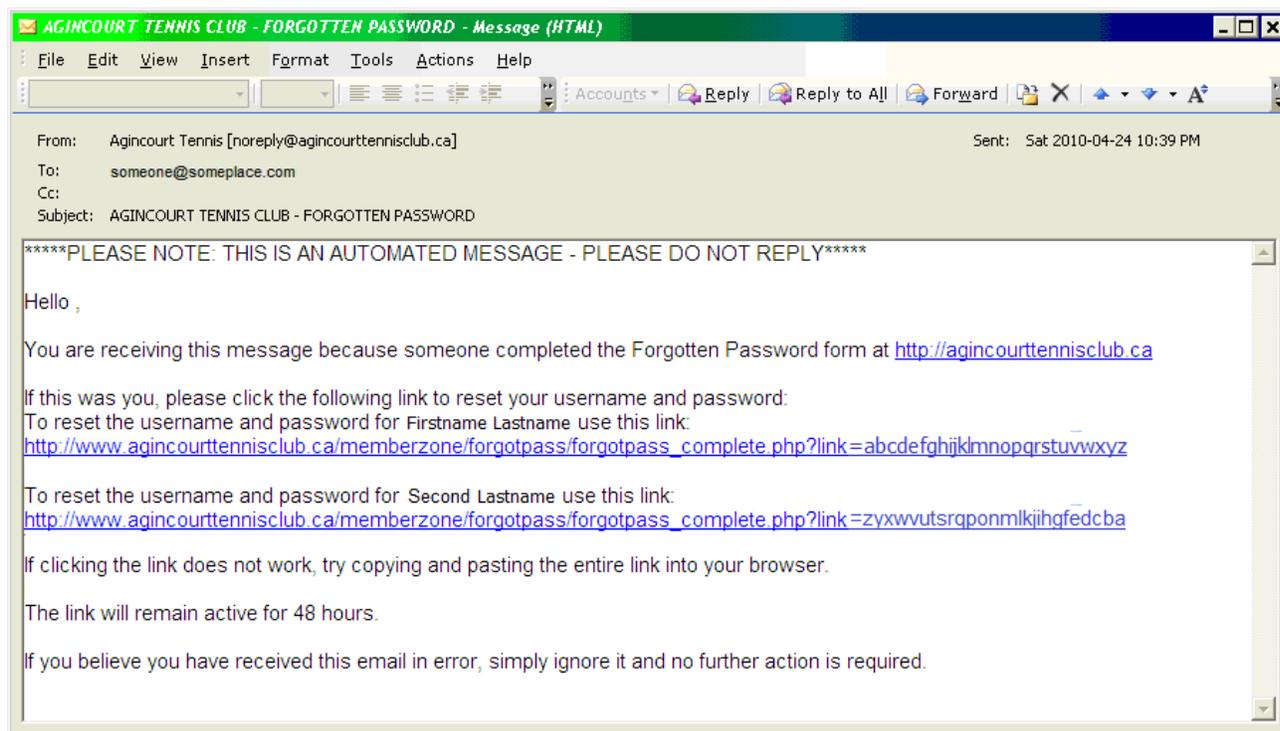

Figure 7. After a few minutes, the website will email instructions for creating your username/password. Read that email using your email application. Above is an example of the email sent to you. Click on the link for resetting the username and password. If there are multiple members registered with the same email address (eg. Family memberships), there will be a separate link for each registered user in the email.
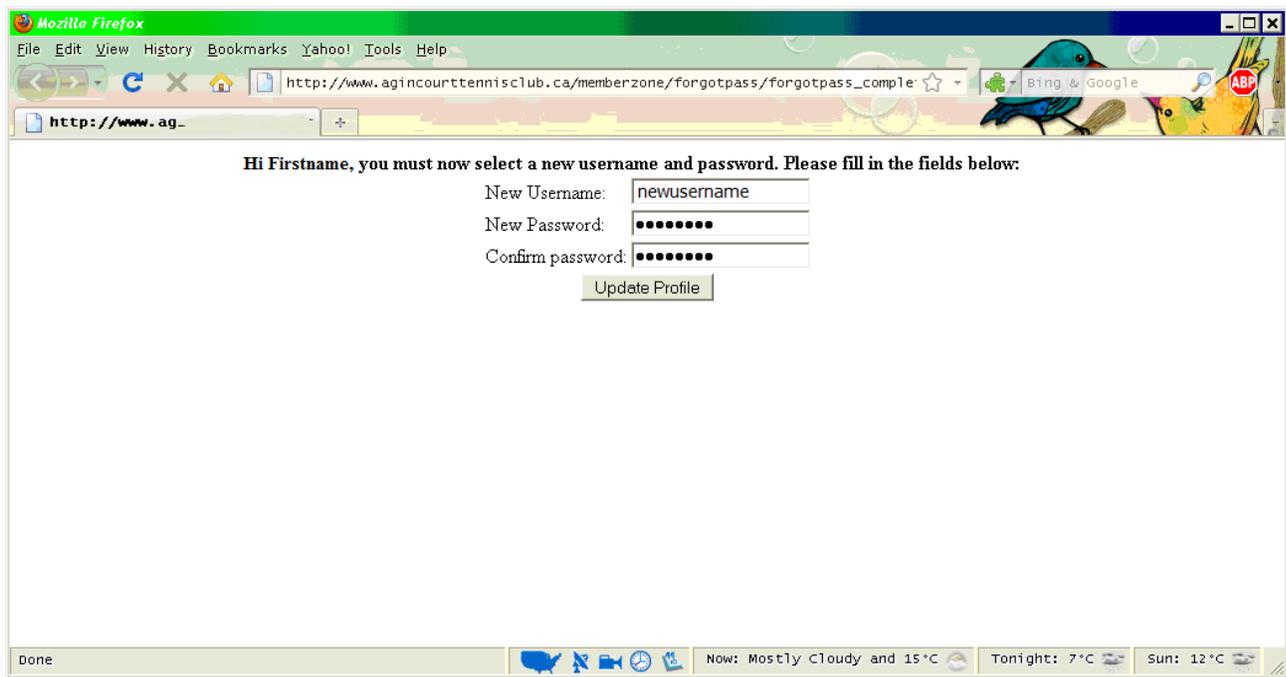
Figure 8. The link from the email will display the username and password page from the ATC website. Enter a unique username and password combination; then click on the "Update Profile" button.
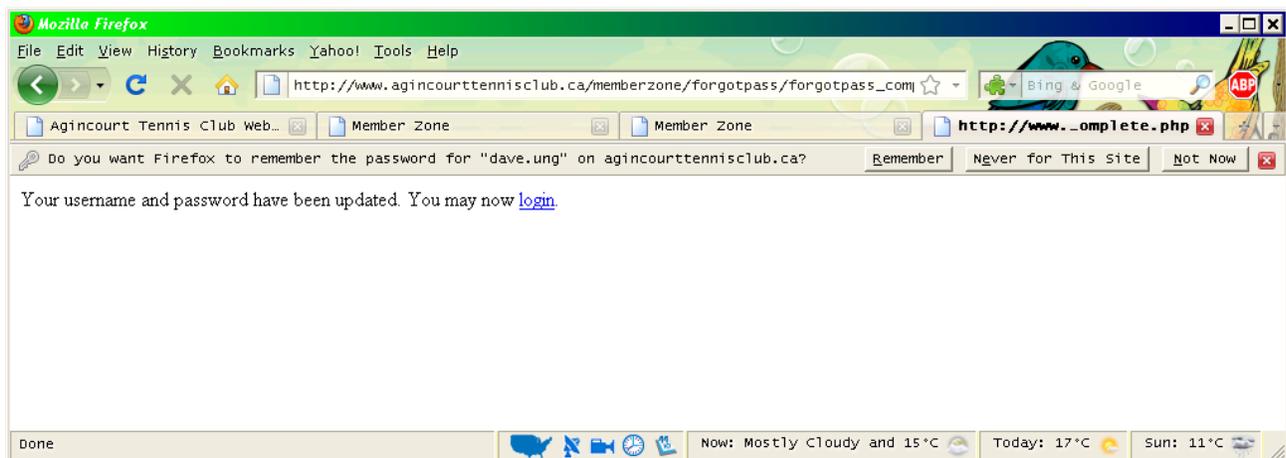
Figure 9. The ATC website will confirm that the username and password combination was accepted. Note: your Internet browser may, if appropriately configured, remember the username/password combination - making your login process more convenient.
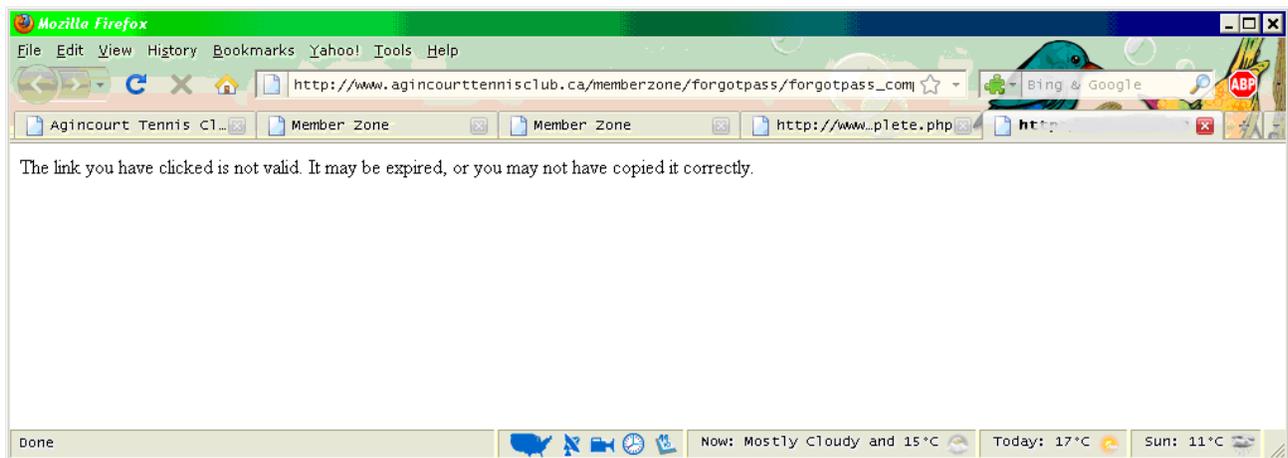
Figure 10. The username/password creation process is time-limited [48 hours], as a security precaution. You must complete the process within that time period. Otherwise, you must repeat the procedure, starting from Figure 4.
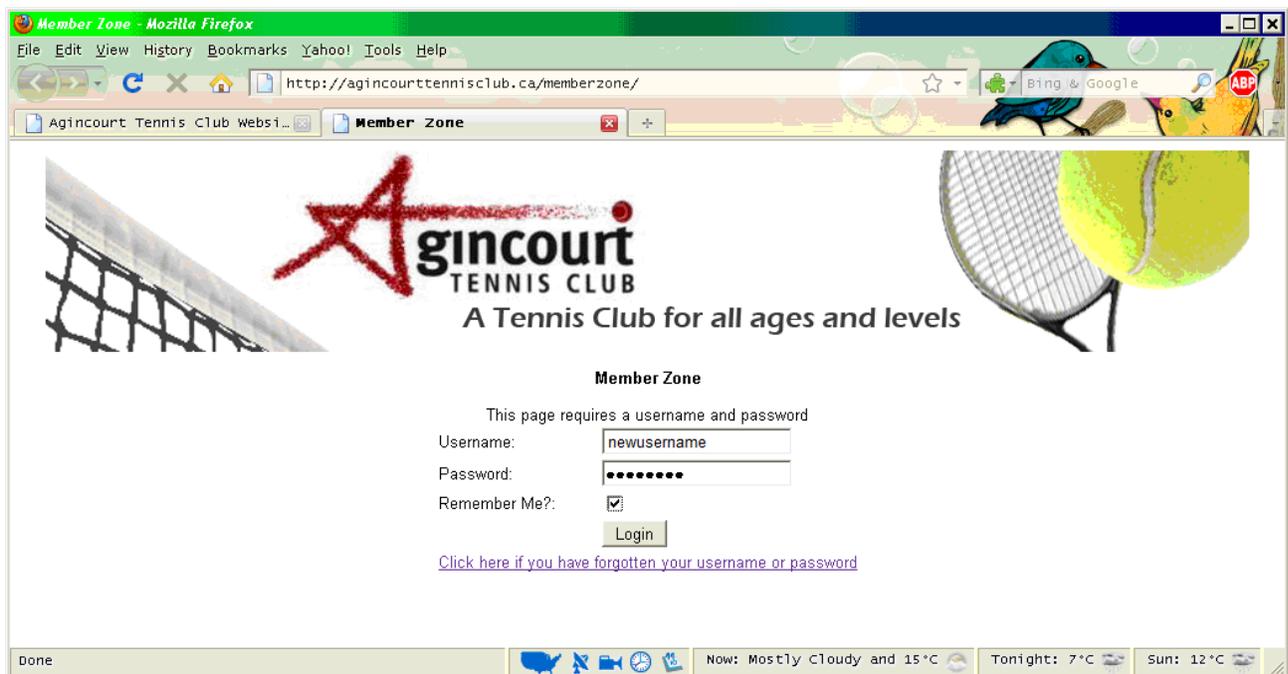
Figure 11. Enter the username and password combination in the member login page. You may optionally click on the "Remember Me" checkbox to make your future visits more convenient. Click on the "Login" button to enter the member profile web page – see Figure 3.