

## **Basic Navigation for the Brighton Curling Website**

You may want to print this 2-pager before following any of the how-to's.

The following topics are covered:

- How do I get a new Username and/or Password
- How do I access the Members Home functionality (eg. teams, standings, schedules, news, find a spare, sparing preferences, etc.)
- How do I change my information such as my password

### **How do I find the website**

- Use your browser to search for brightoncurlingclub.ca
- Or
- Cut and Paste this into your browser's search area <http://www.brightoncurlingclub.ca/> and do the search.

When the website gets displayed don't forget to add it to your list of favorites/bookmarks.

### **How do I get a new Username and/or Password**

If you have forgotten your Username or Password, you can get a new one. Here's how it's done:

- Keep scrolling down the club website home page, until you get to the Member Login area.
- press/click on "Forgot Login ?"
- on the resulting screen, press/click on "Lost Username" and/or "Lost Password" box.
- Fill in the appropriate box(es) and follow the instructions.

The system will then email you your Username or Password. Check your Junk folder, in case it ends up there. Please note that the email could take up to a full day to get to you. Please retain your Username and Password details.

Still having problems? Just email us at [brightoncurling@gmail.com](mailto:brightoncurling@gmail.com)

### **How do I access the Members Home functionality**

- Keep scrolling down the club website home page, until you get to the Member Login area.
- fill in your Username and Password.
- Press/click the Login button.

This will bring you to the Club and Member News page. Hopefully you'll find some interesting stuff here.

For more practical information and functionality, see what else is only available to members.

- Scroll back up to the top of the page. At the far top right hand side, you should see a tab in blue labelled **MEMBER'S HOME**
- Hover your mouse/cursor over this tab, and you'll see what useful functions and information is available to you. Just move you cursor/mouse to the thing you want, and press/click on it.

### **How do I change my information such as my password**

- Do the steps that are specified in the above section – “How do I access the Members Home functionality”
- Press/click on My Information.
- You will then see a rather small Edit button, on the top left of your screen. You need to hover your cursor over it (EDIT) and press the “Update Your Profile”. You will then see a series of tabs which contain various kinds of information related to you. The password information is under the User Info tab.