



www.morganhillrotary.org

## Welcome to Our Website

Our website has a Public area and a secure Member's Only area.

**The Public Area** contains information of general interest to members and the public. You can access information about our Club, its activities, our officers and committee chairs, newsletters, the club calendar, a schedule of upcoming speakers at our meetings, notices of upcoming events, links to other clubs and all sorts of other goodies. Take a few minutes to browse the site and become familiar with it.

**The Member's Only Area** is a secure part of the site that contains information only for members. It includes a roster of members with useful information about each – addresses, phone numbers, email addresses, etc. It also contains Club documents, forms, and utilities to update your personal information, and change your email address and password as needed.

**To access the Member's Only Area**, you need a UserID and password.

When you join the Club, you are assigned a UserID which is your first initial and last name *in all lower case letters*. For example, the UserID for Mary Smith is **msmith**. To obtain a password (which you can later change) follow the simple procedure below:

1. Go to the Member's Only page and click on the button that says "I've forgotten my password."
2. You will be directed to a new page and asked to enter your UserID.
3. A computer generated temporary password will be sent to your email of record. It will be a series of random letters and numbers.
4. Highlight and copy the password from your email.
5. Go to the Member's Only page again, enter your UserID, and then paste your password into the password box.

You will now be in the Member's Only area. Don't forget to click on the button to change your password to something you can remember. No one else has access to your password. If for some reason you forget it, you must obtain a new password by going through this process again.

**Important:** Be sure to keep your current email address updated on the website. Reporting a new email address to the Club Secretary is not enough. If you fail to do this, this process will not work.

If you have any problems, just email or call Steve Schwab or John Tarvin. We will be glad to help you make things work. Enjoy!