

About SCOVpb.org accounts and PB Club Membership

Be aware that this document is visible to everyone, including those who have:

1. **not yet registered** to be able to login to this website.
2. registered, but whose accounts have **not yet been activated**, so they can't yet login.
3. had their website account activated so that they can login, but **haven't paid** for membership yet, and
4. logged in and are **already paid members**.

Please read the entire document to get to the part that you need at the moment.

We have a website in order to automatically deliver a number of services for the SCOV Pickleball Club:

- General information for SCOV residents about the Club and pickleball's benefits, features, resources and rules.
- Special information and features (e.g. court reservations) accessible only by members of our Club.
- A simple way to self-register to ask for a login to our website.
- A simple way to reset a forgotten password, without needing the help of our webmaster.
- A simple and very secure way to pay online for a new membership or to renew.
- Automatic membership renewal reminders via email a few months before each expiration.
- A contact form to allow anyone to reach out to our Club leadership.
- Information and alerts for our Pickleball Board members about new applicants and members.
- Reports of the members' details for our Board's use for financial and planning purposes.
- A way to send bulk mailings and newsletters to our members without further cost to our Club.
- A way to sell tickets online to Club events.
- A way to provide information and news that is current and pertinent.

The whole intention is to help the members while minimizing the labor, time and technical skills required by our Club leadership.

When logging in, there are some things to remember:

1. The website address (aka the URL) is **SCOVpb.org** and has been for the past four years. So, if you had bookmarked the old Wild Apricot web address, please get rid of it, since we no longer use that more expensive service.

About SCOVpb.org accounts and PB Club Membership

2. To login, simply click on the menu item “Login” on the upper right corner of your computer screen,

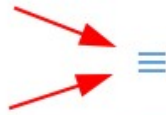
SCOV Pickleball Club

Home Resources ▾ Club-Play Schedules ▾ Join/Renew ▾ Events Contact Us Login

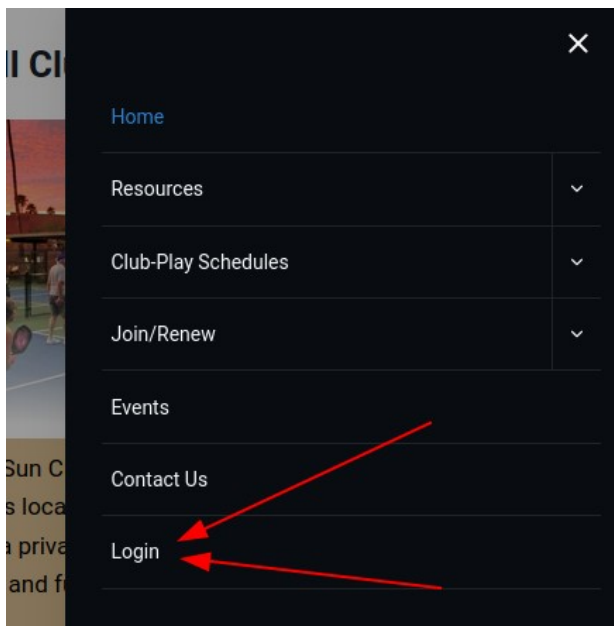


or if you are using a smartphone or tablet and see a three bar (aka “hamburger”) menu

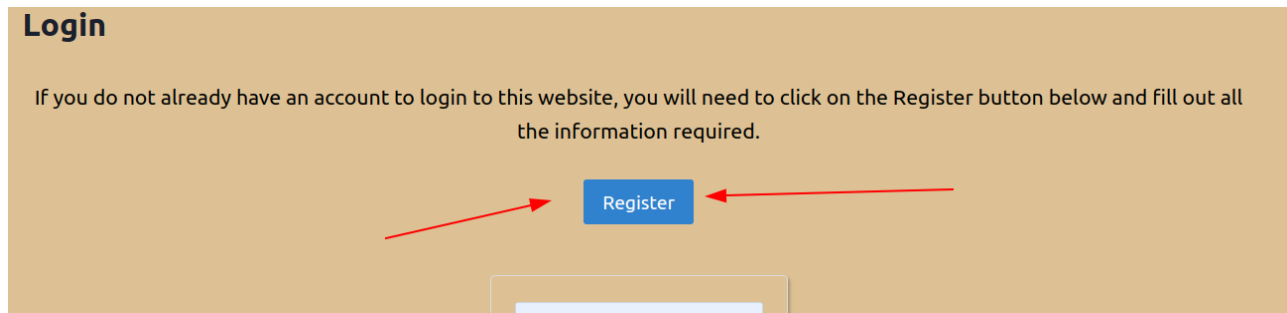
SCOV Pickleball Club



About SCOVpb.org accounts and PB Club Membership



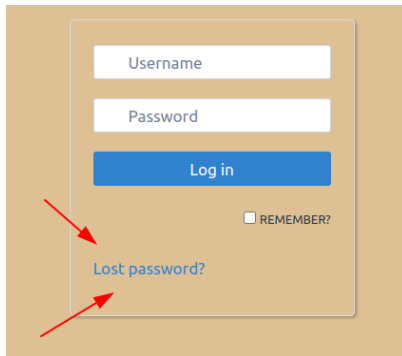
3. You'll know you are actually logged in if you no longer see those menu choices.
4. For folks who are new to SCOV, they will need to "register" to request a login to our website. To do so, they will need to click on the blue "Register" button on the login screen.



5. After registering, our webmaster will manually "activate" your account which will allow you to thereafter login. This might take a day or two before our webmaster gets the time to do this. The Club board decided this was a prudent security precaution to thwart website hackers, since we get over 1,600 hacking attempts each month from all over the world.
6. **Our website requires a unique email address for each person.** So even if you and your spouse, sibling or partner normally share an email account, you will need to get a separate one for each of you for our site. They are free, so if you need a new one just go to Google.com and get one by clicking "Sign In", then click "Create Account".
7. If several folks in your household use the same computing device to access the Internet, you may need to manually clear out the other person's email address and password if they have been saved on your web browser, before supplying your own prior to logging into our website.

About SCOVpb.org accounts and PB Club Membership

8. If you forget your login password, just click “Lost Password” on the login page and you will be sent an email to allow you to set a new one.



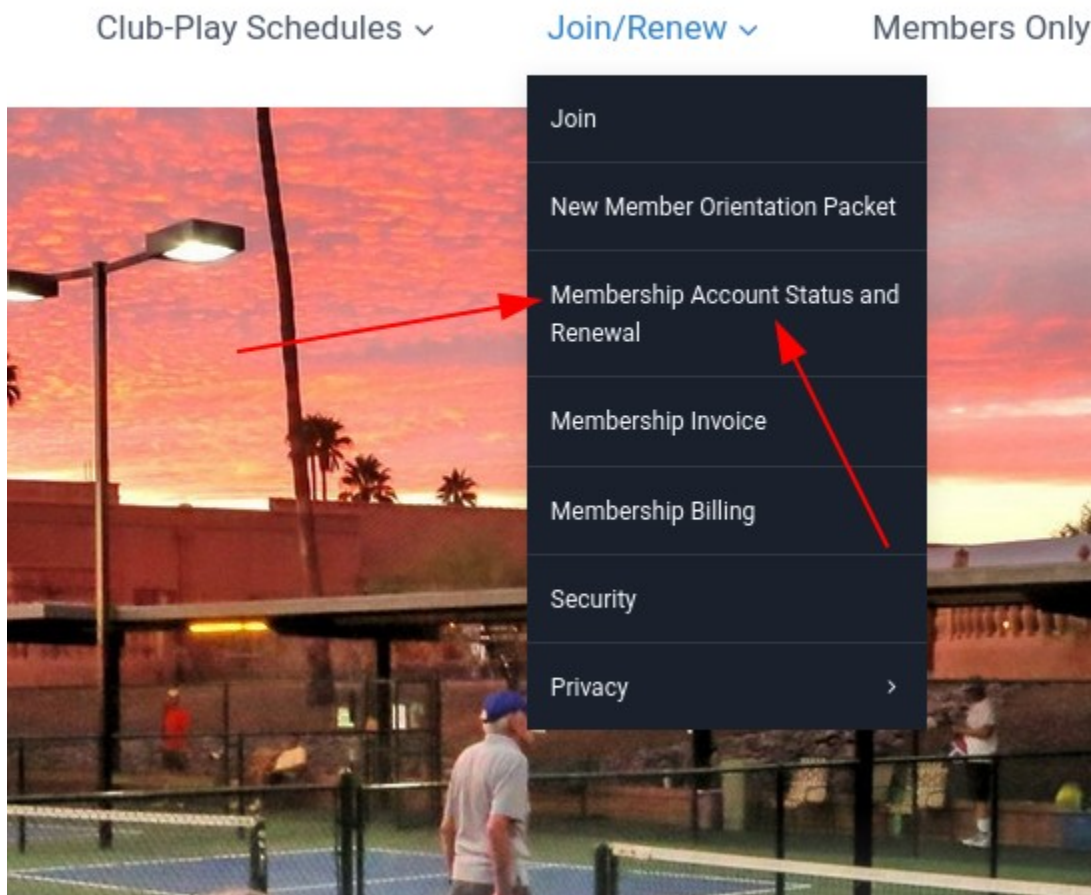
When you then do so, our website will generate a VERY complex and secure password for you, but you do not need to use it. Simply erase the complex password that was supplied and fill-in one that you like and can remember. Please don't use one you use elsewhere or make it too simple, though... remember all our hackers!

9. To further discourage hackers' software, we limit login attempts to five per 10 minute period.
10. Also, we automatically log you out after 15 minutes of inactivity.
11. **To help you in the future, please write down the email address and password you use for our website, and keep these instructions.**

When you want to pay for a new membership or to renew your membership every 12 months:

- A) Login to our website using your email address and password.
- B) Remember, **each member of your household will need to use their own, unique email address** to login for this purpose.
- C) Just hover your mouse over "Join/Renew" at the top of the page, and then

About SCOVpb.org accounts and PB Club Membership



D) Click on "Membership Account Status and Renewal" (It's the third item down the list.),
NOTE: If you are using a smartphone or tablet and have a Three Bar Menu (aka Hamburger Menu), please move your finger down to the "v" icon to the right of "Join/Renew" and touch the sub-menu named "Membership Account Status and Renewal".

E) Click "Select a Membership Level".

F) Since we only have one membership level in our Club, that makes this step pretty simple.

G) Then click the white "Select" button, and

H) Proceed to pay \$10 for membership.

I) You will receive an email confirmation that it worked. We recommend that you keep that confirmation in case there is any uncertainty about your Club membership in the future.

Please remember that the information you supply when paying:

- Is not saved on our website, but is processed by the very secure firm named Stripe.com.
- Must match that on your bank account for the debit or credit card you are using.

About SCOVpb.org accounts and PB Club Membership

- If your middle name or middle initial is shown on the face of your credit card after your first name, please enter both your first name and that value in the “First Name” field when paying for membership.
- Use the postal address, email address and phone number on record at your bank for that debit or credit card, if they are different from the ones you use here in SCOV.