

'How to get set up on the website guide'

- 1) Send your email and name to exehcmembership@gmail.com
- 2) You will receive an email from Exe Hockey Club (it may go to your junk/clutter inbox)

== DO NOT REPLY TO THIS EMAIL ==

Hi Test One

Exe Hockey Club have a website and online resource that is available for all members to use. This means that you will be able to log in to view the member only areas of the website and update your own member record including contact details, photograph, medical details, etc. In order to keep central administration to a minimum it is important that all members register and update their profile as soon as possible. To complete your registration, all you need to do is choose a username and password. Please click the following link to complete your registration:

<http://exehockeyclub.clubbuzz.co.uk/register/120522/a2ca01cb9384895db03c4cc83070ed92>

Please note you do need to click the link and complete the registration process otherwise your registration will expire and a committee member will need to send you a new invitation to join, so don't delay, register as a member as soon as possible.

We look forward to seeing you online soon and to receiving your feedback on the website. We hope you like it!

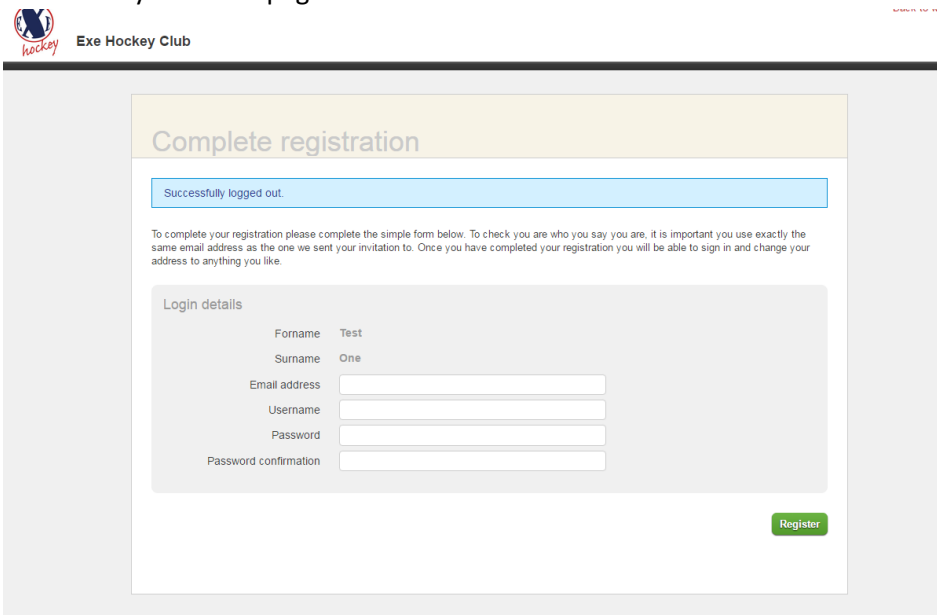
Thanks

Exe Hockey Club Committee

<http://exehockeyclub.clubbuzz.co.uk/>

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- 3) Click on the link in this email
- 4) It will take you to this page




The screenshot shows the 'Complete registration' page of the Exe Hockey Club website. At the top, there is a blue banner with the text 'Successfully logged out.' Below this, a message states: 'To complete your registration please complete the simple form below. To check you are who you say you are, it is important you use exactly the same email address as the one we sent your invitation to. Once you have completed your registration you will be able to sign in and change your address to anything you like.' The main section is titled 'Login details' and contains a form with the following fields: 'Firstname' (with 'Test' as a placeholder), 'Surname' (with 'One' as a placeholder), 'Email address', 'Username', 'Password', and 'Password confirmation'. Each field has a corresponding input box. A green 'Register' button is located at the bottom right of the form.

- 5) Enter your email address, make up a username and password, REMEMBER these details (only you will see the username)
- 6) Click register
- 7) Now enter your Medical records:

Test One

Download PDF Edit login details Edit member

Thank you for registering!


Test One
 Member number: 00120522
 Gender: Unknown
 Date of birth: Unknown
 Medical record: Unknown
 Status: User
 Email: s.jackman@exeter.ac.uk

Upload photo

[Add medical record](#)
[Edit biography](#)
[Become a fundraiser](#)
[Family members](#)


Guardians

- 8) Click update at the bottom of the questionnaire
- 9) Now update your details click on 'edit member'

Test One

Download PDF Edit login details **Edit member**

Member's medical record successfully created.


Test One
 Member number: 00120522
 Gender: Unknown
 Date of birth: Unknown
 Medical record: Last updated 4 Sep 2016
 Status: User
 Email: s.jackman@exeter.ac.uk

Upload photo


[Edit medical record](#)
[Edit biography](#)
[Become a fundraiser](#)
[Family members](#)

- 10) Please enter Date of birth, Gender, Address, Phone number, emergency contact details.
- 11) Click update member
- 12) If under 18 please add a guardian

Test One

Download PDF Edit login details Edit member

Member's medical record successfully created.


Test One
 Member number: 00120522
 Gender: Unknown
 Date of birth: Unknown
 Medical record: Last updated 4 Sep 2016
 Status: User
 Email: s.jackman@exeter.ac.uk

Upload photo

[Edit medical record](#)
[Edit biography](#)
[Become a fundraiser](#)
[Family members](#)

Guardians

Guardians

This member currently has no guardian set.

Add guardian

- 13) Please include all the starred items and an email address.

If there are any problems please contact: exehcmembership@gmail.com