

NORTHWEST TREK FUN CLUB

WEBSITE INSTRUCTIONS

As of May 19, 2018

Existing NWTFC members: To register on new Website:

1. Go to the website. <http://www.nwtfc.com/>
2. Then click on the Join Us page
3. Click on Register. This will bring up a form to fill in.
4. Register as if you are a new member.
5. You will receive an email saying you will receive an email from the secretary once your FMCA number is confirmed. Just ignore that.
6. Once you've filled out the form and submitted it, I will be notified and will approve your membership.
7. Once you receive that email, you can log into the Members Only area.
(IF YOU DON'T RECEIVE AN EMAIL BACK, PLEASE EMAIL ME AT WEBMASTER@NWTFC.COM)

To reset your NWTFC password on new website:

1. Go to <http://www.nwtfc.com/>
2. Click on Members Only
3. Click on the reset password
4. Enter your user name or email address
5. Click submit
6. You will receive an email telling you how to reset your password. (Sorry but your FMCA number won't work)
(IF YOU DON'T RECEIVE AN EMAIL BACK, PLEASE EMAIL ME AT WEBMASTER@NWTFC.COM)

To Change Your Member Account (including your email): (See below to change Profile Info)

1. Go to <http://www.nwtfc.com/>
2. Click on the Member's Only tab
3. Click on Log In and enter your user name or email
4. Enter your password
5. Click on the "I am not a Robot" box. If pictures come up, follow the instructions given. If not, click "Log In"
6. This will log you into your profile.
7. Below your name you will see an option "My Account". Click on it.
8. Make your changes and then click on the blue "Update Account" button on the bottom.

To Change Your Member profile:

1. Go to <http://www.nwtfc.com/>
2. Click on the Member's Only tab
3. Click on "Log In" and enter your user name or email
4. Enter your password
5. Click on the "I am not a Robot" box. If security pictures come up, follow the instructions given. If not, click "Log In"
6. This will log you into your profile.
7. When the first screen comes up showing your name, click on your name. A gear button will then come up in the lower right area below a box. (If it come right up to your Profile Page, you will see the gear to the side of your picture area.)
8. Click on that gear and choose to edit your profile.
9. Make your changes and then click on the blue "Update Profile" button on the bottom.

To Add Your Member profile picture:

1. Go to <http://www.nwtfc.com/>
2. Click on the Member's Only tab
3. Click on "Log In" and enter your user name or email
4. Enter your password
5. Click on the "I am not a Robot" box. If security pictures come up, follow the instructions given. If not, click "Log In"
6. This will log you into your profile
7. When the screen comes up showing your name, click on your name. A gear button will then come up in the lower right area below that box. (If it come right up to your Profile Page, you will see the gear to the side of your picture area.)
8. Click on that gear and choose to edit your profile.
9. Right above your name will be a box with a camera in it. If you haven't uploaded a picture yet it will be blank. If you have uploaded one and want to change it, the process is the same.
10. Click on it. Choose "Upload a Photo". Maximum size is 953.7MB. Once uploaded, reposition the square, then click on the checkmark to the right of it – it will turn blue to show you approved it. It is then saved.
11. There is a large grey box with a + sign in it. You can add several other pictures there. They are not your profile picture.

To find a member's detailed info (if they haven't registered, they will not be listed here):

1. Go to <http://www.nwtfc.com/>
2. Click on the Member's Only tab
3. Click on "Log In" and enter your user name or email
4. Enter your password
5. Click on the "I am not a Robot" box. If security pictures come up, follow the instructions given. If not, click "Log In"
6. This will log you into your profile
7. Click on the Members Only tab again
8. Click on Member Profiles (from the drop down list)
9. In the search bar at the top of the page, type in the last name and click on search.
10. This will bring up the profile. Click on the name.
11. That should give you everything!

(IF YOU DON'T GET ANY INFORMATION, PLEASE EMAIL ME AT WEBMASTER@NWTFC.COM)

To see a Membership Directory with Basic Member Information:

1. Go to <http://www.nwtfc.com/>
2. Click on the Member's Only tab
3. Click on "Log In" and enter your user name or email
4. Enter your password
5. Click on the "I am not a Robot" box. If security pictures come up, follow the instructions given. If not, click "Log In"
6. This will log you into your profile
7. Click on the Members Only tab again
8. Click on Membership Directory (from the drop down list)
9. This will give you another link to open a PDF file with member's basic information.

These instructions can be found at the top of the Members Only drop down list. You do not need to be logged in to access these instructions.