

# Logging In

## INTRODUCTION

Every member has his or her own account. When the web site is first opened, the Login button in the upper right corner allows you to login into your account with a user name and password and to access member's only features. Members who forget their password can retrieve it by clicking on Forgot My Username/Password and that information will be emailed to you.

## LOGGING IN

Clicking the **Login** button displays the following screen:

The screenshot shows a web browser window titled "Home • Login". The main heading is "Login". Below the heading is a text box with the instruction: "Please enter your user name and password and click the Login button. Click 'Cancel' to return to the Home Page." There are two input fields: "User Name" and "Password". Below these is a checkbox labeled "Remember me on this computer". At the bottom of the form are two buttons: "Login" with a checkmark icon and "Cancel" with an 'X' icon. Below the form is a link: "[Forgot My Username/Password](#)". At the very bottom, there is a link: "Trouble logging in? [Click here](#) for assistance."

Figure 1 – Login Page

Enter your user name and password and click the **Login** button. Click **Cancel** to return to the home page.

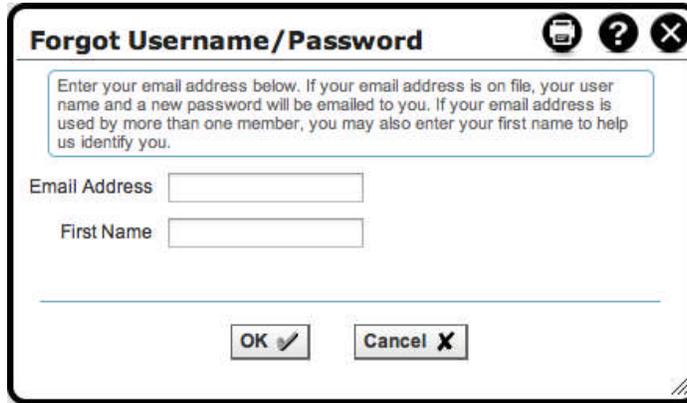
If you check the **Remember Me** option, the system will store a cookie on your computer that allows you to login without having to enter your user name and password each time. This cookie is secure; it does not contain your actual user name and password. But you should only select this option on a computer that you control, so that others cannot log in as if they were you.

To cancel the Remember Me option, once you have logged in, click the **Profile – Username/Password** link. Re-enter your password, then uncheck the option and save.

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## ***RETRIEVING A LOST USERNAME/PASSWORD***

If you forget your username or password, click the **Forgot My Username/Password** button. The following popup window is displayed:



**Forgot Username/Password**

Enter your email address below. If your email address is on file, your user name and a new password will be emailed to you. If your email address is used by more than one member, you may also enter your first name to help us identify you.

Email Address

First Name

*Figure 2 – Retrieving a Lost Username and Password*

The system will prompt you to enter your email address and first name. When you click **OK**, the system will search for this information in the club's membership database. If one matching record is found, the username and a new temporary password is generated and sent to the email address on file. You will need to retrieve this information before you can log in, and the system will then give you the chance to change it.

If no match was found, or if multiple matches were found, the system cannot generate a new temporary password. If this happens, or if your email address is no longer valid, contact the Webmaster at [webmaster@flcommodores.org](mailto:webmaster@flcommodores.org).