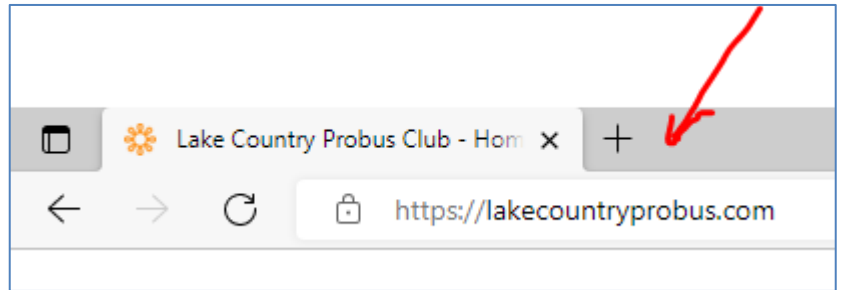


## Log in to Lake Country Probus Club Website

To get to the Club website, click on the link below:

<https://lakecountryprobus.com>

If that doesn't work, copy and paste the link (or type the address) into your web browser address bar.



Once on the Home page, to access the **Members** area of the site you must log in with your password.

### Step 1:

Get into the Log in screen by clicking on the little *person icon* in the upper right corner.



### Step 2:

Enter your email address and password and click on the **LOG IN** button.

A screenshot of the login form titled "PLEASE LOG IN TO CONTINUE". The form includes options to "Log in with Facebook" and "Log in with Google". There are input fields for "Email" and "Password", a "Remember me" checkbox, and a "LOG IN" button. A "Forgot password" link is also present. Red arrows point to the email and password fields, and the LOG IN button.

### Step 3:

By clicking the *Members* menu option, you will see the drop-down list of pages viewable only by Lake Country Probus Club Members. Details of Upcoming Events are viewable by Members Only.

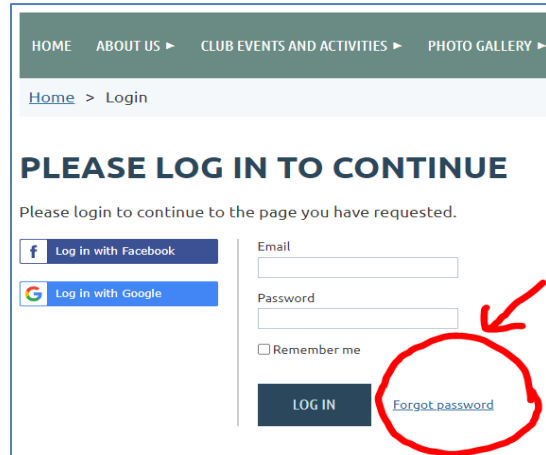


## Don't have a password, or forgot your password?

### Step 1:

Once on the “Log in Screen”

- enter your email address
- click on the *Forgot password* link

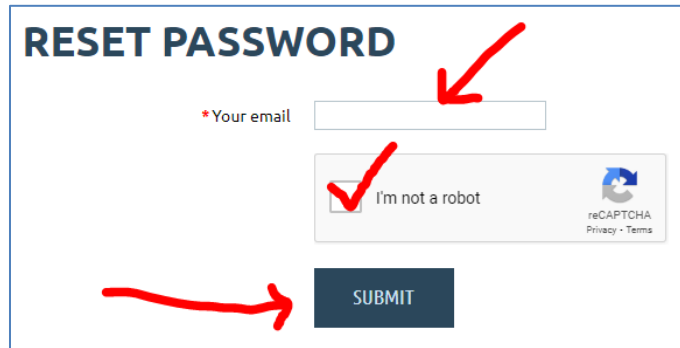


The screenshot shows a website's login page. At the top, there is a navigation bar with links for HOME, ABOUT US, CLUB EVENTS AND ACTIVITIES, and PHOTO GALLERY. Below this, the page title is "Home > Login". The main heading is "PLEASE LOG IN TO CONTINUE". Below the heading, it says "Please login to continue to the page you have requested." There are two social login buttons: "Log in with Facebook" and "Log in with Google". To the right of these buttons are input fields for "Email" and "Password", and a "Remember me" checkbox. At the bottom right, there is a "LOG IN" button and a link for "Forgot password". A red circle highlights the "Forgot password" link, and a red arrow points to it from the right.

### Step 2:

This takes you to the “Reset Password” page.

- Enter your email address
- Click on the checkbox next to “I’m not a robot”
- Click on the **SUBMIT** button



The screenshot shows the "RESET PASSWORD" page. It has a heading "RESET PASSWORD" and a form with a field for "\* Your email". Below the email field is a reCAPTCHA widget with a checked checkbox and the text "I'm not a robot". At the bottom right, there is a "SUBMIT" button. Red arrows point to the email field, the reCAPTCHA checkbox, and the SUBMIT button.

Password reset instructions will be emailed to you.

Once you have reset your password, you can log in as outlined on the previous page.

## Logging in when you share an email address

Shared email addresses pose a challenge as the system uses email addresses to uniquely identify each member. This is becoming significant now as we start to use the website to register and pay for outings.

### Pseudo Email Addresses:

Rather than require one of you to set up a separate email account our webmaster has worked around the issue by assigning one partner in each couple a ‘pseudo’ email address.

The ‘pseudo’ address is constructed as follows: <first name>@<last name>.lcp

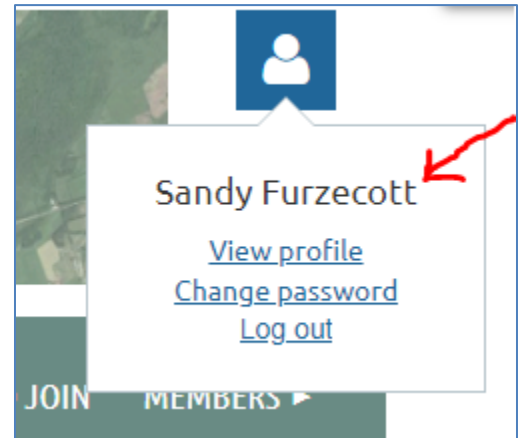
So, for example, John Smith, who shares the [mary.smith@gmail.com](mailto:mary.smith@gmail.com) address, would be given the pseudo email address [john@smith.lcp](mailto:john@smith.lcp) .

### Who has been assigned the ‘pseudo address’?

To find out - log in with the shared email address first (as outlined on p.1).

Once you have logged in, click the “person icon” in the top right corner of your screen. The name of the person assigned to the shared address appears in black (Sandy in this case).

This means that whomever Sandy shares the email address with has been assigned the ‘pseudo’ address.



**Each person should get into the habit of logging in under his/her own email address (including the partner with the “pseudo” address).**

To log in with the pseudo address - follow the steps as outlined in the previous pages using the [<firstname>@<lastname>.lcp](mailto:<firstname>@<lastname>.lcp) address instead of the shared address.

#### **If you do not have a password:**

- enter the pseudo email address on the “Log In” page
- click on the “Forgot password” link
- enter the pseudo email address
- click the “I’m not a robot” check box
- click the SUBMIT button
- instructions for setting a password will be mailed *to the email address that you share with your spouse or partner*
- set up the password and then try the Log in again

If you are still having trouble, drop a line to [info@lakecountryprobus.com](mailto:info@lakecountryprobus.com) explaining what happened.