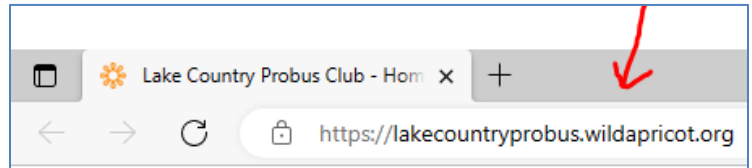


Log in to Lake Country Probus Club Website

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

<https://lakecountryprobus.wildapricot.org>

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 page titled "PLEASE LOG IN TO CONTINUE". It says "Please login to continue to the page you have requested." There are two buttons on the left: "Log in with Facebook" and "Log in with Google". On the right, there are input fields for "Email" and "Password", a "Remember me" checkbox, and a "LOG IN" button. A red arrow points to the "LOG IN" button, and two other red arrows point to the "Email" and "Password" input fields. A link for "Forgot password" is also visible.

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.

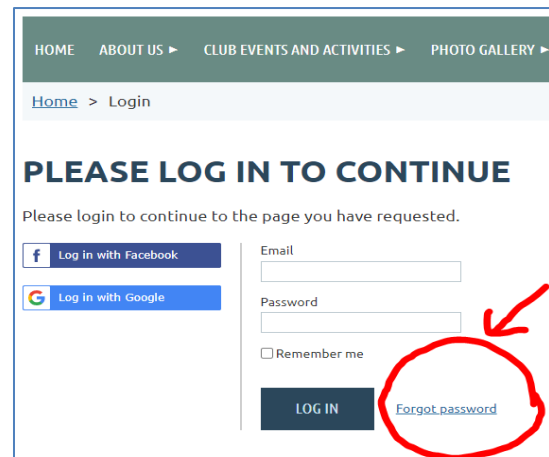


Don't have a password, or forgot your password?

Step 1:

Once on the “Log in Screen”

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

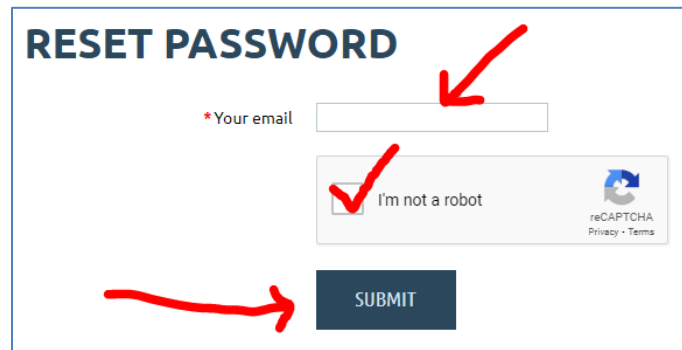


The screenshot shows a website's login page. At the top is a navigation bar with links: HOME, ABOUT US, CLUB EVENTS AND ACTIVITIES, and PHOTO GALLERY. Below this is a breadcrumb trail: Home > Login. The main heading is "PLEASE LOG IN TO CONTINUE". Below the heading is a subtext: "Please login to continue 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 checkbox for "Remember me". Below the "Password" field is a "LOG IN" button. To the right of the "LOG IN" button, the text "Forgot password" is circled in red, with a red arrow pointing 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 a "RESET PASSWORD" form. At the top is the heading "RESET PASSWORD". Below the heading is a label "* Your email" next to an input field. Below the input field is a checkbox with a red checkmark next to it, and the text "I'm not a robot". To the right of the checkbox is a reCAPTCHA logo with links for "Privacy" and "Terms". Below the checkbox and reCAPTCHA is a "SUBMIT" button. Red arrows point to the email input field, the 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

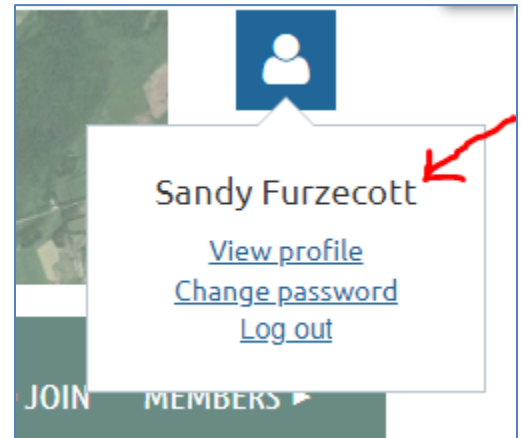
So, for example, John Smith, who shares the mary.smith@gmail.com address, would be given the pseudo email address john@smith.lcp .

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** 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 explaining what happened.