1. New and returning members must register each season.
2. To become an “Active Member” you must complete the registration process and pay the annual fee in full.
3. Complete the Membership Registration Form.
   3.1. **Returning Members** (essentially anybody who was previously on our roster, includes Inactive, Guests, and Past Members):
      3.1.1. Log-in with existing username and password. If you forgot them, select Contact Us on menu and Password Reset subject to invoke the reset process.
      3.1.2. Select Register from Menu bar.
      3.1.3. Registration Form will display with pre-existing member data.
      3.1.4. Modify any data field as needed.
   3.2. **New Members**:
      3.2.1. Select Register from Menu bar.
      3.2.2. Registration Form will display with empty data fields.
      3.2.3. Enter appropriate data as instructed on the form.
   3.3. **All**:
      3.3.1. Click the Print and Mail button.
      3.3.2. Click the Close button to clear the form display.
      3.3.3. Send the printed form with appropriate payment as instructed on the form.
      3.3.4. You will be added to our database and assigned to our Pending role.
4. If the Register button does not work, select Membership Application Form under the Help Menu. **Register button is not displayed for logged-in active members (already registered).**
   4.1. Enter the appropriate data and print the form, or print blank form and manually write-in the appropriate data. Use the Print Form button or Adobe/Browser print function if needed.
   4.2. Click the “X” tab to close form display.
   4.3. Send the printed/written form with appropriate payment as instructed on the form.
5. Once the LVG Membership Application is reviewed and processed by an LVG Manager your role will change from Pending to Active Member, and you will receive notification of acceptance.
   5.2. Previous Members – will receive a confirmation email that their old username and password are reactivated.
6. The first step in using the LVG website is to reset your temporary password.
   6.1. Log-in with temporary password and select the “Profile” button on the menu bar.
   6.2. Verify, edit, and fill-in your appropriate profile data as needed, and change your password to something more personal and memorable than the issued temporary password.
   6.3. Your role should be “Member” which activates you for all website functionality including; event scheduling, entering scores, handicap, receiving league emails, etc.
7. Access the LVG Web User Guide from the website Help menu button to help get familiar with the system.