Registration Instructions

1) Membership is open to senior men and women **age 55 or older**.
2) New and returning members must register each season.
3) To become an “Active Member” you must complete the registration process and pay the annual fee in full.
4) **The Register button is turned off (not displayed) for logged-in active members.**
5) Complete the Membership Registration Form.
   a) **Returning Members** (essentially anybody who was previously on our roster, includes Inactive, Guests, and Past Members):
      - **Log-in with existing username and password.** If you forgot them, select ‘Forgot Password?’ button from User Login form to invoke the reset process. Email will be sent immediately with reset instructions.
      - **After logging in,** select Register from Menu bar.
      - Registration Form will display with pre-existing member data.
      - Modify any data field as needed.
      - **Verify ‘Previous Member’ or ‘Previous Guest’ button is selected.**
   b) **New Members:**
      - Select Register from Menu bar.
      - Registration Form will display with empty data fields.
      - Enter appropriate data as instructed on the form.
   c) **All:**
      - Click either the Join & e-Pay Now or Print and Mail button.
        (1) e-Pay option will open selection to use PayPal, credit, or debit cards and ask for your credentials for whichever you choose
        (2) Print & Mail option will trigger the form to be printed. Mail the printed form with appropriate payment as instructed on the form, or submit manually to Treasurer, Secretary, or Membership chairperson.
      - Click the Close button to clear the form display.
      - You will be added to our database and assigned to our Pending role.
6) Option if the Register button does not work, select Membership Application Form under the Help Menu.
   a) Enter the appropriate data; check Previous Member or Guest if applicable.
   b) Print the filled-in form, or print blank form and manually write-in the appropriate data. Use the Print Form button or Adobe/Browser print function if needed.
   c) Click the “X” tab to close form display.
   d) Send the printed/written form with appropriate payment as instructed on the form.
7) Once the LVGC Membership Application is reviewed and processed by an LVGC Manager your role will change from Pending to Active Member, and you will receive notification of acceptance.
   a) New Members – will receive an email with a new username and password to log into the LVGC website at http://www.loudounvintagegolf.com/VintageGolf/index.php.
   b) Previous Members – will receive a confirmation email that their old username and password are reactivated.

8) The first step in using the LVGC website is to reset your temporary password.
   a) Log-in with temporary password and select the “Profile” button on the menu bar.
   b) 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.
   c) Your role should be “Member” which activates you for all website functionality including; event scheduling, entering scores, handicap, receiving league emails, etc.

9) Access the LVGC Web User Guide from the website Help menu button to help get familiar with the system.