

## [“link for details”](#) (You may want to print & save these instructions) 10-21-2019

If you are a **current member** of NCCA this is what you need to know about your new website. You may want to print these directions for first time Log-in. These directions may seem a little tedious but there are only 5 steps and should only need to be done once to have your records set up correctly. Thank you for your cooperation. We will periodically be adding and updating videos with subjects we believe will be of interest. If you are a member and your email address isn't recognized it means we have a different email or no email in our system for you. Click on “Contact Us”, send us your Name & Email address and we will contact you to correct the issue. Following is the procedure for logging into website for the first time if you are a current member.

1. Hover over the join tab and click **“Login”**. You will be directed to login screen where you will put in your email address or username selected. If you didn't select a username just use your email address. Before the new website published, we selected a username for you if we didn't receive one from you. If you don't know your username you should see it later in your profile information or you may email us later thru **Contact Us** link and we will email you your username. After you put in your email or username you will not have a password to put in so select **“Lost your password”**. A new screen will appear asking you to enter **“Username or Email Address”**, reenter your email or username, then select **“Get New Password”**. and **“Send Password”**. A link to reset your password will be emailed to you. Click on this link. You should now see a screen that says **“Select a Password”**. You can now select a password by typing over generated password unless you choose to use the generated password with copy & paste. **Be sure to record your password**. Now click **“Reset Password”**. You may change it again later when accessing your record. You now get message **“Your Password has been reset”** press **“Log In”**

2. Go back to the login page and reenter your email or username ID and new password. You may want to check box that says **“Remember Me”** if you are on your private computer. After reentering your email or Username ID and password you will be redirected to the Home Page. Once there at the top right corner you should see **“Howdy, ”**and your username. Hover over **“Howdy”** and under your name click on **“Edit my Profile”**. After doing so you should be able to enter your profile record for possible edit of your information. **Important, please update any information in your record** so we will have correct information for contacting you with updates on chess events etc. This information is private and may not be seen by the public. Your profile information shows your username. You may want to save username for future use. In your password space it only says “Generate Password”. Your password entered earlier is there but does not show for security reasons to anyone. If you want to choose another password you can type over Generated Password & change it to something else otherwise skip over password space.

3. Be sure to put in your **Date of Birth**, this allows us to know if you may be interested in K-12 Scholastic, adult only or Senior information & events. Also be sure to update your **email, USCF#, phone number, address** or other information in your record if it isn't correct. **This information is private and may not be seen by the public**.

4. **Important:** After you update your information you **must click Blue Button** in lower left-hand corner that says **“Update Profile”**, **otherwise your changes will not be saved**.

5. After you update your record and want to leave “Profile” page showing your record of membership click Upper left-hand corner on words **“NC Chess Association”**. This will take you back to the website view on Home Page and you should still be logged in. It should say **“Howdy”** with your name in upper right-hand corner. If you ever don't see the **“Howdy”** message you are not logged on as a member user and would need to log on again to access members only information. The login screen may be found under the **Join** tab. Now that you are logged in you can access information in **“Members Only”**. Unless your profile information changes such as address or phone # you will not have to go back to your profile page. Let me know if any questions. I hope you will enjoy all the new information you will find on your new NCCA website.

Debs Pedigo, President NCCA.