

HOW TO LOG INTO THE MEMBERS SECTION

Go to <http://www.frenchbulldogclub.org>. This will take you to the FBDCa homepage.

The homepage has a row of tabs across the top of the page – ignore them.

DO NOT CLICK ON THE TAB LABELED, MEMBERSHIP!!! That is a public section of the website for people who are interested in becoming members. And it is the place to go for renewing your membership.

Look up to the right where the search box is. Next to the search box are the words, **Member Login**. Click on those words. This brings you to the log in page.

You will be asked for two things:

1. Your **username**: this will be either your first initial last name (e.g., jsmith) or your email address (try both of these with your password)
2. Your **password**: this will be your email address (you may want to change this once you have successfully logged in.)

Once you are logged in, look at the Main Menu tabs at the top of the page. A NEW tab will have appeared called **For Members** (in some browsers this is just under the left-hand tab called "All About Us" and in others it is on the right end of the main menu bar). Clicking this will give you a pull-down menu. The same menu will appear on the right side of the page. That is where you will find New Member Applications, Board Minutes, etc.

To change any of your personal information, click on EDIT MORE on your main Members page (where you will be right after you log in), or click on MY PROFILE in the menu at the right of the page. You can then update your information (address, phone, email, username, password, etc.). If you change your username and/or password, please make a note of the new one so that you will have that at hand next time you log in.

*******DON'T FORGET*******

if you make any changes to your information, scroll to the bottom of the Profile page and click the box that says, **APPLY CHANGES**. Otherwise your changes will not be saved. If you have any problems, contact Pat Kosinar directly at pkosinar@sunflower.com