

Members Guide

This is a guide to the South Coaster web site for Members.

Access Permissions on the Site

- Anyone (without membership) can see:
 - Calendar and event details
 - Contact Us form (which emails membership@scbmwrc.com)
 - Board Directory
 - Membership (to purchase new memberships)
 - The Newsletter Forum (only)
- Members have additional access to
 - Forums (all)
 - Member Directory
 - Ride Lists
 - Photo Gallery

Navigating the Site

The screenshot shows the website's navigation menu at the top: Home, Forums, Calendar, Contact Us, and Members. A red arrow points to the 'Members' dropdown menu with the label 'The MENU'. On the right side, there is a 'Want to be a member of the South Coasters?' section with a 'Click to join Now!' button. Below that is a 'Member Login' section for 'Rick C as Member (Test)' with 'Log Out' and 'Search Forums & Posts' options. A red arrow points to the search box with the label 'SEARCH Forums and Calendar Events'. Below the search box is a 'Recent Topics' section with a list of forum topics. A red arrow points to this section with the label 'Recent Forum TOPICS'. Further down, there is a 'Recent Forum REPLIES' section. A red arrow points to this section with the label 'Recent Forum REPLIES are further down, followed by "Upcoming Calendar EVENTS"'. On the left side, there is a 'New Menu: Member Profile' section dated Mar 2, 2016. A red arrow points to this section with the label 'This section is for Webmaster posts'.

Forums, Topics, Replies and Events

- FORUMS make up the bulletin board for the club.
 - FORUMS contain TOPICS.

- TOPICS contain REPLIES.
- Any member can create a new TOPIC, and any member can create a REPLY.
- The Forum is NOT automatically linked to the Calendar.
- EVENTS are on the CALENDAR
 - The Calendar is separate from the FORUM. They are not linked.
 - Only Board Members can create a Calendar Event.

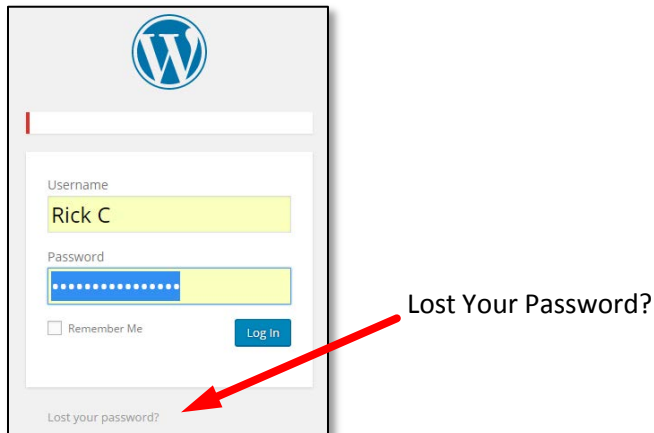
Tips and Tricks

- Hover your mouse over “Recent Replies” to see a short preview.
- Change the Calendar View to “View As List” in the top, right corner.
- Edit your profile in “Member Profile”, under the MEMBERS menu.
- Go to the SC site from your smartphone. It looks cool.

Lost Password

Here’s what to do when you lose your password:

- You try to log in but your password doesn’t work.
- You click the “Lost Your Password?” link below the login area.



- You enter either your username or email address.
- You get an email. (If you don’t get an email, check your spam folder.)
- You click the link in the email after “To reset your password, visit the following address”.
- It takes you to a special page where you enter a new password.
- If you get locked out after too many bad attempts, try again in one hour.

Ride List

You can sign up for rides and get on a ride list.

- Go to the Members menu and select “**Ride List Signup**”.
- (Only logged-in members can see the page.)
- Enter your info and click “**Sign Up**”. This is a one-time thing.

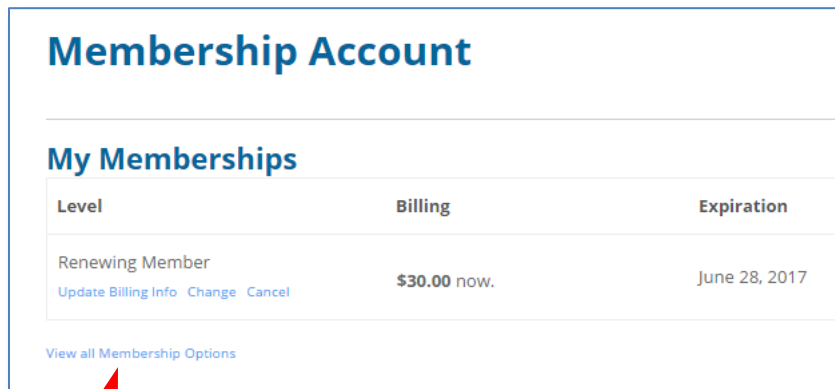
- You will receive an email with a Private Link. SAVE THAT LINK.
You will use that link whenever you want to update your ride selections.
- To see who is going on a ride, go to the Members menu and select “**Ride List**”.
- Board Members can export the list to Excel.

Gallery Photos

- There are galleries of photos from South Coaster rides.
- Click the MEMBERS menu, then GALLERY ALBUM.
- Send your favorite photos to the Club Photographer at PHOTOS@SCBMWRC.COM
- Please send only the best of the best as there is only so much space on our web site.

Membership Renewals

There are no recurring memberships. When your annual membership is due to expire you will receive a reminder email. To renew, after you log in, click the Members menu, then Memberships.



Membership Account

My Memberships

Level	Billing	Expiration
Renewing Member Update Billing Info Change Cancel	\$30.00 now.	June 28, 2017

[View all Membership Options](#)

If you need to change the type of membership, like from a new member with name tag to “Renewing Member”, click “View all Membership Options” at the bottom.

When renewing for a Significant Other, that can only be done from the SO’s login. Don’t renew for 2 members from the same login. Everyone has their own account.