

Loudoun Vintage Golf Club (LVGC)

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.

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- 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.