



www.lcwn.net Getting Started



Introduction

LCWN has a powerful e-Communication tool that will facilitate LCWN activities and correspondence. This guide will show you how to retrieve your password, login, and edit your profile.

Finding Out Your Username & Password

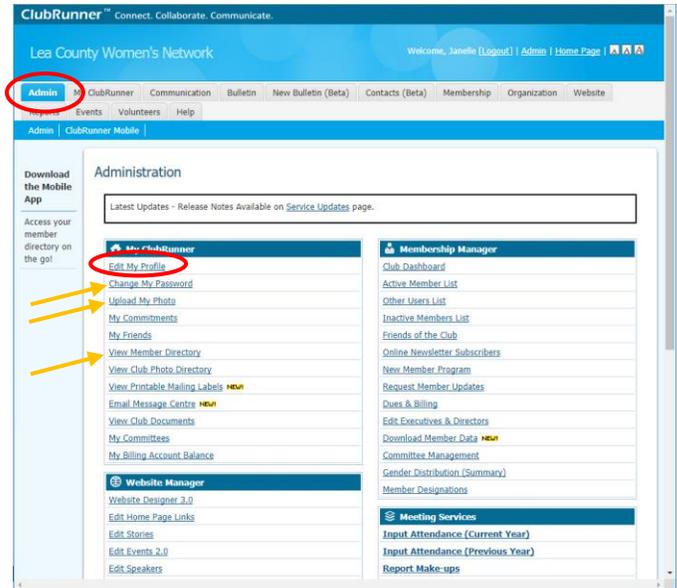
Go to the club website www.lcwn.net and click on the **Member Login** tab, located at the top right hand side of the homepage. Click on the **“New and existing users: retrieve login and/or reset password”** link.

This will take you to the “Retrieve Login Information” page.

You will be asked to enter your first name, last name, and email address. Click **“Submit”**. You should receive an email with your login information. Click the **“Reset Password Link”** in the email. This will take you back to the website where your user name will appear and you can then reset your password.

Please note that the last name and email address you provided must match what LCWN has on record for security purposes. If you are unable to get your password, please email janelleblain@yahoo.com with your name and it will be emailed to you.

You must click **Member Area** again to access the **Admin** page. The Admin tab is a *members only page* where you will go to contribute to the site, email members, change your profile, and much more.



Editing Your Profile

Next, check your member profile. This step is vital if you want to receive all email correspondence. From the **Member Area/Admin** tab

1. **Edit My Profile**, where you will see all your information.
2. Click **Edit**
3. Fill in as many details as you need. The **email address** is the most important piece of information to include.
4. Click **Save**, located at the bottom of the page.

From The Admin tab, you can Change Your Password, Upload My Photo, and View Member Directory (complete with emails).

***This guide is an excerpt of the extensive online help available on the website. To access the online help, click on the Help tab at the top of the Member Area page.**



Home Page

Login to the LCWN Website

Start at the LCWN webpage www.lcwn.net To login, click on the **Member Login** tab located at the top right hand side of the page. This will take you to the Member Login page. Enter your Login Name and Password in the appropriate fields and click on the **Login** button. If your login is successful, this will take you back to the home page and you will see “Welcome” with your name at the top right.

Your Club Website is located at: www.lcwn.net

For future reference, record your login information below.

Login Name: _____

Password: _____