Greetings SCCTM Member!

SCCTM is proud to offer our newly redesigned membership web site at http://www.scctm.org/. The site will allow members to update User Profiles & Privacy Settings, pay dues online, view up-to-the-minute event information, and register for events & pay online by credit or debit card. We are very excited about offering new functionality to our members and hope you'll support SCCTM by visiting our site regularly.

NOTICE REGARDING EMAIL ADDRESSES: Members without a valid email address can still utilize our site. However, you will not be able to receive any system emails sent from our site, including event registration confirmations, dues registration reminders and confirmations, or general email blasts unless you provide a valid email address when updating your user profile.

NOTICE REGARDING PERSONAL INFORMATION: Your personal information was sent from our official database, but not all items may have transferred correctly. Please verify and update ALL items in your profile.

INITIAL LOG-IN INSTRUCTIONS for MEMBERS

1. LOG IN (top of screen)
    a. If you received this notice via email, log in with that email address. It's the one that we have as your primary email. Use the password: **password**.
    b. If you received this notice in the mail, log in with this pseudo email address: **firstname.lastname@scctm.org**, with the password: **password**.
    c. If you are unable to log in successfully, try the RESET PASSWORD links, otherwise please email **scctmcommcoor@gmail.com** and be sure to include your name, phone number, and valid email address. In the subject line, type "**WEB SITE LOGIN HELP**". Someone will contact you as soon as possible.

2. Accept the Terms of Use (This will only appear the first time you log in.) [Note: The next time you log in, you may choose the "Remember Me" option that appears below your name and password. That way you won't have to enter your email and password each time you visit.]

3. CHANGE your EMAIL ADDRESS to a valid address (if you haven't already done so):
    a.   It's very important that you change your temporary EMAIL ADDRESS to a CURRENT VALID email address of your own. That way, you will receive communications via the site.

b. To change your email address, update it from your profile screen. Some members may have a valid email address on file, found in the field labeled as **Alternate Email Address**, but you will need to copy and paste it into the Primary E-Mail address field labeled **e-Mail** which contained the "pseudo" email address. **Alternate Email Address** is not used by the system.

4. CHANGE your PASSWORD (if you haven't already done so):
   a. It's very important that you change your temporary password (**password**) to a unique password of your own. That way no one else can get into the site using your email address and that temporary '**password**' password.
   b. To change your password: Choose "Change password" - below where your name appears. In "Current Password", type your current, temporary password (**password** or the one you were mailed/emailed). Then key in your new password in both "New Password" fields. Be sure to record your password for future use!