Activating a new user

Our register.cac1913@gmail.com account receives notification when someone registers for the website or changes their password. The email is titled "New User Registration for California Alpine Club"

1. Check the roster to see if this is an active member. You may also need to check the new member list from Bev Levy
2. If the person is on the roster (or new member list), log into the CAC website
3. Then go back to the register.cac1913@gmail.com "New user registration" email message and scroll to the bottom of the email and click on the link under "Activate User"
4. This should take you directly to the new user "Profile"
5. Scroll down to the bottom and click "Activate user"
6. Make sure after the page refreshes that it says "User Activated" at the top

The alternate to the above is:

3. Log in to the CAC website
4. Click on the link at the top to "Dashboard"
5. Scroll down and click on Users / All Users
6. Enter the email of the new user on the right at the top of the page and click "Search Users"
7. When the brief user entry comes up, click on the "Activate" link under their user name
8. When the page refreshes, it should say "User Activated" at the top

If they are not a member send them an email telling them the website is reserved for members in our roster. Ask if they are interested in membership or we are missing other information

If they are a Spam registration do the **alternate** login steps 3-8 and click "Delete" (instead of Activate in step #7) to remove them from our database.

Thank you!

Margy Eller Jan 2018