CAC Website Registration Approval Process

1. Have a copy of the CAC roster handy on your computer desktop.

2. On a separate Tab Log into the CAC website.

3. Log in to Google.com – register.cac1913@gmail.com, check with the website committee for the latest password

4. Check for new emails in the account with the subject " New User Registration for California Alpine Club".

5. The email will have the information for the person registering for the website. Confirm their membership on the latest roster including new members. You may need to check with Membership Chair, Bev Leve

6. If you verify that the person is a member, scroll down to the bottom of the email and click on the link that says "activate user". This will take you to the profile of the newly registered member on the CAC website.

7. Scroll down to the end of the member profile and click "Activate User". Make sure the screen refreshes with a notice at the top saying "User Activated"

8. If the member profile does not come up automatically, copy the member's email address from the Gmail "New user registration" message and enter it under Dashboard/Users/All Users at the bottom to "search users". Then repeat steps 7 & 8 above

9. Short cut: Log into website and go to Dashboard – Users – All Users. Click on "not Active at the top of the page. Follow steps 5 through 7.

10. The website will automatically email the member their user name, a temporary password and instructions on how to change the password to something more easily remembered. You do not need to email the newly activated member.

Completing the Process for Non-member:

If the new registration is for a non-member an email needs to be sent to them notifying them that they are not listed on the roster and will need to follow up with membership.
If the registration is obviously a spam entry, please go to the website and delete the registration (the same process as step # 7 except you "delete" user instead of activating. Confirm that the registration is deleted)

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