**CAC Website Registration Process**

1. Have a copy of the CAC roster handy on your computer desktop.
2. On a separate Tab Log into the CAC website.

1. Have a copy of *Registration for the website confirmed- denied messages* available.

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

1. Use icon in upper right corner to either select or log in to register.cac1913. You will see new emails in the account. Go to Gmail. (On menu bar, click on buttons that look like telephone keypad and choose Mail.)

1. Open the oldest message. It will have the information for the person registering for the website. Confirm their membership on the latest roster including new members.

1. 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.
2. 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 Activate”

1. 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
2. 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.
3. **Label and File:** Label the processed registration request message by clicking on the label icon (on the top of the message) and selecting the appropriate label. E.g., Helena processed. File the message by going to the file icon (or Move To) and selecting Confirmed. Message should be gone from the inbox. 90% of registrations will be of this nature. YOU ARE DONE!

**Completing the Process for Denied:**

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. Choose a DENIED subject and body from the Word document or the Gmail message to send to the non-member.

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)

Go to the file icon and choose Denied.

The DENIED message goes back to the person trying to register. If a member, perhaps a new member, then they would send a message to membership.cac1913@gmail.com to get help with their registration.

 Updated Dec 1 2016 Margy Eller

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