

## CAC Website Registration Process

1. Have a copy of the CAC roster handy on your computer desktop.
2. Have a copy of CONFIRMED – DENIED Word document on your desktop. Or it is in a Gmail message in the Gmail inbox.
3. Go to Google.com – [register.cac1913@gmail.com](mailto:register.cac1913@gmail.com), password cacwebsite
4. 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.)
5. Open the oldest message. It will have the information for the person registering for the website.
6. If you know that the person is a member, skip the next step.
7. Copy the email address. Click on the roster and paste the email address into the search field. Member record should be found. Go to step 11, if not found.
8. Go back to the Gmail window, and then click on the email address of the member. (Be patient.) Gmail send message window will appear with the address of the member in the to line.
9. From the CONFIRMED – DENIED document or the Gmail message, copy the CONFIRMED line. Paste into the subject line of the email message. Repeat for the body of the message. Send.
10. **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!
11. **No match with the email address.** Choose another field, like phone number, and try that search. Email address may have changed and not be correct in the roster.
12. If not verified, then click on the email address and choose the DENIED subject and body from the Word document or the Gmail message. BCC Mary Wisnewski at [spinnity@yahoo.com](mailto:spinnity@yahoo.com). Send.
13. Go to the label icon and choose the appropriate label.

14. Go to the file icon and choose Denied.

### **Completing the Process for 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](mailto:membership.cac1913@gmail.com) to get help with their registration.

Bev Leve will review these messages and verify membership. If so, she will send CONFIRMED message. If not, then she will send a message directing the person to the Join section of the website.

Bev will complete the process by sending a copy of the of the NOT verified message to Mary Wiz at [spinnity@yahoo.com](mailto:spinnity@yahoo.com), so that Mary can manage the user table in WordPress. (Do we need to manage the Denied folder in Gmail?)