

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". Check the shared Google Drive document for the current password.

1. Check the roster to see if this is an active member. You may also need to check the new member name with Bev Levy
2. If the person is on the roster (or new member list), click on the "Activate User" link in the New User email. This will take you to your login for the CAC website.
3. After logging in, you should be taken directly to the new user "Profile"
4. Scroll down to the bottom and click "Activate user"
5. 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 the left column and click on Users / All Users
6. Look for the link to "Not Active" users.
7. If there are any names shown as not active, check for their membership name on the roster or with Bev and then activate them if they are members (as above)
8. By the way, the best way to find someone in the website list of users is to enter their email address under "Search Users".

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. Here is a sample email:

Hi ,

We received your request to register for our website. We not finding your name on our current member roster. The website is reserved for members, so please check out our "Join Us" page for how to become a member.

If we are missing some information, or you are in the process of becoming a member please let us know.

Thank you,

CAC Website Team

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 July 2018