

New DMYC Members after 2/1/2017

If you are a new DMYC member who joined since February, 2017, our Membership Chairperson will have sent an email to Admin@DesMoinesYachtClub.com to request a new account be added for you. If you have not receive an email confirmation with instructions on how to log in, please contact the Admins at the above email address.

DMYC Members on or before 2/1/2017

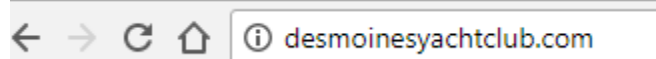
Signing into Desmoinesyachtclub.com for the first time

- 1) Open your internet browser (Internet Explorer or Edge , Firefox , Google



Chrome)

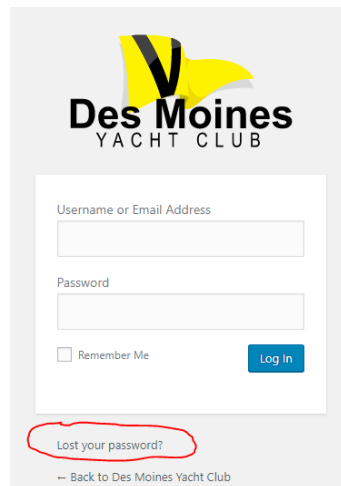
- 2) Type desmoinesyachtclub.com in the address bar



- 3) Click **Sign in** at the top right corner of the page (unless you are on a mobile device, then use the drop-down menu). You will see a page where you can sign in.

Welcome, please sign in.

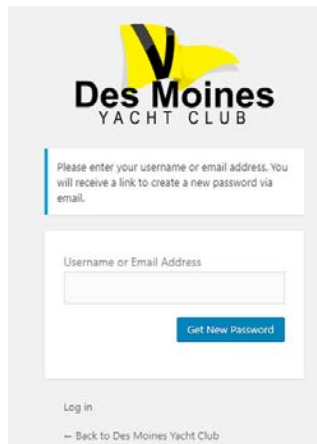
- 4) You will see:



The screenshot shows the login page for Des Moines Yacht Club. At the top is the club's logo, which features a yellow flag with a black 'V' and the text 'Des Moines YACHT CLUB'. Below the logo is a white login form with two input fields: 'Username or Email Address' and 'Password'. There is a 'Remember Me' checkbox and a blue 'Log in' button. At the bottom of the form, the text 'Lost your password?' is circled in red. Below the form is a link that says 'Back to Des Moines Yacht Club'.


Instead of signing in...

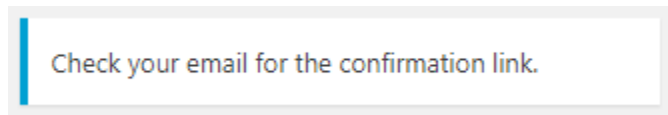
- 5) Click the **Lost your password?** link under the login fields.
you will see:



The screenshot shows the Des Moines Yacht Club logo at the top. Below it is a text box with the instruction: "Please enter your username or email address. You will receive a link to create a new password via email." Underneath is a text input field labeled "Username or Email Address" and a blue button labeled "Get New Password". At the bottom left, there is a "Log in" link and a "Back to Des Moines Yacht Club" link.

- 6) Enter the email address that appears in the most recent Des Moines Yacht Club Yearbook. If you have changed your email address and no longer have the email address in the yearbook, contact Admin@desmoinesyachtclub.com. One of the admins will need to update your account before you can log in.

- 7) If your email address in the yearbook is correct, click . You will see a message:

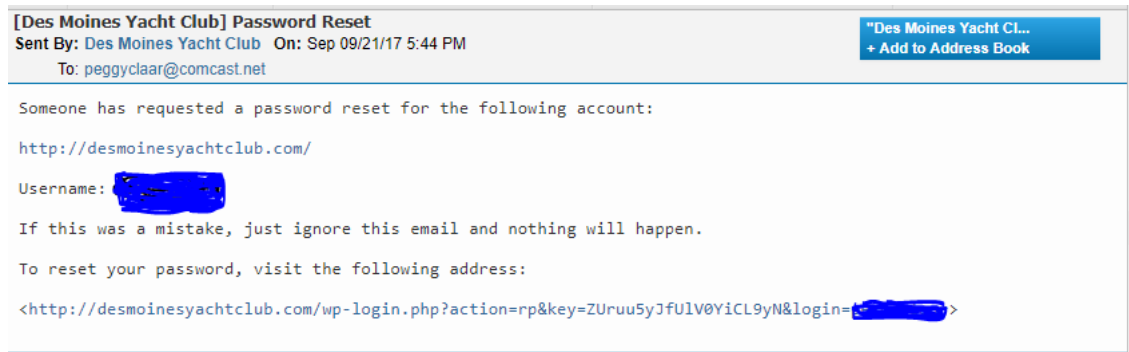


The screenshot shows a message box with the text: "Check your email for the confirmation link."

- 8) Open your email. You should have an email from Des Moines Yacht Club. It'll look something like this:

<input type="checkbox"/>		From		Subject
<input type="checkbox"/>		Des Moines Yacht Club		[Des Moines Yacht Club] Password Reset



- 9) Open the email, it will look something like the below example. Where I have scribbled out the username, your personal user name will appear.



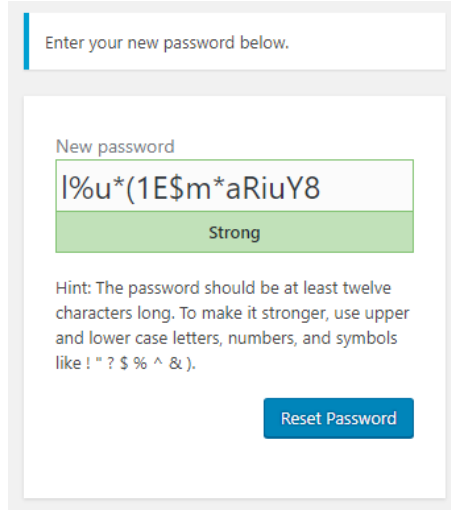
The screenshot shows an email header with the following information:

- From: Des Moines Yacht Club
- Subject: [Des Moines Yacht Club] Password Reset
- Sent By: Des Moines Yacht Club
- On: Sep 09/21/17 5:44 PM
- To: peggyclaar@comcast.net

The email body contains the following text:

Someone has requested a password reset for the following account:
<http://desmoinesyachtclub.com/>
Username: 
If this was a mistake, just ignore this email and nothing will happen.
To reset your password, visit the following address:
<">http://desmoinesyachtclub.com/wp-login.php?action=rp&key=ZUruu5yJfUlv0YiCL9yN&login=>

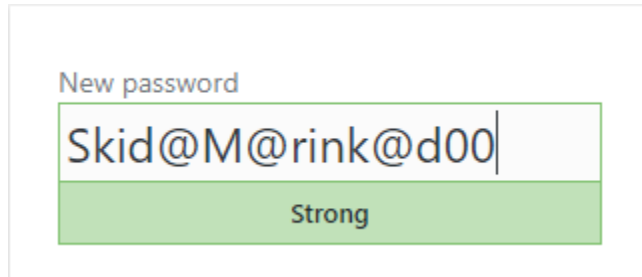
10) Click the link in the email. You will see:



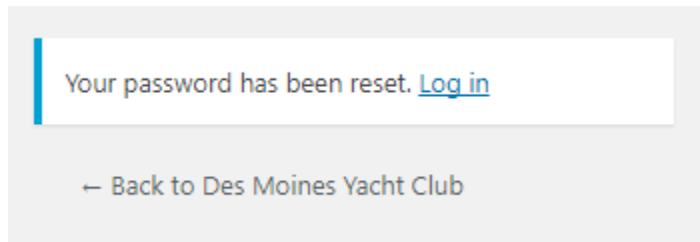
a randomly-generated password which appears in the New password box. **Note:** I like to copy it and paste it to a separate document (or write it down) just in case something happens and I don't complete the process, I can log in with that temporary password.

BUT DON'T CLICK RESET PASSWORD JUST YET.

11) **Instead,** enter a password that you like and will remember. Here's an example:



12) Click **Reset Password**. A new login page appears with your new password obscured (dots where your password would be). Wait a few seconds and you will get a new screen confirming your password reset and a link to log in:

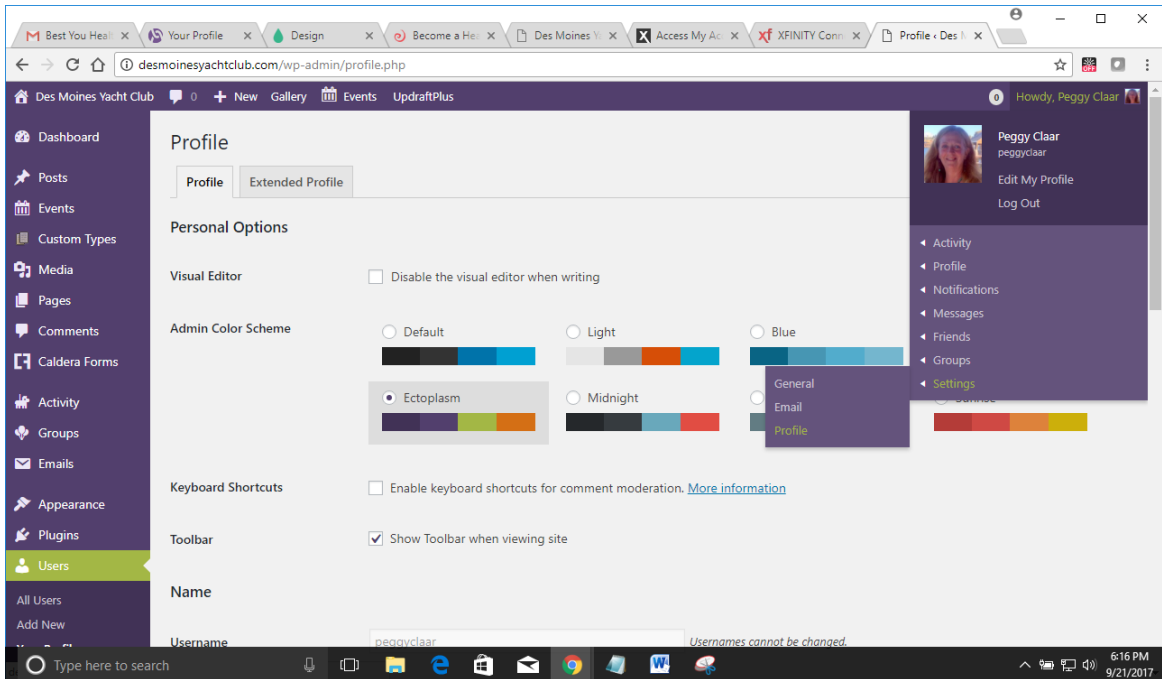


13) Click the [Log in](#) link and on the log in page, enter your email or username and the password you just created. In my case it would be Skid@M@rink@d00.

Changing your password in your profile

If you are already logged in, but you want to change your password. Do the following:

- 1) Click the **My Profile** link in the upper right corner. Your profile page appears. Note, this is an admin view so I have lots of extra stuff on the left, but your profile page should be similar:



- 2) Click **Settings** at the bottom of the menu. You will see a Settings page with Password reset at the bottom of the page:

Change Password (leave blank for no change)

Repeat New Password

- 3) Enter your password exactly the same in both of the fields, New Password and Repeat New Password. Best practice is 8-24 characters long with a combination of lower and upper case letters, numbers, and symbols. Don't use your personal information that anyone could guess like a phone number or SSN or address.
- 4) Click **Save Changes**. Use your changed password the next time you log in.

Getting Around Information

Once you are logged in, there are a number of how-to documents you can review on this page: <http://desmoinesyachtclub.com/ask-the-admins/> which you can also get to from the About DMYC menu. Also, there is a form on that page to ask questions, give suggestions, or report problems. We LOVE to hear from you!

- Anytime you see the logo, you can click it to return to the home page.

