Date: June 4, 2014

Greetings Member!

The Belton Gun Club, Inc. is introducing a newly designed web site which will allow members to update your User Profile & set your own Privacy Settings, pay your dues online, view up-to-the-minute event information, and register for events & pay online by credit or debit card. We are very excited about offering new functionality to our members and hope you'll support the club by visiting our site regularly.

NOTICE REGARDING EMAIL ADDRESSES

Members who do not have their own email address can still utilize our site. However, you will not be able to receive any emails sent from our site, including event registration confirmations, dues registration confirmations, or general email blasts unless you provide a valid email address when updating your user profile. If you are sharing an email address with a partner or any other fellow members, that partner or fellow member will receive our email blasts so please ask them to share those with you.

INITIAL LOG-IN INSTRUCTIONS for ALL MEMBERS with or without EMAIL ADDRESSES

Each of you has been assigned a "pseudo" email address that you must use for initial login purposes only. Once you have logged into the site for the first time, you will be sent to your profile page to update your current email address and change your password.

For members with gate card passes like the one below, your initial "pseudo" email address can be located on the back of your member photo ID card.*** If you do not currently have a gate card, read on below for alternate first-time login instructions using parts of your name.

Example: If your facility code is: 072, and your card number is: 01234, then your "pseudo" email address is: 07201234@beltongunclubinc.org. Initial Password: **membership**. Using the 3 digit Facility Code, the 5 digit Card Number, and adding '@beltongunclubinc.org', login using your "pseudo" email address.

All members with or without email addresses have been assigned "membership" as the initial login password. If you are unable to log in successfully, please contact **admin@beltongunclubinc.org** and be sure to include your name, phone number, and email address. In the subject line, type "**BGC LOGIN HELP"**. Someone will contact you as soon as possible.

***IF YOU ARE A MEMBER AND HAVE NOT YET BEEN ASSIGNED AN ID/GATE KEY CARD, PLEASE FOLLOW THESE INSTRUCTIONS:

Your "pseudo" email address is the first 2 digits of your first name, along with your complete last name, and adding '@beltongunclubinc.org', with the generic password of '**membership'**. (If you have received a different login by mail, use that.)

Here's what we suggest all members do the first time you visit our site:

1. LOG IN (top right corner of screen) with your "pseudo" email address (see above)

2. Enter your (temporary) password*: **membership** (*If you received an email with a different login or password, use that)

3. Accept the Terms of Use (This will only appear the first time you log in.)

[Note: The next time you log in, you may choose the "Remember Me" option that appears below your name and password. That way you won't have to enter your email and password each time you visit.]

4. CHANGE your EMAIL ADDRESS (if you haven't already done so):

It's very important that you change your temporary EMAIL ADDRESS to a CURRENT VALID email address of your own. That way, you will receive communications via the site and also no one else can get into the site using your temporary email address and that temporary 'membership' password. To change your email address, update it from your profile screen. Some members may have a valid email address on file, found in the field labeled as **EMAIL 2**, but you will need to copy and paste it into the Primary E-Mail address field labeled **e-Mail** which contained the "pseudo" email address. **EMAIL2** is not used by the system.

5. CHANGE your PASSWORD (if you haven't already done so):

It's very important that you change your temporary password (membership) to a unique password of your own. That way no one else can get into the site using your email address and that temporary 'membership' password.

To change your password: Choose "Change password" - below where your name appears. In "Current Password", type your current temporary password (**membership** or the one you were mailed/emailed). Then key in your new password in both "New Password" fields. Be sure to record your password for future use!