

Memo

To: Weymouth Club Members & Guests
From: Weymouth Club Management
Subject: Online Account Access

We appreciate everyone's patience over the past 3 months as we've converted to a new software system called Club Automation. We are happy to announce that you can regain access to your account through our new online portal. Outlined below are directions on how to login as well as the features that portal currently offers. Additionally, we've outlined features for the future and we'll announce each time one of these features become available. One of the main benefits of our conversion is that we're now **mobile friendly!** Thank you again for your patience and you should now start to experience the benefits of our new technology.

Login Steps:

- Visit our website www.weymouthclub.com and click on **Login** in the upper right corner
- During your first log in attempt click on **Access My Account** on the lower left side of the page
- Fill in your First Name, Last Name, and Email address in the appropriate field (be sure to use the Email address that we have on file for you)
- An Email will be sent to you with a link to set up your profile for first time log in
- Fill out the appropriate fields after visiting the link and be sure to set your password for future log in access
- After you've set up your profile you can access your account by filling in your Email as your username and your password in the **Login to WC** box in the upper right portion of the page

The image shows a screenshot of the Weymouth Club website. At the top left is the Weymouth Club logo. Below it is a banner image of three people in athletic wear. Overlaid on the right side of the banner is a white login box titled "Login to WC" with fields for "Username" and "Password", a "Forgot your password?" link, and a "Login" button. A grey callout box points to the login box with the text "Log in once the account has been set up".

Below the banner, there are two sections:

- First time here?**: A red-bordered box contains a dark button labeled "Access My Account" with a right-pointing arrow. A grey callout box below it says "First time log in".
- Register for classes**: A dark button labeled "Get Started Here" with a right-pointing arrow. Below it is the text "To view or register for a class please click 'Get Started Here'".