

EASY GUIDE TO THE ONLINE SYSTEM

Using a Computer

Here is a handy reference guide to using the online system to access the directory, register for events, update your profile and more. It is intended as a reference guide to most functions using either a computer or a smart phone. It appears to be a lot of information, but you only need to go to the section that is pertinent to the task at hand, whether it is registering for an event or another question. Also, please note that you no longer need a computer to use the online functions. All functions are available using a smart phone, too.

LOGIN

- ◆ Go to www.VagabondSkiClub.com
- ◆ Click Members Only Access on the right-hand side of the screen
- ◆ Click the Icon in the upper right-hand corner
- ◆ Enter your email address and password
- ◆ **FIRST TIME LOGIN** – Click Forgot Password
 - An email will be sent to you – be patient – sometimes there is a short delay
 - Follow the instructions to establish your password
 - Having trouble? Contact one of the Website Committee Members listed below

ONLINE EVENT REGISTRATION

- ◆ Registering yourself for one event
 - Click **UPCOMING EVENTS**
 - Click **REGISTER** below the event you want to attend
 - Review the screens that appear, make any changes necessary and click **NEXT**.
 - Click **PAY ONLINE** and complete the PayPal payment information using your credit/debit card.
 - **Note:** There are **two** payment screens. On the first, enter your credit card number, name and address, etc. Click **CONTINUE** at the bottom. On the second screen, click **PAY** to complete the transaction.
- ◆ Registering yourself and another person for an event with one payment (most frequently asked question)
 - Logon to the Members Only website
 - Click **UPCOMING EVENTS**
 - Click **REGISTER** below the event you want to attend
 - Click **NEXT**. View your profile information and click **NEXT** again.

- When you get to the “Review & Confirm” screen, click **INVOICE ME**
- On the next screen, click **NEW REGISTRATION**
- Your email address appears again. Delete it and type the email address of the person you are registering
- Continue clicking **NEXT** as you did for your own registration until you reach the “Review & Confirm” screen.
- Click **PAY ONLINE**. Continue with the payment screens.
- ◆ Registering for two or more events with one payment
 - Click **UPCOMING EVENTS**
 - Click **REGISTER** below the first event you want to attend
 - Review the screens that appear, make any changes necessary and click **NEXT**
 - Click **INVOICE ME**
 - To select your second event, click **UPCOMING EVENTS** at the top of the screen and click **REGISTER**
 - Continue clicking **INVOICE ME** and **UPCOMING EVENTS** until you have registered for all of your events
 - When you are finished, click **PAY ONLINE** and complete the PayPal payment information using your credit/debit card.

REVIEW YOUR PROFILE INFORMATION

- ◆ Click View Profile
- ◆ You control what’s there. If anything needs updating, click **EDIT PROFILE**
 - Type in your updates & click **SAVE**
 - If you prefer, contact Jan Breitbach at 414-732-9749 and she will update it for you

NEED HELP? Contact one of the members of the Website Committee below:

Linda Horn, 262-707-1450

Jan Breitbach, 414-732-9749

Joyce Szulc, 262-886-9328

Cindy Hummer, 262-781-5235