SYC "LOST YOUR PASSWORD" HELP 14 Apr 2021

The following is the procedure for resetting your password on the Seaford Yacht Club web site. First you must have a user name and a password. If you haven't registered on the web page look under the "Photos/Links/Help" link on the web page and click on "Help", then "Registration" for instructions.

Once you register the system uses the email you provide to communicate with you. If you ever change your email without updating the system you cannot reset your password without webmaster help.

If you need to reset your password with the system, these are the steps.

1. Click on "Log in" at the bottom of the home page.





2. Click on "Lost your password?" Do not enter any user name or password. \rightarrow



Enter your username or email address as directed. Of course, click "I'm not a robot" box. Then click the "Get New Password" box. →

4. Here's where some have problems. Note the verbiage says "Check your email for the confirmation link, THEN visit the 'login page'". If you go straight to the log in page and try to use your invalid log in information you will not succeed.



Check your email for the confirmation link, then visit the login page.

5. Wait for an email similar to this one.-->

From: WordPress <<u>wordpress@seafordyachtclub.com</u>> Date: April 14, 2021 at 9:24:39 PM EDT To: <u>jmatgoog@gmail.com</u> Subject: [] Password Reset

Check your spam/junk folders(s) too. If you do not receive such an email you will not be able to reset your password as the system does not have your email address. Do not try to log in before you get this email and take the action to reset your password. Subject: [] Password Reset Someone has requested a password reset for the following account: Site Name: Username: member If this was a mistake, ignore this email and nothing will happen.

To reset your password, visit the following address:

https://seafordyachtclub.com/wp-login.php?action=rpey=yfUex5qqlnmRSlogin=member

6. Once you receive the email, click on the link in the email and you should receive this \rightarrow .

 You may use the password the system generates by clicking "Save Password" or you may enter a password you prefer to use then click "Save Password" →.

8. When your password has been reset you will receive this and you should click on "Log in" and follow normal log in procedures.



