<div align="center">**SYC MEMBERS' AREA HELP FILE**</div>

LOGGING IN

When you register, the system sends you an email with your user name and a password. It also sends the webmaster an email saying a new user has been registered. If you're not receiving your email, you may have provided an incorrect email address or the message may have gone to your spam/junk folder. Try and make sure you receive email from the web site because if/when you need the system to send you a password (if/when you can't remember yours), the system will send that new password to that same email.

If you're having trouble logging on, first, go to the Log In page and click on the "Lost your password?" link. Enter your user name or email address as requested (your user name will be the name you requested when you completed the registration form). The system will attempt to send you a link to help you get back on line. If you still don't receive such email contact the webmaster and he/she will assist you. However, please note that at this point you have a problem with receiving email from the web site. You will need to try and correct that problem—your email is going to your spam/junk folder or for some reason your system is rejecting the email from the web site.

READING INFORMATION

Once you are able to Log In, you will be able to access documents/information restricted to members only. On pages that are documents in the .pdf format you should receive a pop-up window like this →

 (If you're blocking pop-ups, you may need to allow pop-ups from this site).
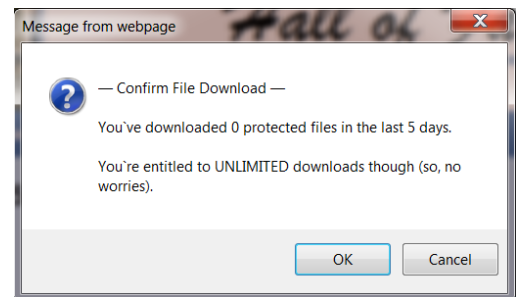
Click "OK". You should then receive something like this (depending on your browser)

You may select OPEN or SAVE or CANCEL. CANCEL should be self explanatory. If you select OPEN, a copy of the file will be opened on your computer for you to view. However, when you close the file, it will be gone from your computer. To view it again, you will need to repeat the process. If you want a copy on your computer select SAVE. You should then be prompted as to where to save it on your computer. Remember where you save it so you can access it whenever you want. Recommend you name each file clearly so you'll know how to access it on your computer.

UPDATING YOUR PROFILE (Change First/Last Name, change Display Name, Change Password)

Once you are logged in, go the "Members' Area" and click on "Profile Update" on the bottom left of the page. A form will be provided to allow you to make the change(s).