

Navigating the Online Registration Home Page

The options at the top of the online registration screen allow you to

- access your account (i.e., change your address, email, credit card info, etc.),
- select your membership
- change your password
- log in or log out



If you already have an account, click on Login, then enter your Username and Password on the next page. If you “Forgot your username and/or password”, click on the link to reset and follow the instructions. If you’re a New User, click [Start Here](#) in the upper right.

The options at the upper left are:

[Search](#) [Calendar](#) [Membership](#) [Donate](#)

If you don’t see Membership as an option, then you’re already a member at this time. If Membership is shown, click on it to select your type of membership (REGULAR, CL, or Temple Shalom). Click REGULAR if you’re not teaching a class and not a temple member. You will be billed the current membership fee.

Once you’re logged in, you’ll see your login name in **blue** at the upper right. Click on it, and you will get three options in a white box:

My Account
 Change Password
 Log Out

My Account: clicking on **My Account** takes you to a page that lets you make changes in your personal account information, such as a new address, a new email, a new phone number, etc. When satisfied with your entries, scroll down and click on the blue Save box to save any changes.

Save

If you need to update or remove a credit card, scroll to the bottom and you will see a gray bar with of tabs:

[Contacts](#) [Addresses](#) [My Registrations](#) [Account Registration](#) [Invoices](#) [Payments](#) [Memberships](#) [Credit Cards](#)

Click on **Credit Cards**. (On a narrow device such as a phone or tablet, use the right arrow to scroll to the Credit Cards tab at the right. Click on it.) You will see one or more credit cards listed. If you need to update a credit card, you can use the edit function on the right to update the expiration date, security code, name, or billing address, or you can delete the card. However, you cannot change the credit card number.

To enter a new credit card number, you must click on **Add new credit card...**. That opens a page for entering the new card information. When done, click Save. That takes you back to the Credit card page, where you may wish to click on the edit icon to delete each old card.

Save