

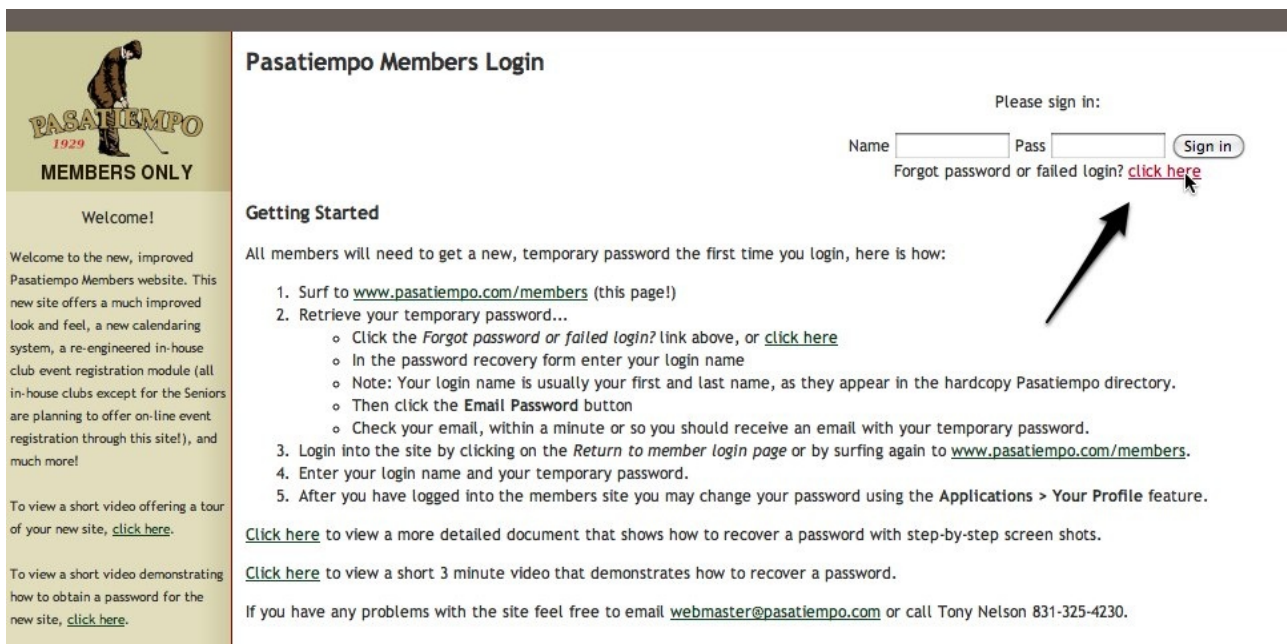
Pasatiempo Golf Club Members Only Website Getting Started (v1.1)

In this document we demonstrate how to obtain a password for the Pasatiempo Members Only website.

1. From your favorite browser (Firefox, Internet Explorer, Safari, etc.) enter:
www.pasatiempo.com/members



2. In order to obtain a password, click on the “Forgot password or failed login?” link.



Pasatiempo Members Login

Please sign in:

Name Pass

Forgot password or failed login? [click here](#)

Getting Started

All members will need to get a new, temporary password the first time you login, here is how:

1. Surf to www.pasatiempo.com/members (this page!)
2. Retrieve your temporary password...
 - o Click the *Forgot password or failed login?* link above, or [click here](#)
 - o In the password recovery form enter your login name
 - o Note: Your login name is usually your first and last name, as they appear in the hardcopy Pasatiempo directory.
 - o Then click the **Email Password** button
 - o Check your email, within a minute or so you should receive an email with your temporary password.
3. Login into the site by clicking on the *Return to member login page* or by surfing again to www.pasatiempo.com/members.
4. Enter your login name and your temporary password.
5. After you have logged into the members site you may change your password using the **Applications > Your Profile** feature.

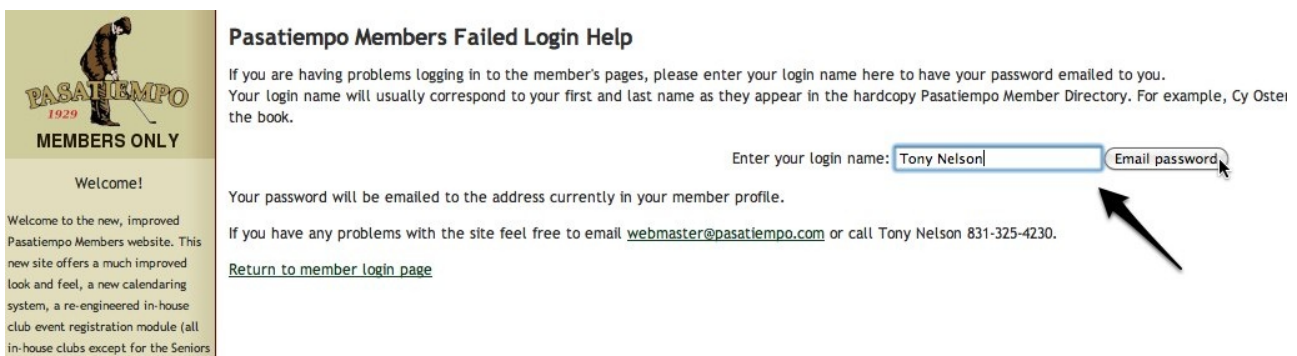
[Click here](#) to view a more detailed document that shows how to recover a password with step-by-step screen shots.

[Click here](#) to view a short 3 minute video that demonstrates how to recover a password.

If you have any problems with the site feel free to email webmaster@pasatiempo.com or call Tony Nelson 831-325-4230.

3. Enter your first and last name in the “Enter your login name” field. In most cases this name will be the same as it is in the green Pasatiempo hardcopy directory. In this example, if the directory listed my name as Anthony Nelson I would probably try that name first.

Click on the “Email password” button.



Pasatiempo Members Failed Login Help

If you are having problems logging in to the member's pages, please enter your login name here to have your password emailed to you. Your login name will usually correspond to your first and last name as they appear in the hardcopy Pasatiempo Member Directory. For example, Cy Oster the book.

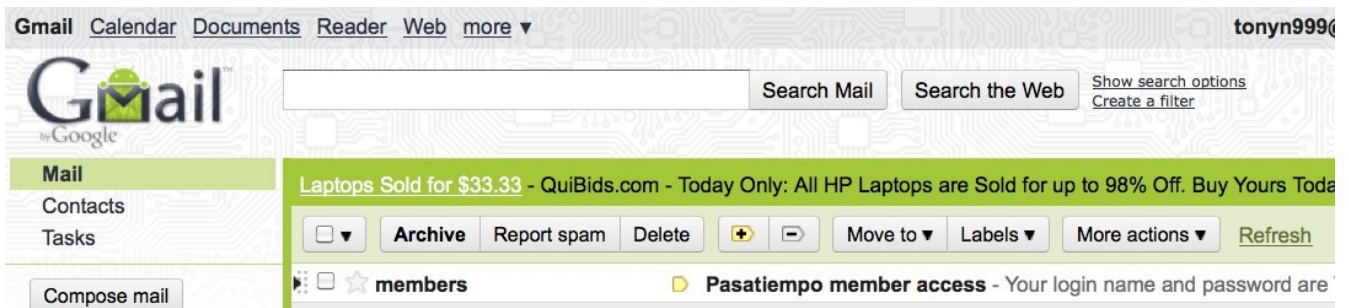
Enter your login name:

Your password will be emailed to the address currently in your member profile.

If you have any problems with the site feel free to email webmaster@pasatiempo.com or call Tony Nelson 831-325-4230.

[Return to member login page](#)

4. Go to your email program, and see if a password has been emailed to you. If so, open the mail and make a note of your temporary password.



Note: There are many reasons that you may not receive an email with your temporary password including:

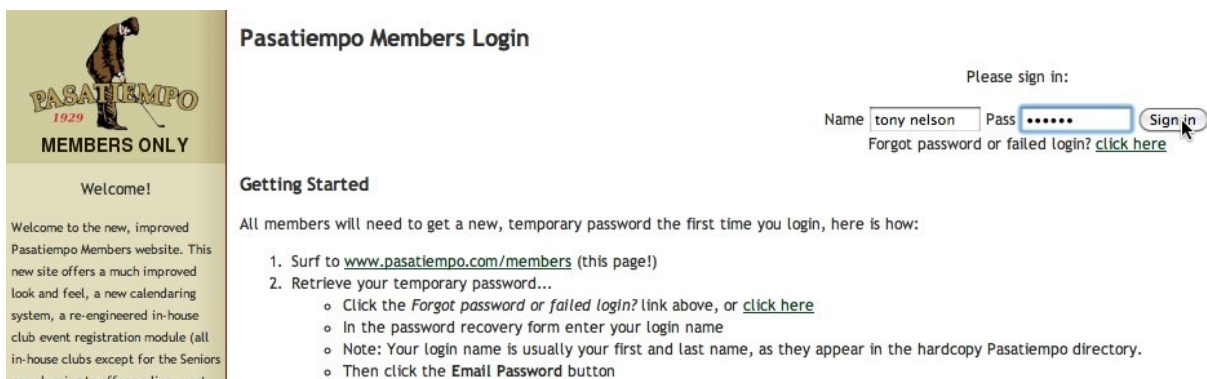
- You may not be using the correct login name
- Your email address may have changed
- If you are a relatively new member it is possible that a web account has not been set up for you
- The email from our website may be blocked by your email program's spam blocker. To solve this problem unblock email from members@pasatiempo.com

If for any reason you cannot obtain a password either email webmaster@pasatiempo.com or call Tony Nelson (831 325 4230) for assistance.

5. If an email has been emailed to you click on the “Return to member login page”, or simply return to the www.pasatiempo.com/members login page.

A screenshot of a web page titled 'Pasatiempo Members Failed Login Help'. On the left side, there is a logo for 'PASATIEMPO 1929 MEMBERS ONLY' featuring a golfer. Below the logo, it says 'Welcome!' and 'Welcome to the new, improved Pasatiempo Members website. This new site offers a much improved look and feel, a new calendaring system, a re-engineered in-house'. The main content area has the heading 'Pasatiempo Members Failed Login Help' and the text: 'Your password has ben sent the email address listed in your member profile. Please contact us if you continue to experiance problems logging in to our member's pages.' At the bottom of the main content area, there is a red link that says 'Return to member login page' with a mouse cursor pointing at it.

6. Enter your login name and temporary password. Click on the “Sign in” button.



Pasatiempo Members Login

Please sign in:

Name Pass

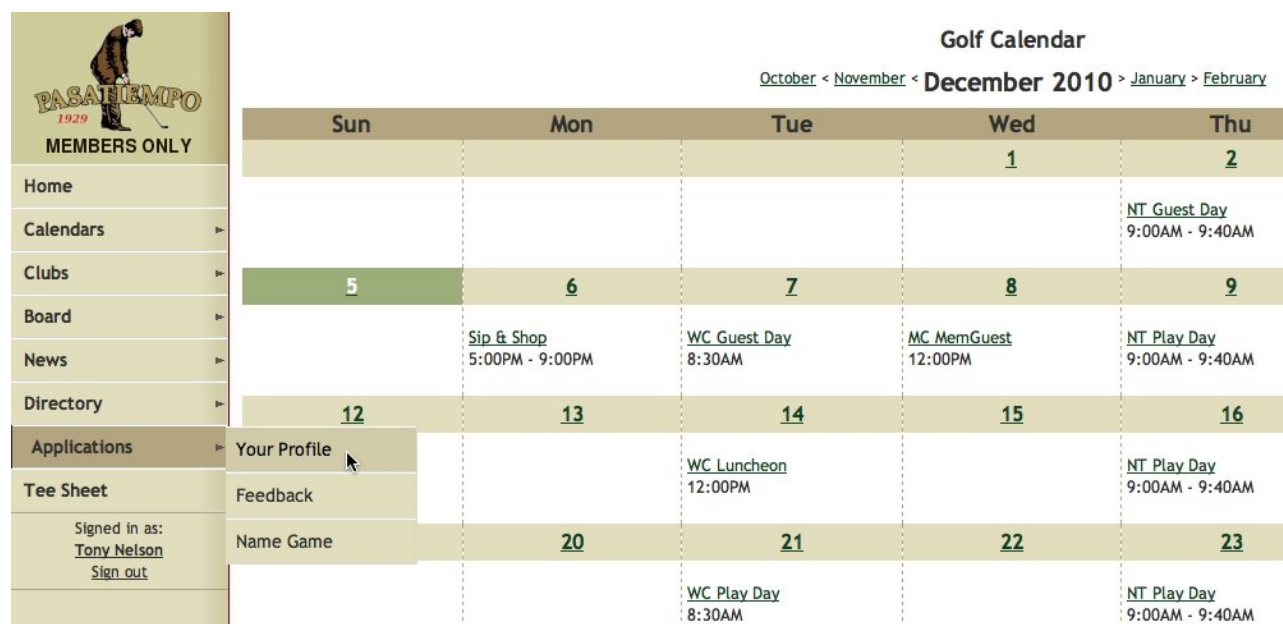
Forgot password or failed login? [click here](#)

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 - o Then click the **Email Password** button

7. Once you successfully login, you will be on the site's home page, the golf calendar. Next we will set a permanent, easily remembered password. From the left column menu, click on the “Applications” and then “Your Profile”.



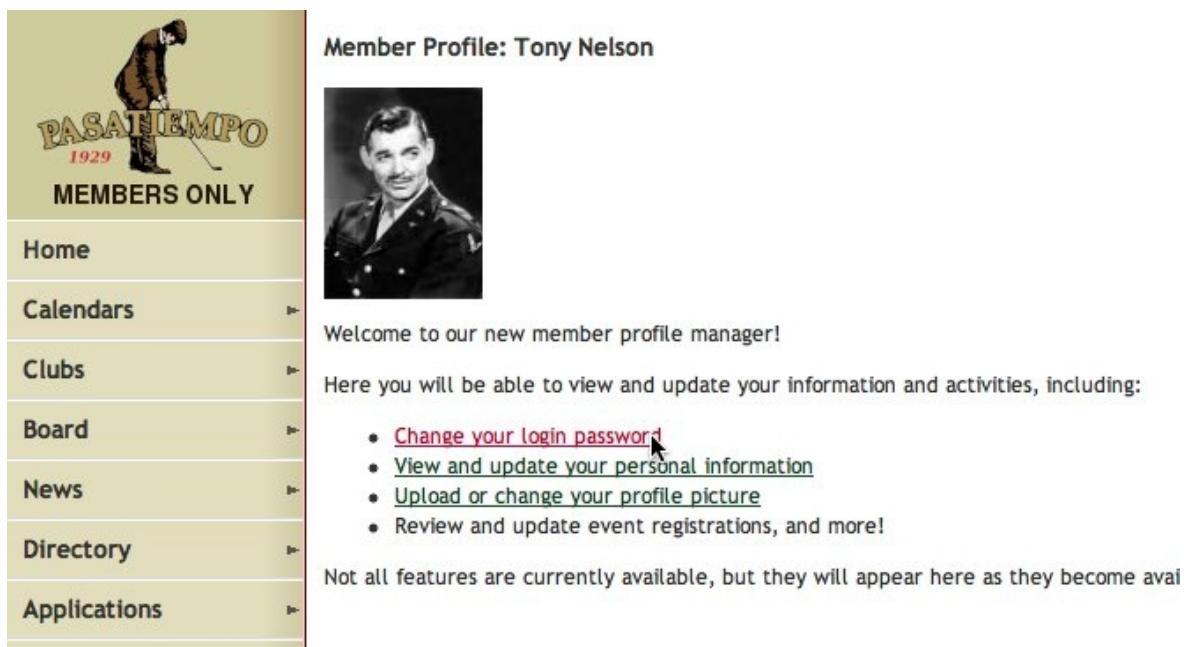
Pasatiempo MEMBERS ONLY

Golf Calendar

October < November < **December 2010** > January > February

| Sun | Mon | Tue | Wed | Thu |
|--|---|--|--|---|
| | | | 1 | 2 |
| | | | | NT Guest Day 9:00AM - 9:40AM |
| 5 | 6 | 7 | 8 | 9 |
| | Sip & Shop 5:00PM - 9:00PM | WC Guest Day 8:30AM | MC MemGuest 12:00PM | NT Play Day 9:00AM - 9:40AM |
| 12 | 13 | 14 | 15 | 16 |
| Applications | Your Profile | | | |
| Tee Sheet | Feedback | WC Luncheon 12:00PM | | NT Play Day 9:00AM - 9:40AM |
| Signed in as: Tony Nelson Sign out | Name Game | | | |
| | 20 | 21 | 22 | 23 |
| | | WC Play Day 8:30AM | | NT Play Day 9:00AM - 9:40AM |

8. Click on the “Change your login password” link.



Member Profile: Tony Nelson

Welcome to our new member profile manager!

Here you will be able to view and update your information and activities, including:

- **Change your login password**
- [View and update your personal information](#)
- [Upload or change your profile picture](#)
- Review and update event registrations, and more!

Not all features are currently available, but they will appear here as they become available.

9. Enter a new, easily remembered password (six characters minimum) into the “New password” and “Repeat password” fields. Then click the “Change Password” button.



[Close](#)

Update Member Info

Change Password: Tony Nelson

New password

Repeat password

Update

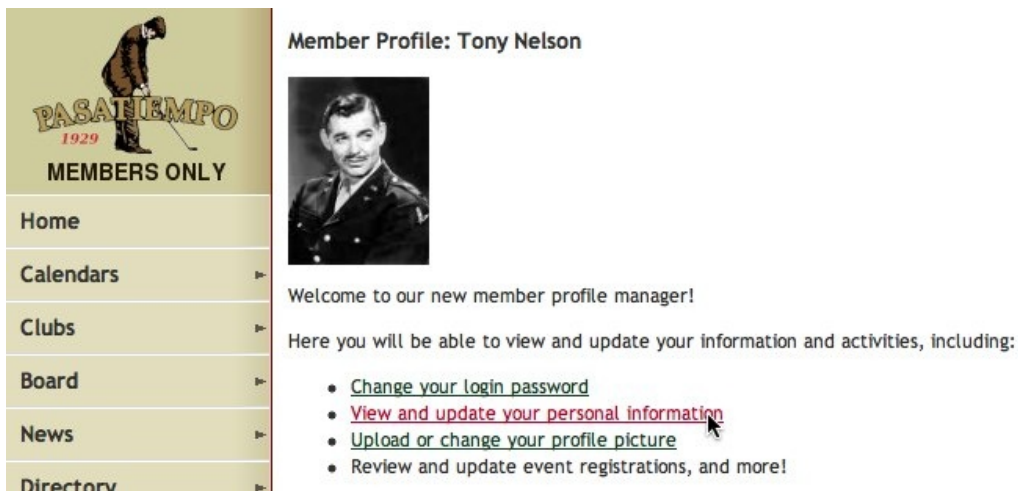
[Update your member info?](#)

[Update your profile picture?](#)

10. Your password has now been changed. Click the “Close” link.



11. Now that you have successfully set a permanent password, let's check your directory information to ensure it is up-to-date and accurate. Click on the “View and update your personal information” link.

A screenshot of a member profile page. On the left is a vertical navigation menu with a logo for "PASATIEMPO 1929 MEMBERS ONLY" and links for Home, Calendars, Clubs, Board, News, and Directory. The main content area shows the member's name "Member Profile: Tony Nelson", a profile picture of a man in a military-style jacket, and a welcome message. Below the message is a list of links: "Change your login password", "View and update your personal information", "Upload or change your profile picture", and "Review and update event registrations, and more!". A mouse cursor is pointing at the "View and update your personal information" link.

12. Verify your directory information. If you would like to make any changes click on the “Update your member info?” link.


[Close](#)

Member Details



Tony Nelson

Nick name:
Home phone:
Business phone:
Mobile phone: 831 325 4230
Email: tonyn999@gmail.com
Addr: 7 Panorama Lane
Addr:
City: Santa Cruz
State: CA
Zip code: 95060



Shamim Formoso

Nick name:
Home phone: 831 423 8300
Business phone:
Mobile phone:
Email: pasashamim@gmail.com
Addr: 7 Panorama Lane
Addr:
City: Santa Cruz
State: CA
Zip code: 95060

[Update your member info?](#)
[Update your profile picture?](#)

13. Make any modification to your directory record and click on the “Update” button.

The screenshot shows a web form titled "Member Details" with a "Close" link in the top right corner. The form is set against a light green background with a grass border at the top. It contains the following fields and options:

| | |
|-----------------------|---------------------------------------|
| First name | Tony |
| Last Name | Nelson |
| Nickname | |
| Gender | Male |
| Spouse name | Shamim Formoso |
| Email | tonyn999@gmail.com |
| Home phone | |
| Mobile phone | 831 325 4230 |
| Business phone | |
| Address | 7 Panorama Lane |
| Address | |
| City | Santa Cruz |
| State | California |
| Zip code | 95060 |
| Correspond via email? | <input checked="" type="checkbox"/> |
| Update | <input type="button" value="Update"/> |

14. At this point you have successfully login into the Pasatiempo Members Only website, set a permanent password, and updated your member directory record. You are now ready to use and enjoy the site. It might be a good idea to bookmark www.pasatiempo.com/members. Most browsers will remember your password so you will not need to type it in each time you access the site.

If you have any problems feel free to email webmaster@pasatiempo.com or call Tony Nelson (831 325 4230).