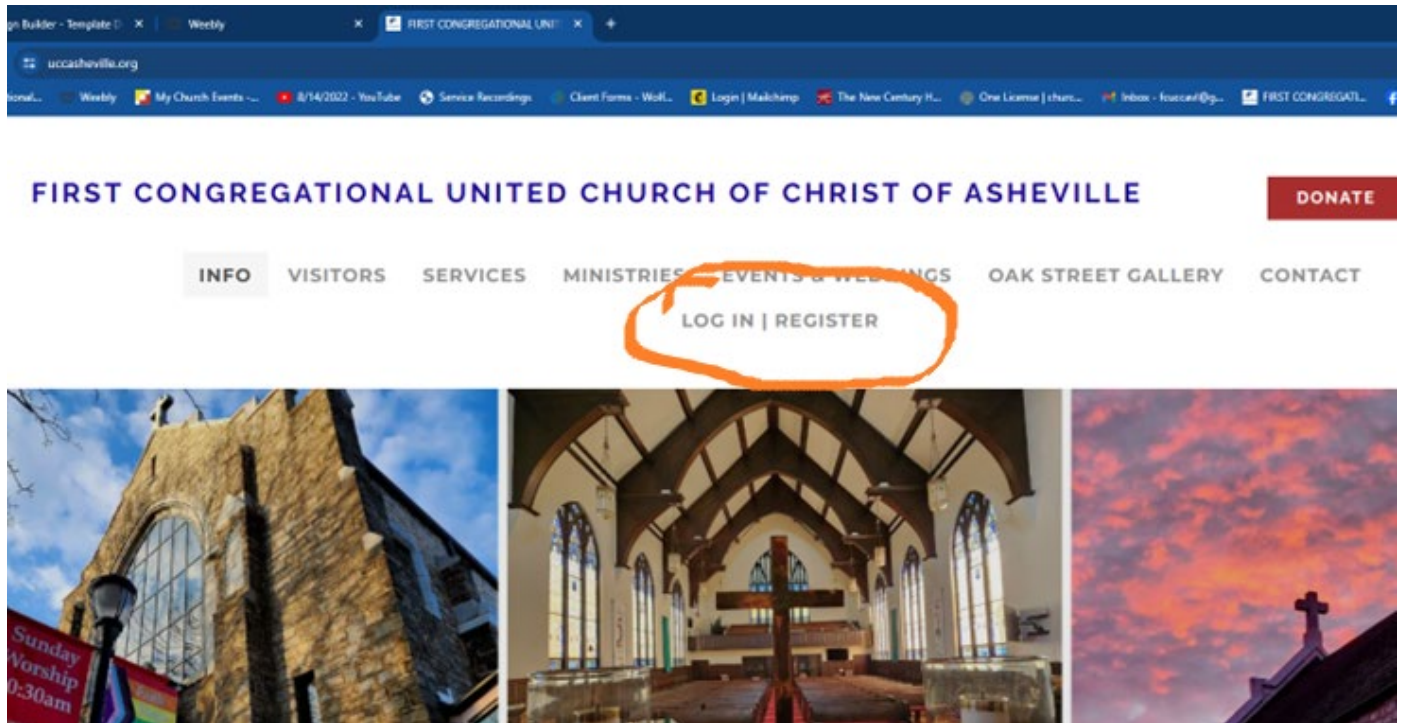
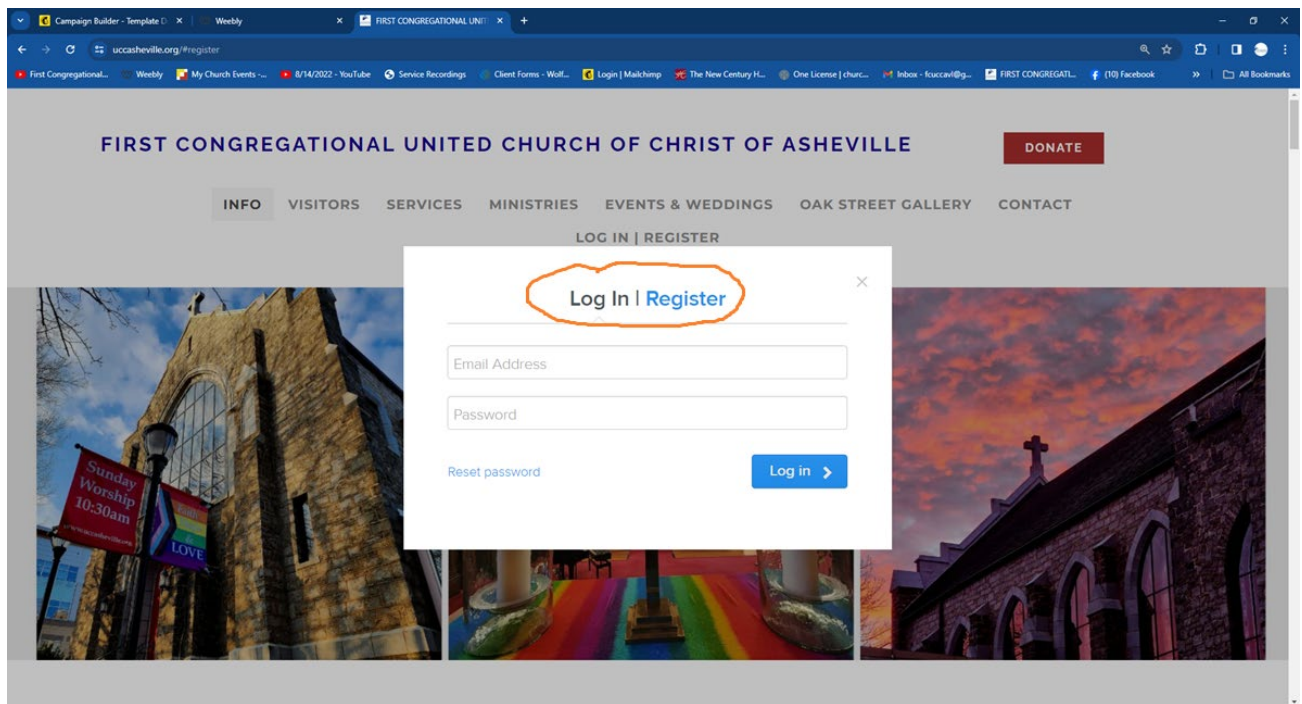


1. You need to have a log-in and password. If you already do, then follow the instructions below. (If you think you had a log-in once, but don't remember your password, you can reset your password by clicking the Log-in/Register button shown below.



2. Once you hit the Log in / Register link, the white box in the image below, will appear. To Log In, the box should look exactly as it does below. Fill in your email and password and click the Blue Log-in button. If you don't remember your password, this is where you can click on Reset Password to do so. If you need to Register for the first time, then click on the word "Register" in this box, and the word Register will turn black. You will be asked to type in your name, email address and a password. This information will be sent to the Admin Coordinator, who will then approve your registration, so that you can have access going forward.



3. Once you have logged in successfully, you will see this box appear, which can be scrolled up and down. The blue highlighted area indicates the section you are clicking on. You can then access the information that is in that folder. Scroll through all the buttons to see what information is located here such as Board meeting minutes, annual reports, Member directory, policies, by-laws.

Got any questions? Please contact the Administrative Coordinator at 828-252-8729 or admin@uccasheville.org.

