

Registration Instructions

The registration process is a little convoluted because we want to insure that only members of the YRC can register for the site. This allows us to post a lot of materials the general public would not have any interest in, or is information that is only available to our members.

The registration process is started by finding your Gate Card. On it is a series of numbers – you will need the first five. Then click on ***New User Registration*** page. On this page you will find an area for entering your information. Pick a user name you like because that cannot be changed once you have registered. All of the other data may be edited. When you have completed the form click the ***Register*** button.

You will be greeted with one of a number of different messages. Hopefully, it will say you have made a successful registration. The other messages you may receive would pertain to a user name or email address that is already in use, or a required field left blank. Correct the error and click ***Register*** again.

Once you have successfully submitted your info an email will be sent to you stating that your information was submitted and to wait for the approval email. The web site staff will confirm your information against your membership record and then another email will be sent to you with your new password and you will be activated on the web site. Now you can go to the web site and enter your username and password to sign in. Simple, huh? Yeah, Right!

The password you will receive will be a mix of upper and lower case letters, numbers, and punctuation. These are very secure but a pain to type in. I would highly recommend you cut and paste to minimize errors. If you would like to change your password to something an actual human had a breath of a chance remembering you may do that after you sign in. Go to the ***Members Profile*** page and you will be given the option to change your password. Please keep your new password at least eight characters long with a mixture of lower and upper case and numbers. When you click on ***Update Password*** an email will be sent to you saying you have changed your password. You will now be able to sign in with the new password.

If you should forget your password I can't retrieve it for you. I can see the initial password the system sends you, but if I don't write it down it is lost to me – and I don't write them down. The only copy is in your email. If you change your password I never have access to the new one. So, the only solution to a lost password is to go online and ask for a new one and it will be sent to you automatically without any input from me or anyone else. Pretty secure.

We hope you enjoy the enhanced new website.