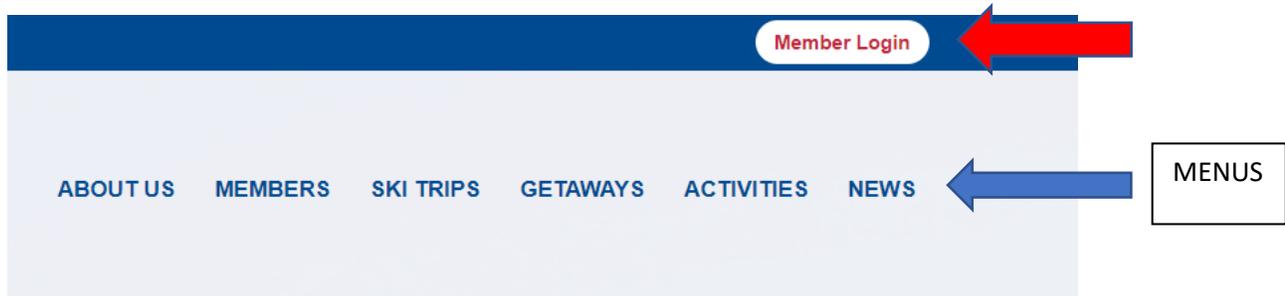


## CSC LOGIN INSTRUCTIONS FOR DESKTOP COMPUTERS [Click for PHONE Instructions](#)

In order to log-in to the CSC web site perform the following steps:

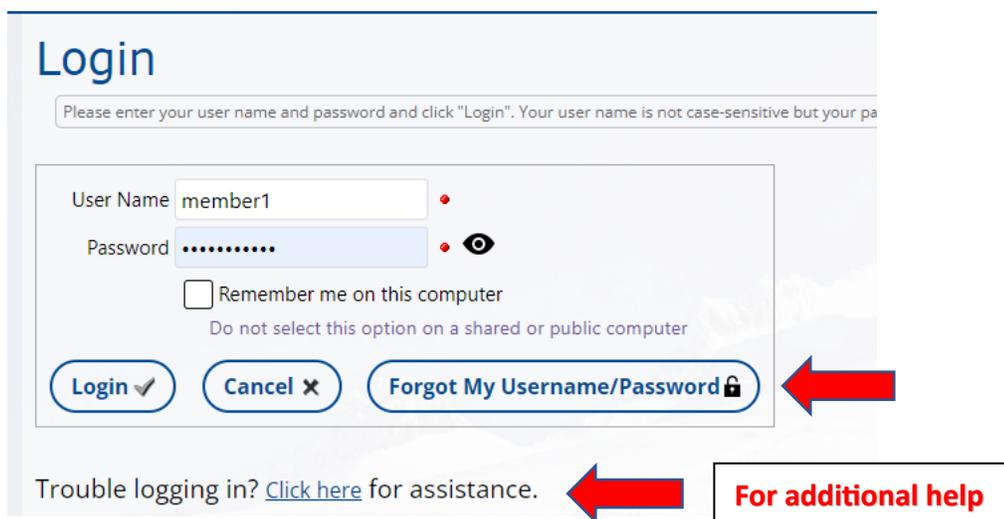
Step 1: Go to <https://columbiaskiclub.org/>

Step 2: Click on **Member Login** on the upper right side of the screen.



Step 3: Login with your username and password.

- If you **forgot your User Name and Password**, you can click on **Forgot My User Name/Password** (see diagram below). You will be prompted to provide the club email address that you used on your membership application. The system will send you a password reset email that includes your username if you forgot it. Follow those instructions.
- Be sure to keep track of your password (save it or write it down in a safe place or whatever system works best for you). If you need additional help email: [osepe@columbiaskiclub.org](mailto:osepe@columbiaskiclub.org)

A screenshot of the login page. The title is "Login". Below the title is a instruction: "Please enter your user name and password and click 'Login'. Your user name is not case-sensitive but your pa...". The form contains two input fields: "User Name" with the value "member1" and "Password" with masked characters. There is a checkbox for "Remember me on this computer" with a note: "Do not select this option on a shared or public computer". At the bottom of the form are three buttons: "Login" with a checkmark, "Cancel" with an 'X', and "Forgot My Username/Password" with a lock icon. A red arrow points to the "Forgot My Username/Password" button. Below the form is a link: "Trouble logging in? [Click here](#) for assistance." with a red arrow pointing to it. To the right is a box labeled "For additional help".

Step 4: Once you are logged in you can select the member's only functions.

### MEMBERS ONLY FUNCTIONS

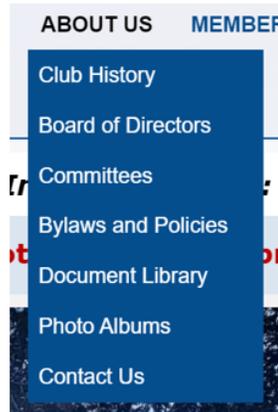
On the **MEMBERS** Menu you can:

- Renew your membership
- Access the online member directory – Update your profile info as described below to limit personal info displayed here
- View and download CSC forms in the document library
- Vote in an election



On the **ABOUT US** Menu you can:

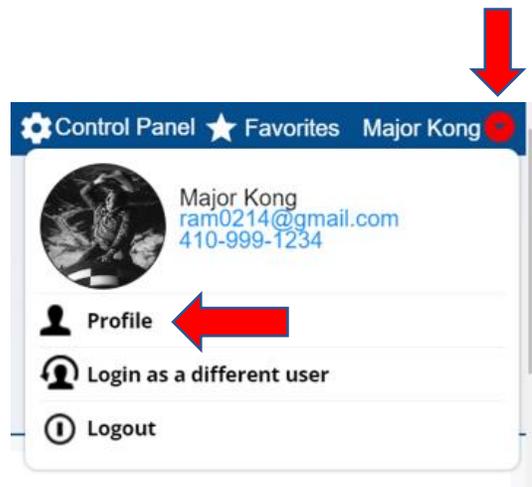
- Read the club Bylaws and Policies
- Browse the Photo Albums
- Browse the Document Library



## UPDATE YOUR PROFILE

**Once logged in** – You can review your personal profile by holding your cursor over the down arrow next to your name in the upper right corner.

Click on each of the items below to review and update your information.



 **Basic Member Information**  
Click here to edit your basic contact information such as your address or phone number.

Update your contact information and be sure your emergency contact info is correct

 **Member Directory**  
Click here to edit your member directory profile and define what is visible to other members (and the public if your organization has made the directory visible on the public side of the website.)

Please review Visibility in the Member Directory section as this is the information that can be seen by all other members.

Click on the down arrow to see the visibility options, including 'Do Not List Me in the Directory'. Below is one of the other options. Note - your birthday WILL NOT be displayed.

## General Info

Visibility

 **User Name / Password**  
Click here to change your login information.

Select this to change your password.

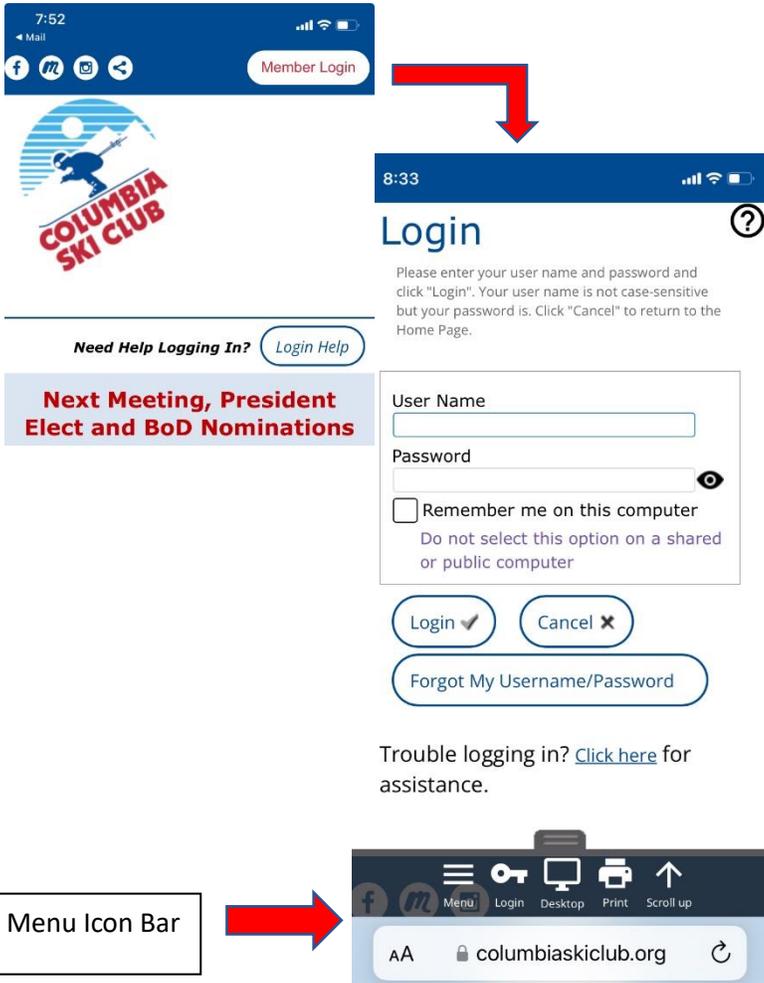
## CSC LOGIN INSTRUCTIONS FOR PHONES:

In order to log-in to the CSC web site perform the following steps:

Step 1: Go to <https://columbiaskiclub.org/>

MENUS – the phone menus are different from Desktop menus. See Menu discussion below. If you do not see the gray phone icon bar on the bottom of your phone screen, look for and click the little gray bar above the web address.

Step 2: Click on **Member Login** on the upper right side of the screen.



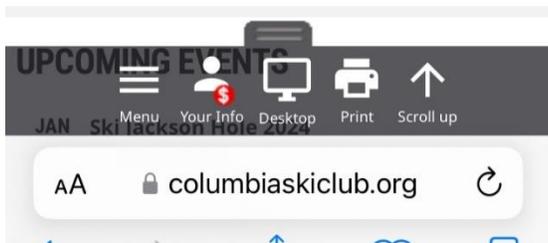
Step 3: Login with your username and password.

- If you **forgot your User Name and Password**, you can click on **Forgot My User Name/Password** (see diagram tight). You will be prompted to provide the club email address that you used on your membership application. The system will send you a password reset email that includes your username if you forgot it. Follow those instructions.
- Be sure to keep track of your password (save it or write it down in a safe place or whatever system works best for you). If you need additional help email: [osepe@columbiaskiclub.org](mailto:osepe@columbiaskiclub.org)

Step 4: Once you are logged in you can select the member's only functions using the menus.

## MENUS

The phone Icon Bar (below left) is displayed on the lower part of the screen.



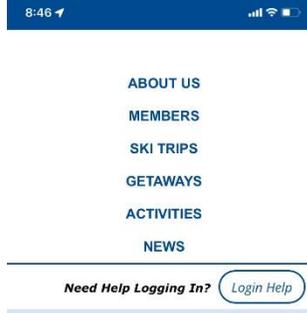
Menu Icon – Displays the Menus on the top of the screen (See below left). It has a “Mobile” mode and “Desktop” mode which is selectable using the middle icon.

Your Info Icon – Displays your profile info – see below

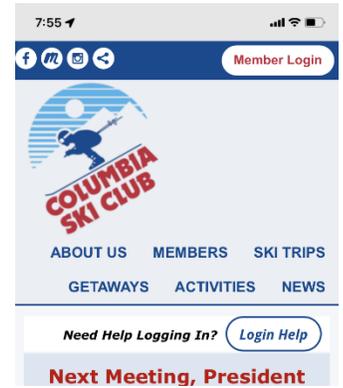
Desktop Icon – toggles between desktop and mobile menus

## Scroll Up Icon – scrolls up

Photo right: Phone Menus when in “Mobile” mode. These are displayed at the top of the screen when you click the Menu icon.



Selection the “Desktop” icon toggles to desktop mode which displays the normal menus on top of the screen shown on the right.



## MEMBERS ONLY MENU ITEMS:

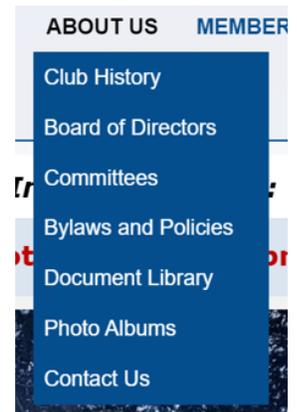
On the **MEMBERS** Menu you can:

- Renew your membership
- Access the online Member Directory – Update your profile info as described below to limit personal info displayed here
- View and download CSC forms in the document library
- Access the members only Elections page

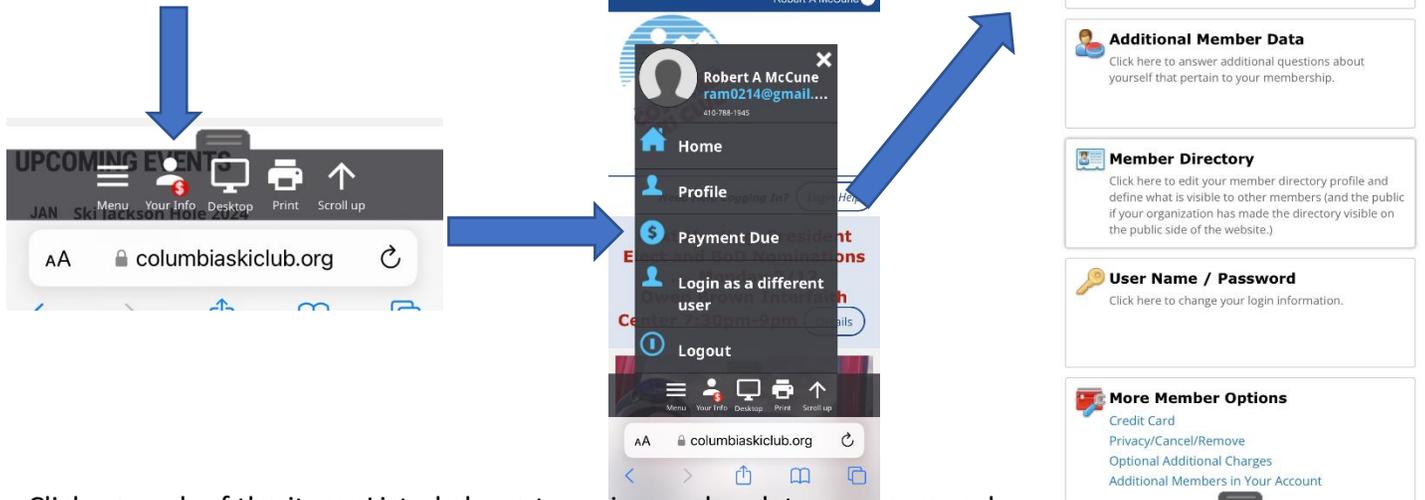


On the **ABOUT US** Menu you can:

- Read the club Bylaws and Policies
- Browse the Document Library
- Browse the Photo Albums



**UPDATE YOUR PROFILE Once logged in** – On your phone you can review your personal profile by clicking on the “Your Info” menu icon and then on the “Profile” menu item to display the sections of your member profile.



Click on each of the items Listed above to review and update your personal information.

**Basic Member Information**  
Click here to edit your basic contact information such as your address or phone number.

Update your contact information and be sure your emergency contact info is correct

**Member Directory**  
Click here to edit your member directory profile and define what is visible to other members (and the public if your organization has made the directory visible on the public side of the website.)

Please review Visibility in the Member Directory section as this is the information that can be seen by all other members.

Click on the down arrow to see the visibility options, including ‘Do Not List Me in the Directory’. Below is one of the other options. Note - your birthday WILL NOT be displayed.

**General Info**  
Visibility Show all information, except email

**User Name / Password**  
Click here to change your login information.

Select this section to change your password.