

Minnesota State Society Member Registration

In order to access the members portion of the website, you must have an account. To obtain an account, the following five steps must occur:

- 1. Select Register from Menu***
- 2. Fill out the Registration form***
- 3. Submit the Registration form***
- 4. Validate the Registration Email Account***
- 5. Approval Notification***

The following pages provide detail on how to perform these steps

Minnesota State Society Member Registration

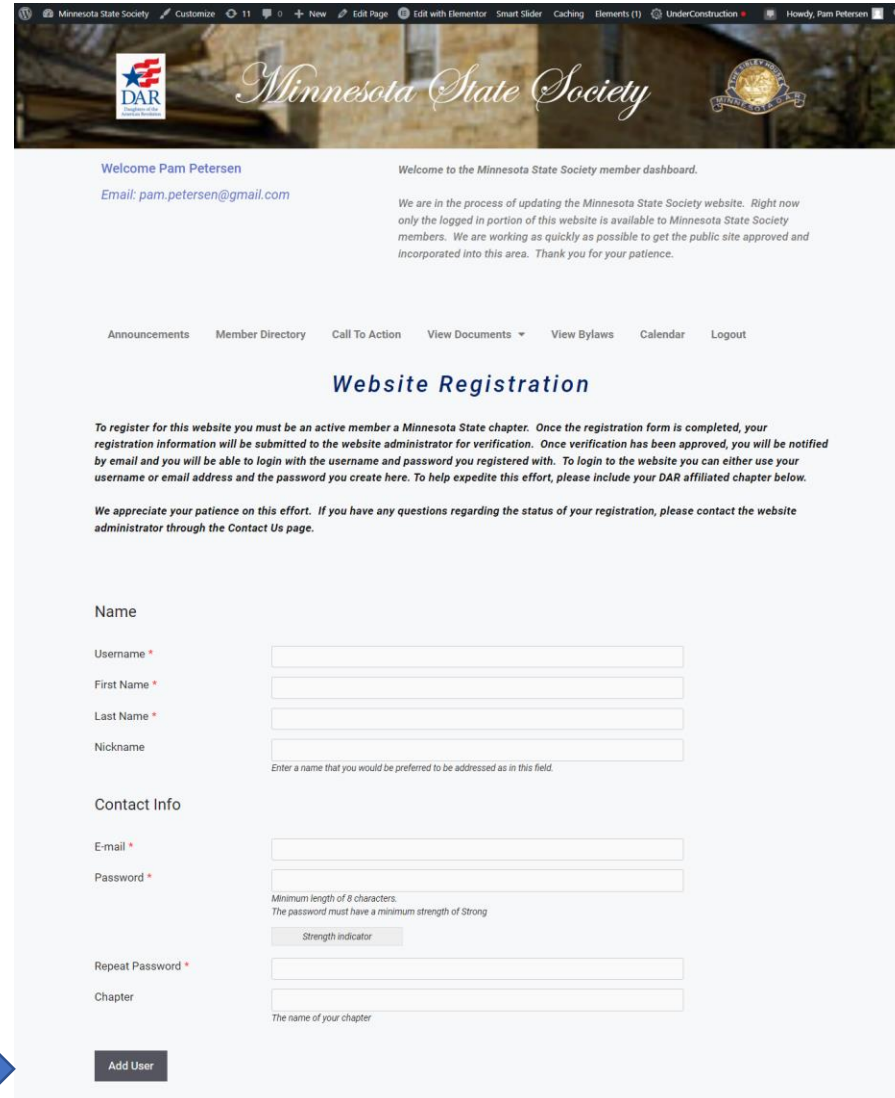
In order to access the members portion of the website, you must have an account. To obtain an account, the following five steps must occur:

1. Select Register from Menu:



Minnesota State Society Member Registration

2. Fill out the Registration form (see next page for detailed instructions on each field)



The screenshot shows a web browser window displaying the Minnesota State Society member dashboard. The page header includes the DAR logo, the text "Minnesota State Society", and a circular seal. Below the header, there is a welcome message for Pam Petersen and a notice about website updates. A navigation menu contains links for Announcements, Member Directory, Call To Action, View Documents, View Bylaws, Calendar, and Logout. The main content area is titled "Website Registration" and contains instructions for registration. Below the instructions is a registration form with the following fields:

- Name:** Username, First Name, Last Name, and Nickname (with a note: "Enter a name that you would be preferred to be addressed as in this field").
- Contact Info:** E-mail and Password (with a note: "Minimum length of 8 characters. The password must have a minimum strength of Strong" and a "Strength indicator" button).
- Repeat Password:** A field to confirm the password.
- Chapter:** A field for "The name of your chapter".

An "Add User" button is located at the bottom of the form.

3. Submit the form



Minnesota State Society Member Registration

Form Population Instructions

Username: Do not use your email address. This should be a simple name. It is permanent and cannot be changed once submitted.

Example: jdoe, janedoe, or jane. Do not use your email as that is also being captured and can be used as your login.

First Name: Your first name. You **must** enter your first name

Last Name: Your last name. You **must** enter your last name.

Nickname: A name you would prefer to be referenced by. **Example:** First name is Cinderella, Nickname is Cindy

Email: Your email address. This can also be used when logging into your account. This is where the verification email will be sent.

Password: The registration application requires a strong password.

Note: A strong password must be a minimum of 8 characters with at least 2 uppercase, 1 number, 2 special characters (!@#\$%^*). **Example:** MyCat#2022!

Repeat Password: Re-enter the password from above

Chapter: Enter the name of your Minnesota Chapter

Minnesota State Society Member Registration Account Approval

4. Validate the Registration Email Account

Once the form has been submitted, the website will automatically generate an email validation that will be sent to the email listed on the registration form. The email will come from minnesotadar.org and will contain a link that you must click that validates your email address. If this step is ***not completed***, you will ***not*** receive a website login.

5. Approval Notification

Once the form has been submitted, the website administrator will verify your membership with the chapter identified in the registration form and once verified, will approve the login and an email will be generated and sent that lets you know you have been approved.

Please understand that the administration and maintenance of this website is done by volunteers. They are working hard to ensure your login happens quickly, but occasionally there may be some delays and your patience is greatly appreciated.