

# USING THE KPC NEW MEMBER AND MEMBERSHIP RENEWAL ONLINE SYSTEM

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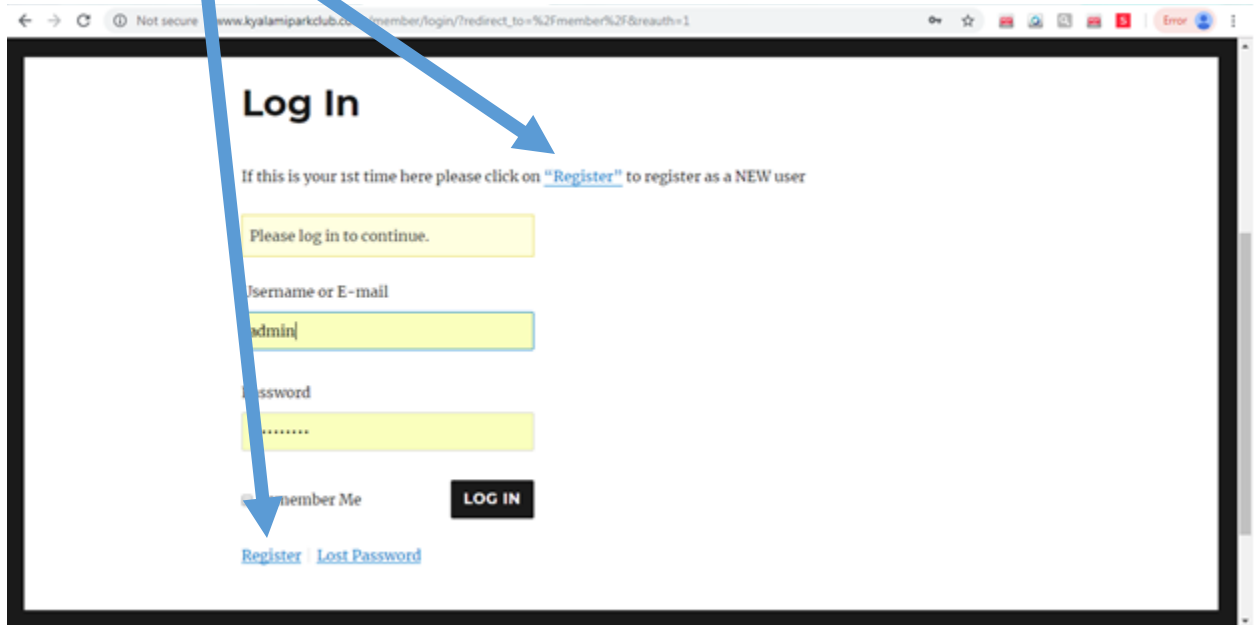
## 1. REGISTERING/JOINING AS A NEW MEMBER

Go to the KPC website: [www.kyalami parkclub.co.za](http://www.kyalami parkclub.co.za)

Click on **Members**

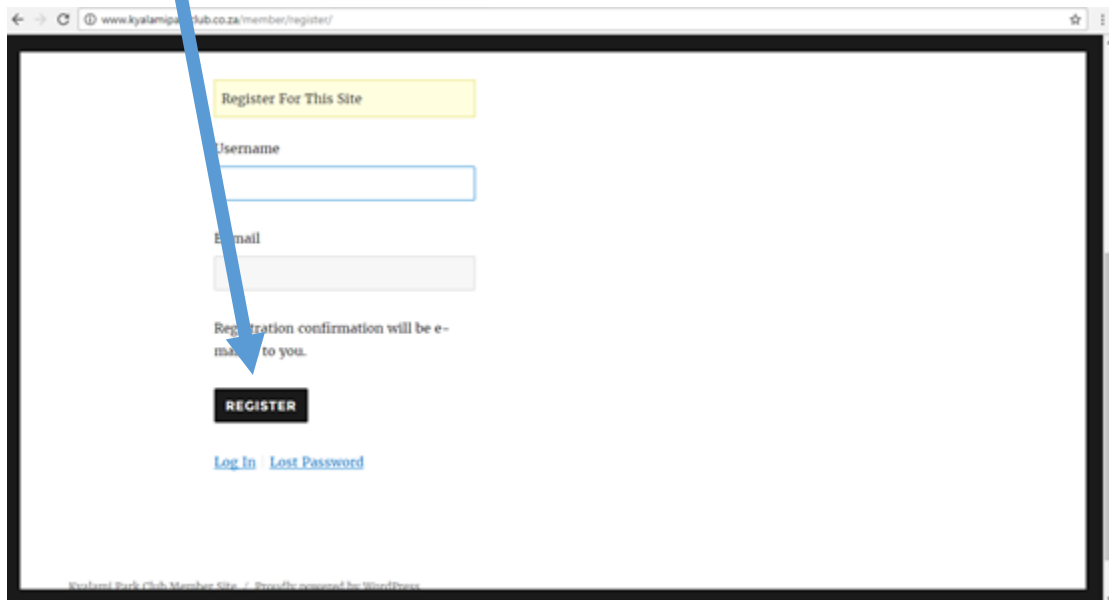


As a new member, you will need to first register and setup your profile before you can join. Click on the **Register** just below the Log In heading or on the Register link to the bottom left of the black LOGIN button.



Type in a username chosen by yourself (can be anything) as well as your email address. **Your email address will be used to activate your member registration on the system.** You can use your email address as your username.

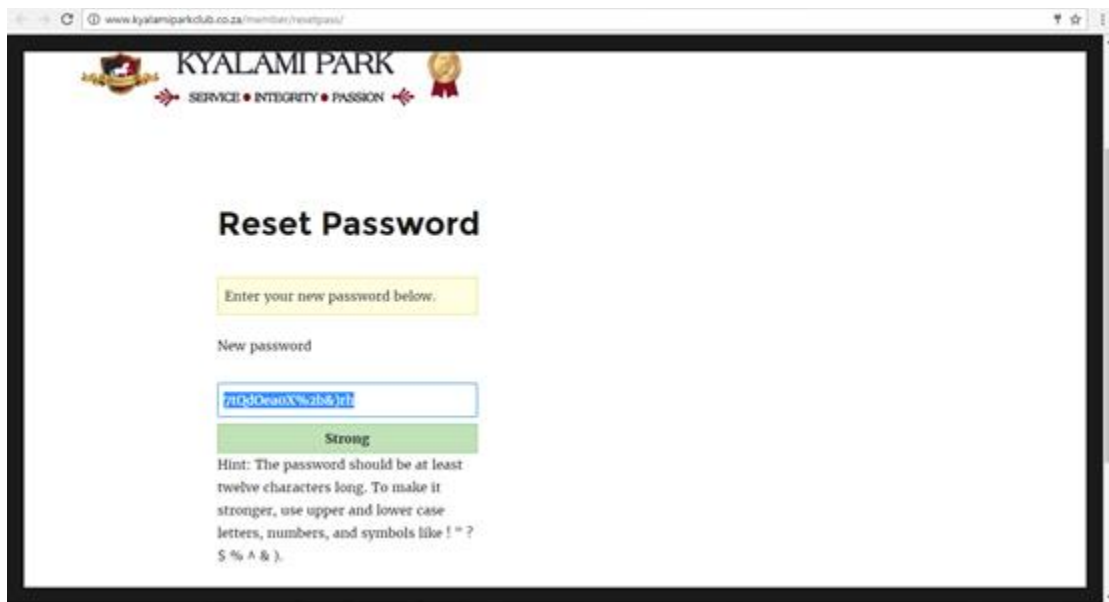
Click on **Register**



**An activation email will be sent to your email address. The email will come from WordPress, so please check any junk mail or clutter folders if it does not arrive in your inbox.** Go to your email and click on the second link in the email to set your password. This will take you back to the website to finalise your registration.

**Remove any system generated password and Enter your own password**

Once you have typed in a password of your choice click on **Reset Password**.

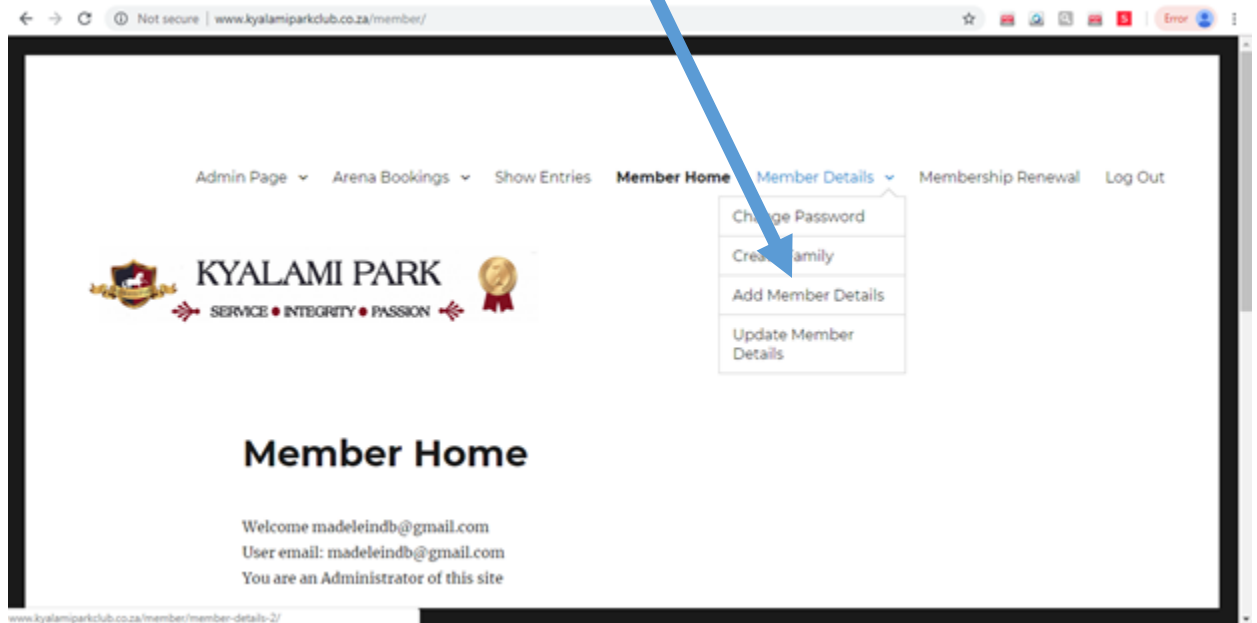


The screenshot shows a web browser window with the URL [www.kyalamiparkclub.co.za/member/resetpass/](http://www.kyalamiparkclub.co.za/member/resetpass/). The page header features the Kyalami Park logo and the tagline "SERVICE • INTEGRITY • PASSION". The main heading is "Reset Password". Below this, there is a yellow box with the text "Enter your new password below." followed by a label "New password" and a text input field containing the password "7!DdOeo0X%2b6)nl". A green bar below the input field displays the strength "Strong". A hint below the bar reads: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ;).

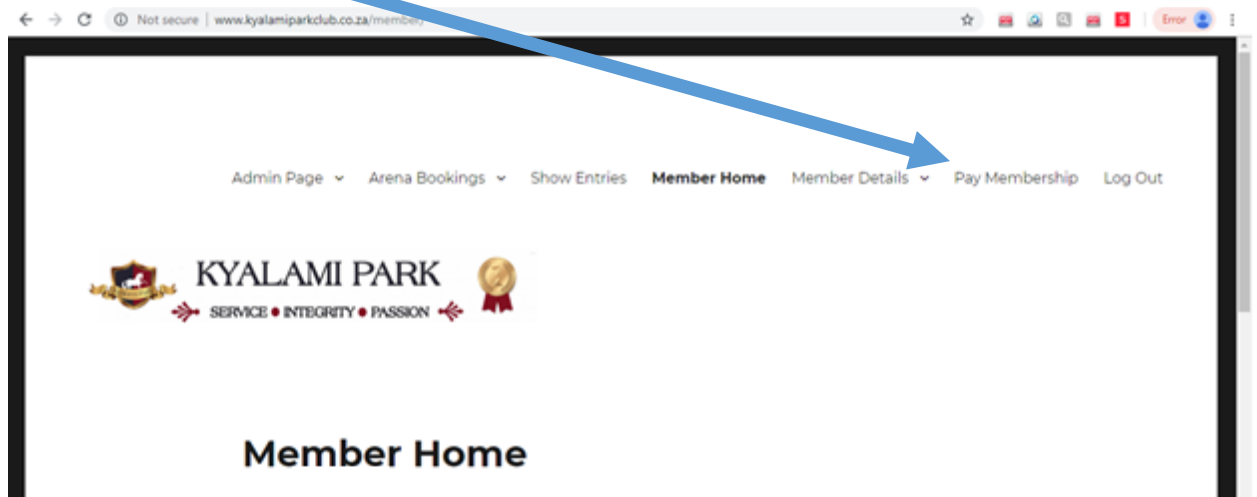
**You are now ready to login and join as a member.**

Once you have registered, LOGIN with your email address and the password you created during the registration process.

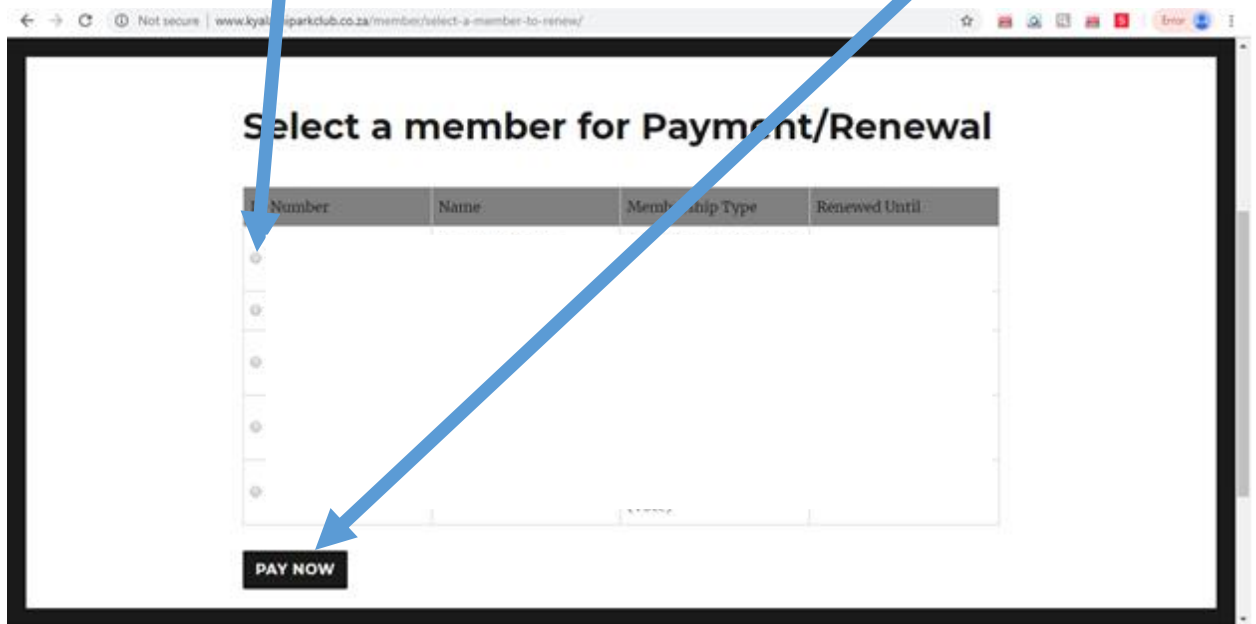
Click on **Member Details** and then on **Add Member Details**. **YOU CAN ADD YOUR ENTIRE FAMILY ONTO YOUR PROFILE BY CLICKING ON ADD MEMBER DETAILS AND ADDING THE DETAILS ACCORDINGLY FOR EACH MEMBER**



Complete the form and then press **SUBMIT**. You are now ready to finalise your membership registration by making payment. To make payment and finalise your membership with KPC click on **PAY MEMBERSHIP**.



Tick the button to the left of the member you want to pay for and click on PAY NOW.



Follow the PayFast process. Once payment is confirmed, your membership will be automatically updated on the system and an email will be sent through to our admin for action.

**If you are joining or renewing a family of 3 or more, please refer directly to section 3 of this document before attempting to make payment!!!!!!**

## 2. CURRENT PAID UP MEMBERS - RENEWING

If you are currently a member and want to renew for 2019, login with using your profile email address and password. If you have forgotten your password, please enter your email address and click on the Lost Password link to the bottom left of the Log In button

← → ↻ Not secure | www.kyalalmiparkclub.co.za/member/login/?redirect\_to=%2Fmember%2F5?reauth=1

# Log In

If this is your 1st time here please click on "[Register](#)" to register as a NEW user

Please login to continue.

Username (E-mail)  
madeleind@gmail.com

Password  
\*\*\*\*\*

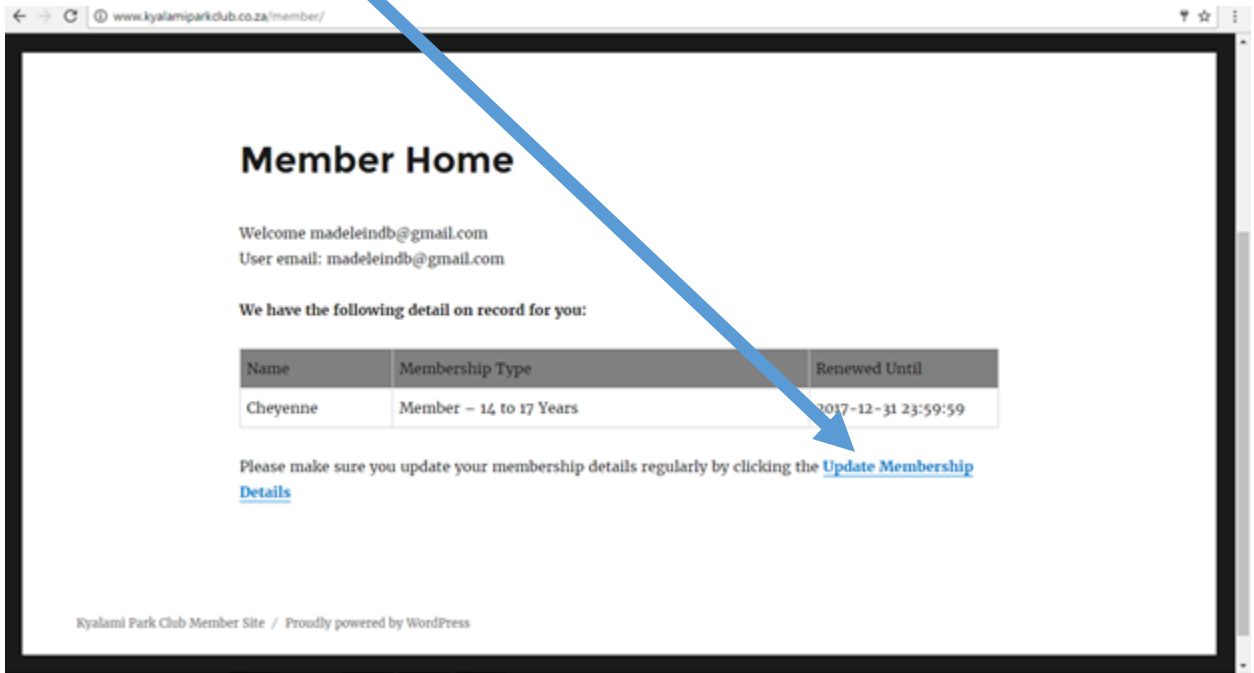
Remember Me

[Register](#) [Lost Password](#)

Any information we have on record for you will be displayed on the screen. **IF YOUR MEMBER INFORMATION IS NOT DISPLAYED, THEN IT IS BECAUSE THE EMAIL ADDRESS YOU ARE USING TO LOGIN NOW IS DIFFERENT FROM THE EMAIL ADDRESS YOU REGISTERED WITH PREVIOUSLY.** If this is the case, then please send through your Name, Surname and the email address you used to register with to [admin@kyalalmiparkclub.co.za](mailto:admin@kyalalmiparkclub.co.za) and we will update it for you.

If you cannot remember your password, please type in your email address and select reset password. A reset password link will be sent to your email.

Click on **Update Membership Details** to view your information and update where necessary. Please ensure we have the correct email address and contact number for you so that we can contact you if need be and you can receive the Club related communication.



**Member Home**

Welcome madeleindb@gmail.com  
User email: madeleindb@gmail.com

We have the following detail on record for you:

Name	Membership Type	Renewed Until
Cheyenne	Member - 14 to 17 Years	2017-12-31 23:59:59

Please make sure you update your membership details regularly by clicking the [Update Membership Details](#)

Kyalami Park Club Member Site / Proudly powered by WordPress

Once you have updated your information, click on **SUBMIT**.

You are now ready to finalise your registration by making payment.

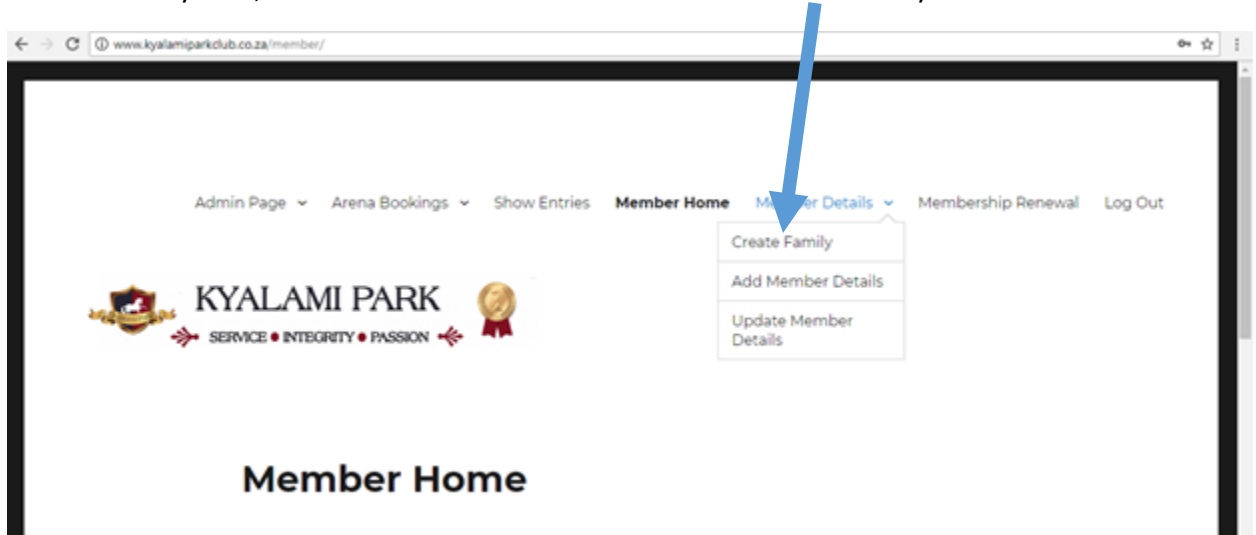
To make payment and finalise your membership renewal with KPC click on PAY MEMBERSHIP. Tick the button to the left of the member you want to pay for and click on PAY NOW.

Follow the PayFast process. Once payment is confirmed, your membership will be automatically updated on the system and an email will be sent through to our admin for action.

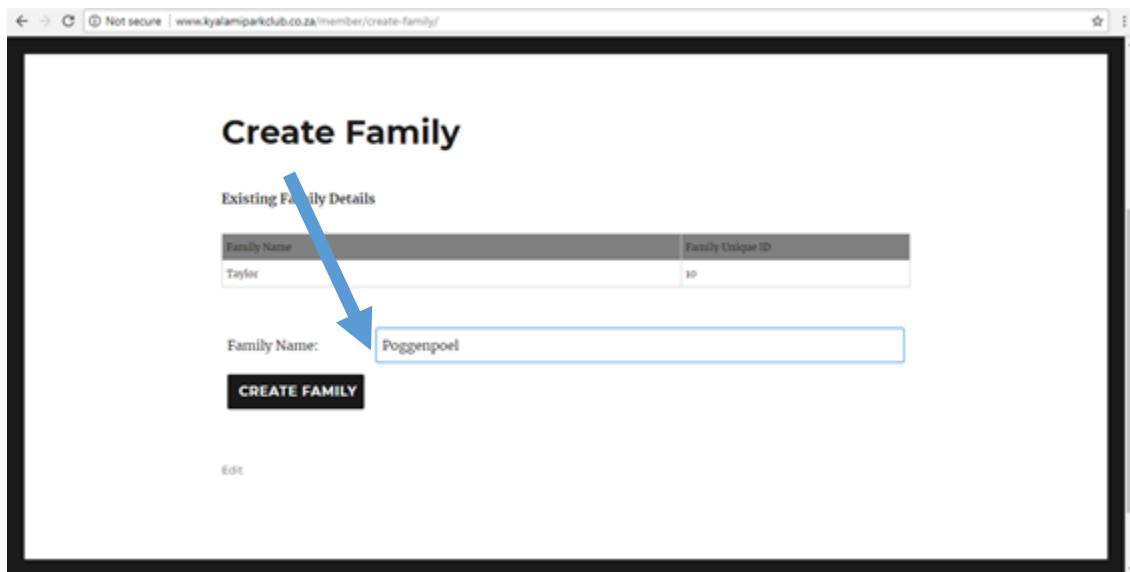


### 3. RENEWING OR JOINING A FAMILY OF 3 OR MORE

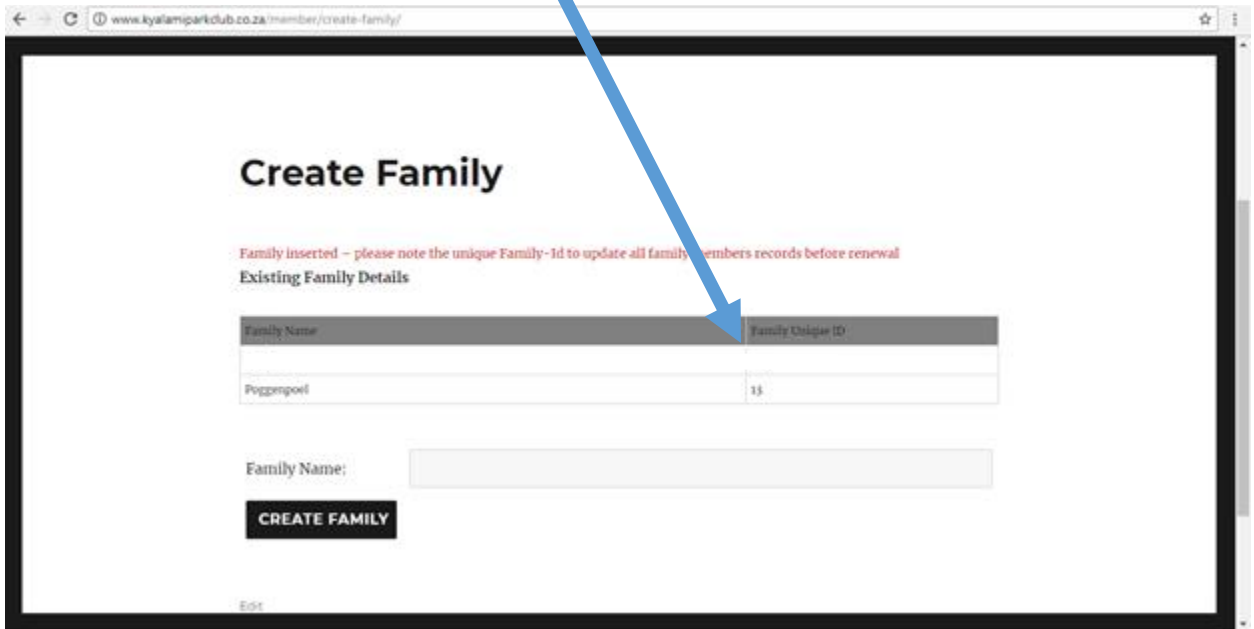
Once registered and logged in and all members of your family's members details have been added to the system, click on Member details and then click on Create family



Type in a family name (surname) and click on Create family

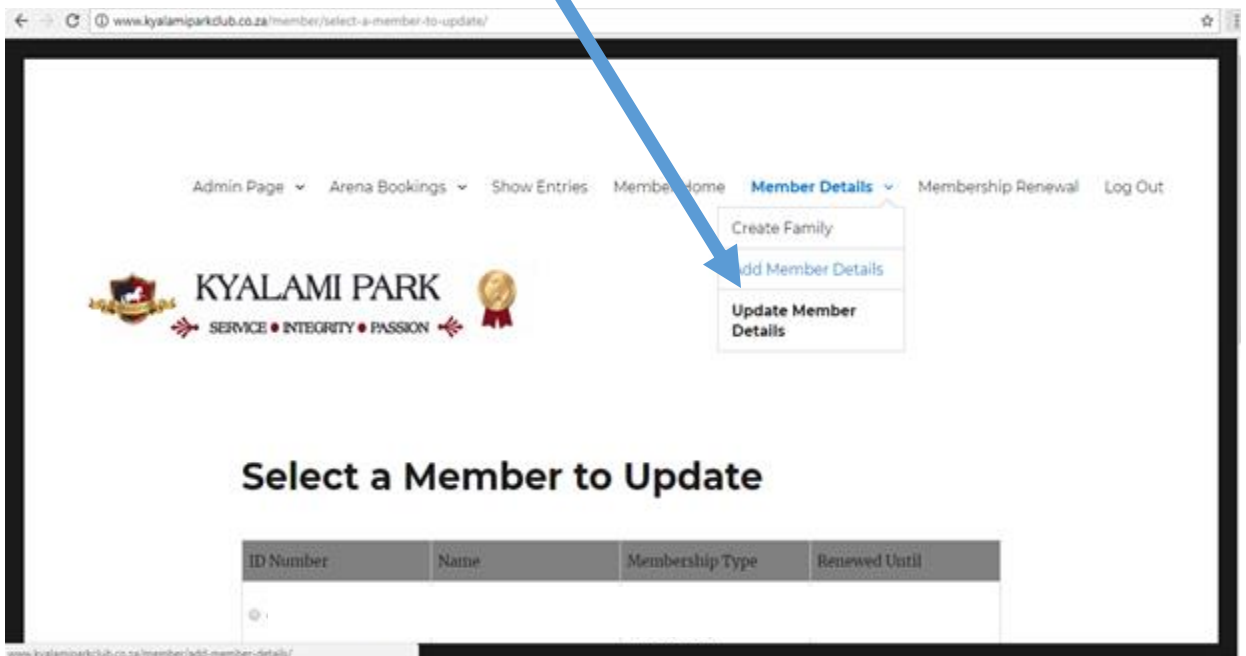


The system will then generate a unique family id for you. **Please make note of this ID as you will need it later.**



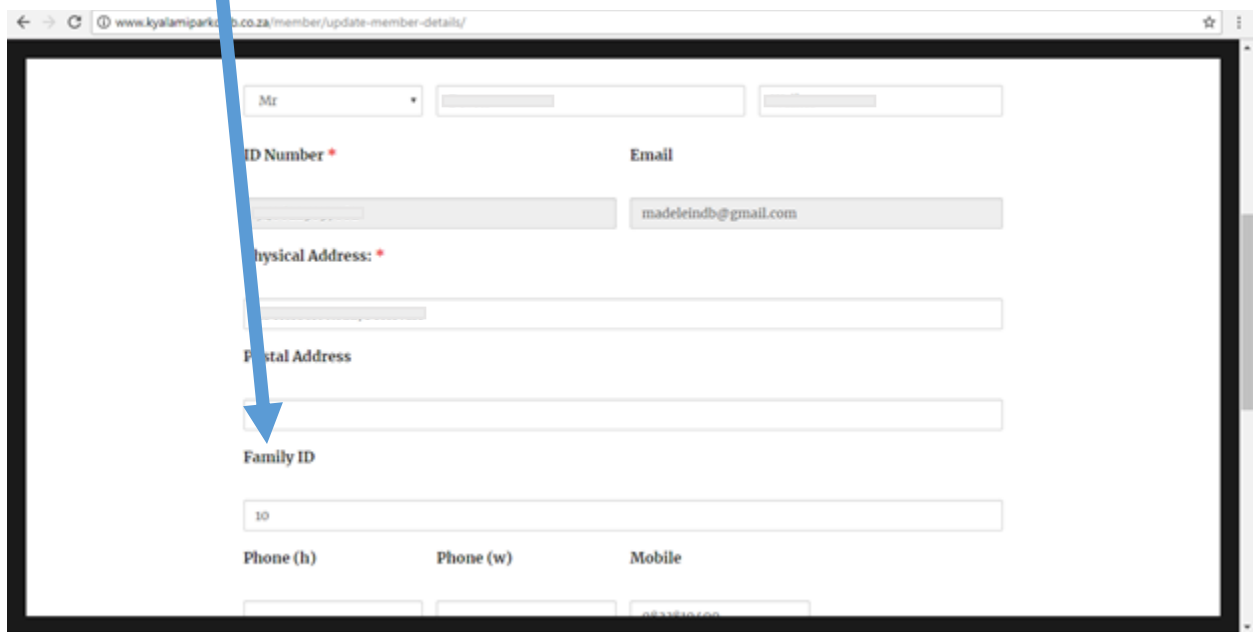
You have now created your family so that the system can identify that a family discount will be applicable when payment is made, but first you have to add each family members to the family ID group.

Click on Member details and then on Update member details!



Select a family member to add to the family group id and click on Update selected member.

Find the Family ID field and type in the family id generated for you by the system earlier on!!



The screenshot shows a web browser window with the URL [www.kyalamiparkclub.co.za/member/update-member-details/](http://www.kyalamiparkclub.co.za/member/update-member-details/). The form contains the following fields:

- Name: Mr
- ID Number: \*
- Email: madeleindb@gmail.com
- Physical Address: \*
- Postal Address:
- Family ID: 10
- Phone (h):
- Phone (w):
- Mobile:

A blue arrow points to the Family ID field.

Click on SUBMIT.

Please do this for each member of your family!!

Once you have added your family members to the group, you are now ready to finalise your registration by making payment. You will need to make payment for each member. The first two members will be charged at the full member rate of R1500 and thereafter each member will be charged the discounted fee of R1000!

To make payment and finalise your membership renewal with KPC click on PAYMEMBERSHIP. Tick the button to the left of the member you want to pay for and click on PAY NOW.

Follow the PayFast process. Once payment is confirmed, your membership will be automatically updated on the system and an email will be sent through to our admin for action. Please follow these steps for each member of your family.

If you have any issues with this process or with PayFast please email [admin@kyalamiparkclub.co.za](mailto:admin@kyalamiparkclub.co.za) for assistance.