

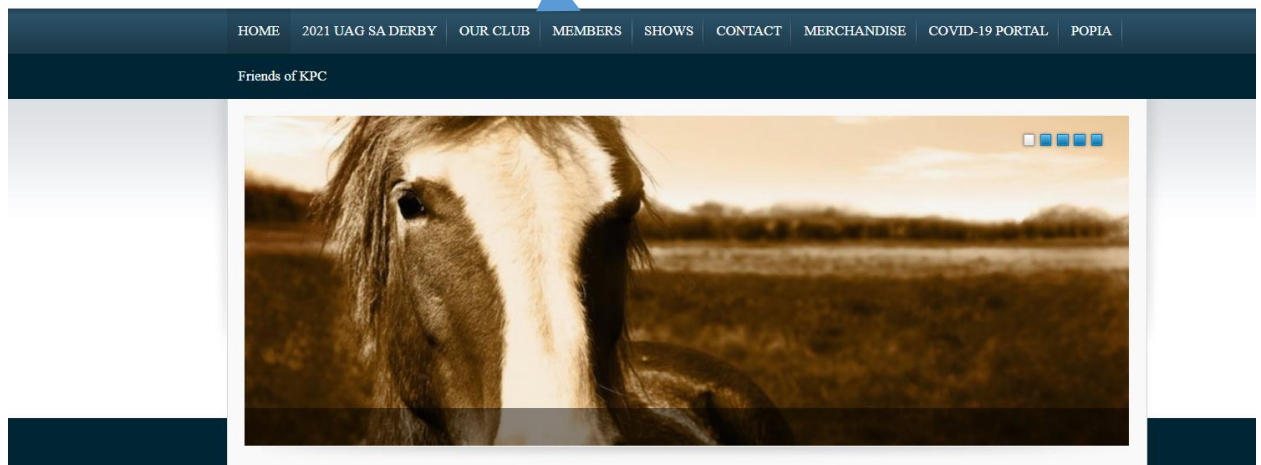
USING THE KPC MEMBER REGISTRATION AND MEMBERSHIP RENEWAL ONLINE SYSTEM

1. REGISTERING/JOINING AS A NEW MEMBER 2
2. CURRENT PAID UP MEMBERS - RENEWING 8
3. RENEWING OR JOINING A FAMILY OF 3 OR MORE **Error! Bookmark not defined.**

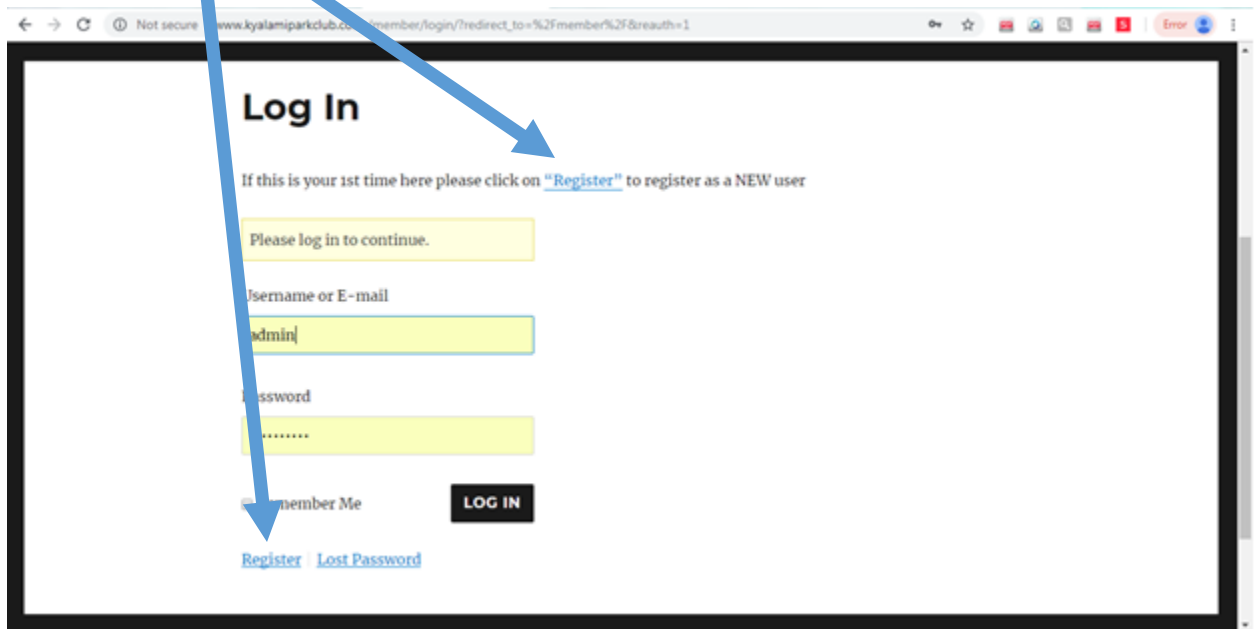
1. REGISTERING/JOINING AS A NEW MEMBER

Go to the KPC website: www.kyalamiparkclub.co.za

Click on **Members**



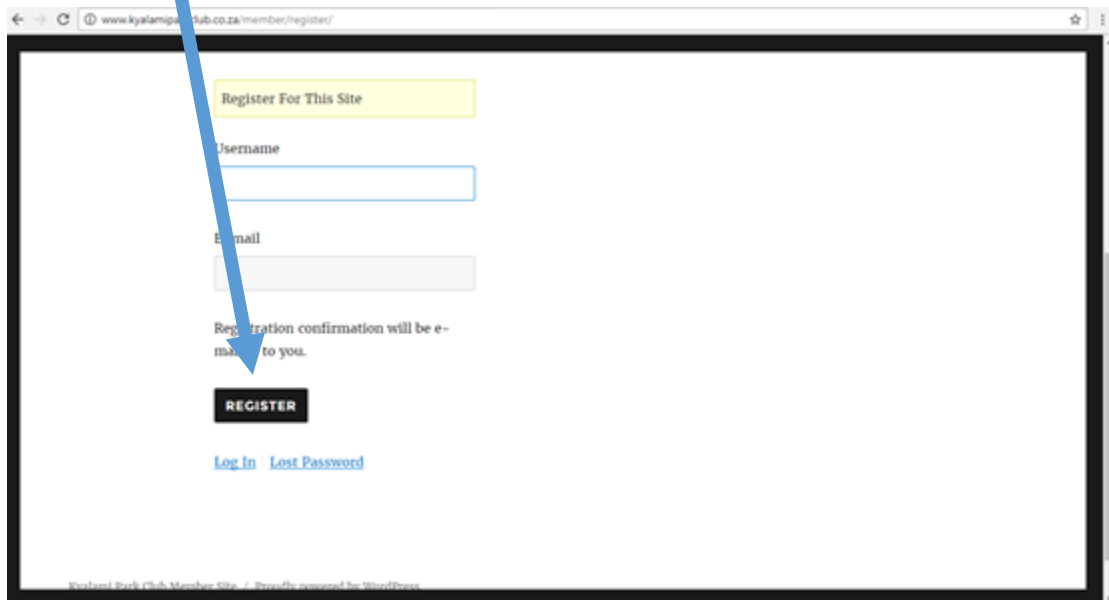
As a new member, you will need to first register and setup your profile before you can join. Click on **Register** just below the Log In heading or on the Register link to the bottom left of the black LOGIN button.



The screenshot shows a web browser window with the URL www.kyalamiparkclub.co.za/member/login/?redirect_to=%2Fmember%2F&reauth=1. The page has a heading "Log In". Below the heading, it says "If this is your 1st time here please click on ["Register"](#) to register as a NEW user". There is a yellow box with the text "Please log in to continue.". Below this, there are input fields for "Username or E-mail" (containing "admin") and "Password" (containing "*****"). To the right of the password field is a black button labeled "LOG IN". Below the "LOG IN" button, there is a link [Register](#) and a link [Lost Password](#). A blue arrow points from the text "Click on **Register** just below the Log In heading" to the ["Register"](#) link. Another blue arrow points from the text "or on the Register link to the bottom left of the black LOGIN button." to the [Register](#) link at the bottom of the page.

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 and to identify your profile going forward.** You can use your email address as your username.

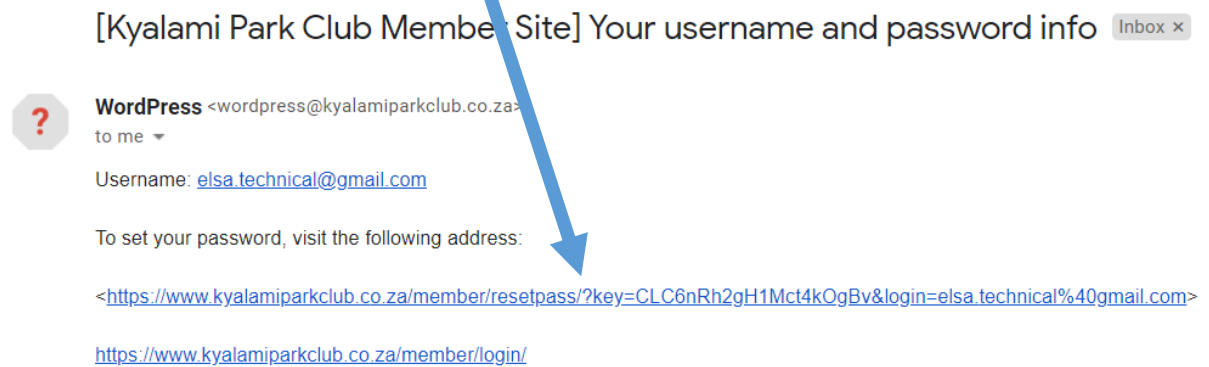
Click on **Register**



The screenshot shows a web browser window with the URL www.kyalamiparkclub.co.za/member/register/. The page has a heading "Register For This Site". Below the heading, there are input fields for "Username" and "Email". Below the "Email" field, it says "Registration confirmation will be e-mailed to you.". Below this, there is a black button labeled "REGISTER". Below the "REGISTER" button, there are links [Log In](#) and [Lost Password](#). A blue arrow points from the text "Click on **Register**" to the "REGISTER" button.

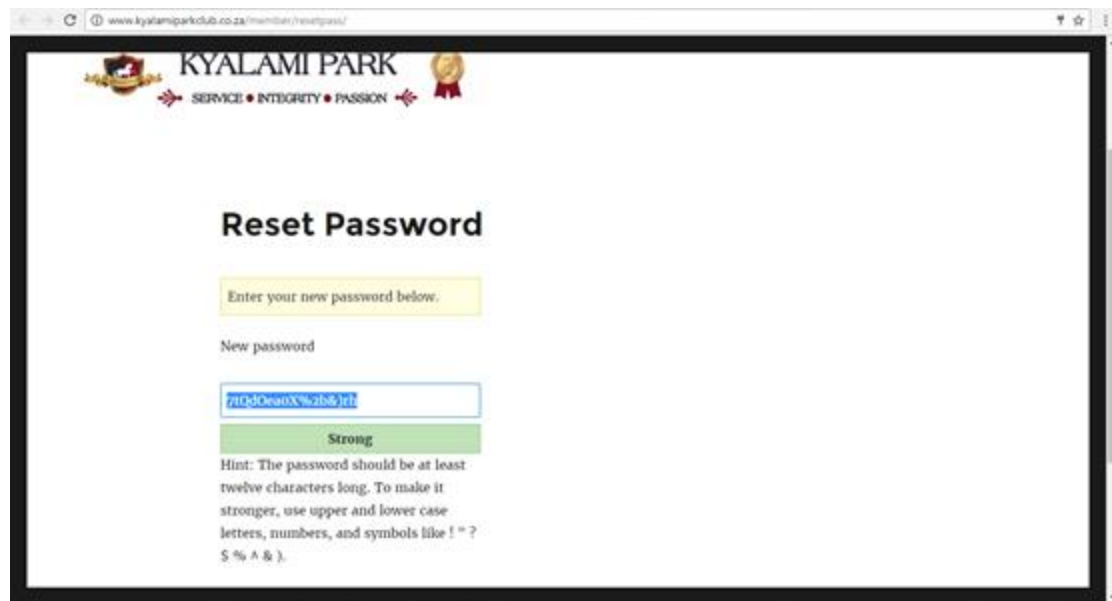
An activation email will be sent to your email address. The email will come from WordPress, so please check any junk mail or clutter folders if it does not arrive in your inbox.

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**.



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.

Log In

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

Please log in to continue.

Username or E-mail

xxxxxxxxxxxxxxxxxxxx

Password

.....

☐ Remember Me

LOG IN

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

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**

Admin Page ▾ Arena Bookings ▾ Show Entries **Member Home** Member Details ▾ Pay Membership Log Out

Change Password
Create Family
Add Member Details
Update Member Details

Member Home

THE PROTECTION OF PERSONAL INFORMATION ACT
MEMBER PRIVACY NOTICE – linked [here](#)

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA").

Kyalami Park Club is committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently. Please read our privacy notice before proceeding with you membership.

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**.

Admin Page ▾ Arena Bookings ▾ Show Entries **Member Home** Member Details ▾ Pay Membership Log Out

Member Home

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

The screenshot shows a web browser window with the address bar displaying "www.kyalaparkclub.co.za/member/select-a-member-to-renew/". The page title is "Select a member for Payment Renewal". Below the title is a table with the following columns: "Number", "Name", "Membership type", and "Renewed Until". There are five rows in the table, each with a radio button in the "Number" column. A blue arrow points to the first radio button. Below the table is a "PAY NOW" button. Another blue arrow points to the "PAY NOW" button.

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.

2. CURRENT PAID UP MEMBERS RENEWING MEMBERSHIP

If you are currently a member and want to renew for 2023, login with 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. **An email will be sent to you with a password reset link. Please check your junk mail folders if you do not receive.**

ALTERNATIVELY, YOU CAN EMAIL ADMIN@KYALAMIPARKCLUB.CO.ZA FOR ASSISTANCE WITH YOUR PASSWORD RESET.

← → ↻ ⓘ Not secure | www.kyalamiparkclub.co.za/member/login/?redirect_to=%2Fmember%2F&reauth=1

Log In

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

Please log in to continue.

Username or E-mail
madeleindb@gmail.com

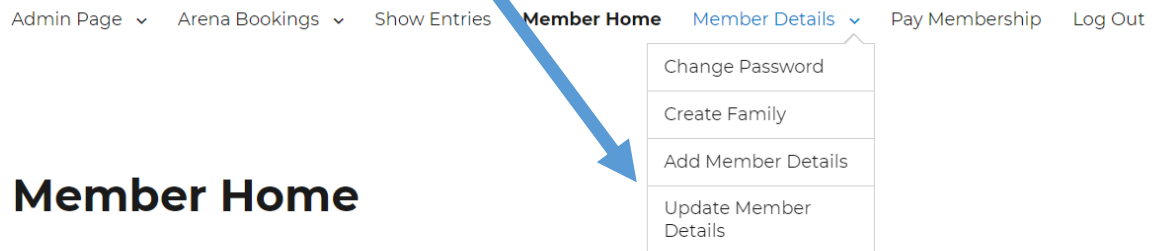
Password

☐ Remember Me

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

Once you have successfully logged in, 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 and we will update it for you.

Click on **Member Details** and then 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

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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 **radio 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.