

How To Log into the New TASS Member Data Base.

Welcome to the TASS new web site and member data base.

To get started, there are a few things that **ALL members** must do in order to authenticate your account in our new member data base system. Below we have created a short step by step tutorial for you.

It is most important that you execute all the steps **as soon as possible**. Authentication of your account will allow you to navigate the new web and register for events online.

The first step will be to locate the web page via your browser.

The web site domain has not changed, it is still: www.sailtass.com.

Some of you may have bookmarked the old site. If you have done so, you need to delete your old bookmark. **Be sure in your browser it says www.sailtass.com and nothing else.**

Once you have entered the web site address, you will see the home page pop up. Yes this is the new TASS page [see below]

Next you want to locate the **Log in** button in the upper left corner of the page. It appears in a light grey box.

Click on the **Log in** box.

STEP 1 & 2



The screenshot shows a web browser window with the address bar containing www.sailtass.com/. A red circle and arrow labeled '1' point to the address bar. A blue callout box contains the text: "type in your browser the web address www.sailtass.com Make sure there is NO text letters after the / otherwise you will land at the old memberize site If there is text after the / just backspace and erase it." Below the address bar, a red circle and arrow labeled '2' point to a "Log in" button in the top left corner of the page. A blue callout box below the button says: "You know you are at the new site because the home page will look like this." The website header is blue with navigation links: Home, Join Us, Events and Calendar, Sailing, Training, Contact, Library, and a menu icon. Below the header is the TASS logo, which is a circular emblem featuring a sailboat and the text "HOUSTON, TX TASS TEXAS ASSOCIATION OF SOCIAL SAILORS www.sailtass.com". To the right of the logo, the text "TASS TEXAS ASSOCIATION OF SOCIAL SAILORS" is displayed in large orange letters, followed by the tagline "Welcome to Sailing, Racing, Travel and Fun" in black.

STEP 3

Next, you will see the log in page. It is real easy to follow these steps if you read the information on the screen. You must enter your email address in the designated box.

At this point you **DO NOT** have a password, so you will be creating a new password for this system. So leave the password blank and click on **Forgot Password** as shown in the example below.

This is the next page you will see once you select the Log in box

Search Website

Home Join Us Events and Calendar Sailing Training Contact Library

Home > Login

Please log in to continue

Please login to continue to the page you have requested.

Log in with Facebook

Log in with Google+

Email

Password

Remember me

Log in

Forgot password

Enter your email address in the box

At this point you DO NOT have a password, you will be creating a NEW Password which will allow you access to the new software membership system and web.

STEP - 3

After you enter your email address, you will select **Forgot password**
By selecting **Forgot password** the system will advance you to the next step.

This will prompt you to the Reset password screen [see example below].

Step 4

Reset Password Screen - As shown here, you will enter your email address again and below the ***Code** box you will see a combination of 6 characters. You should enter correctly the 6 characters displayed in the grey shadow box into the box labeled ***Code**.

Now click on the **Submit** box.

Log in

Search Website

Home Join Us Events and Calendar Sailing Training Contact Library

Home > Reset password request

Reset password

Step - 4

Here you will reset your password
Enter your email address

*Your email

*Code

Type the 6 characters you see in the picture

Enter the CODE you see in the box shown on the screen.
Use that is shown in the BOX
Each reset password the code will be different!

Submit

Now select **Submit**

Step 5

The next screen will appear with instructions. Please carefully read the instructions for reset password.

The instructions tells you to go to your **personal email** and you will have received an email from *TASS Texas Association of Social Sailors*. Open the email telling you how to authenticate your password. *This is done in the same process followed when your bank, or any online account you have needs a password reset.* Don't skip ahead, simply follow the instructions in the email.

Log in Search Website

Home Join Us Events and Calendar Sailing Training Contact Library

Home > Reset password request

5 READ the instructicon on this screen.
Your reset is sent to your email.
Follow the instructions that are in your email to reset your password.

Reset password

Password reset instructions emailed. Home
If you do not receive our email within a few minutes, please check your junk/spam filters and double-check the email address entered.

TASS - Texas Association of Social Sailors - PO Box 27050 - Houston, TX 77227-7050
Texas Association of Single Sailors (aka TASS) is a 501(c)6 non-profit organization.

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Step 6

Below is an example of the email you will receive. This will help you know what you are looking for.

NOTE: there is a link in the email and the instructions tell you:

To choose a new password go to: - **click on that link.**

TASS Texas Association of Social Sailors <admin@sailtass.com> 4:22 PM (12 minutes ago)
to me

Hello Betsy Ross,

A request was made to recover a lost password for this email address at <http://sailtass.com/>

To choose a new password go to:
<http://sailtass.com/Sys/Password/Reset?id=b40edbf-e003-4352-b545-e9f3398956c4>
(if the link does not open - please copy-paste the link into the address line of your browser).

If you did not request a new password at <http://sailtass.com/>, you may safely disregard this email.

Many thanks,
TASS Texas Association of Social Sailors

The link will redirect you back to the TASS web site where you will now set up a **New Password**.

Be sure to select a password you remember, write it down. You have to retype the new password in the **Confirm new password** box. If you mistype it, try again. [Hence write it down].

The screenshot shows the 'Reset your password' form. At the top, there is a 'Log in' button and a 'Step - 6' label. A search bar is also present. The navigation menu includes 'Home', 'Join Us', 'Events and Calendar', 'Sailing', 'Training', 'Contact', and 'Library'. The breadcrumb trail is 'Home > Reset password'. The main heading is 'Reset your password'. Below it, there are two input fields: '*New password' and '*Confirm new password'. A 'Set new password' button is at the bottom. A blue callout box contains the text: 'the link in the email will take you back to the web page where you will create a new password', 'Confirm the password in the 2nd box - They have to MATCH to type carefully', and 'Then Select Set new password!'. Red arrows point from this box to the two input fields and the button.

**Well Done! You have now successfully reset your password.
Time to surf the web site for exciting sails and events.**

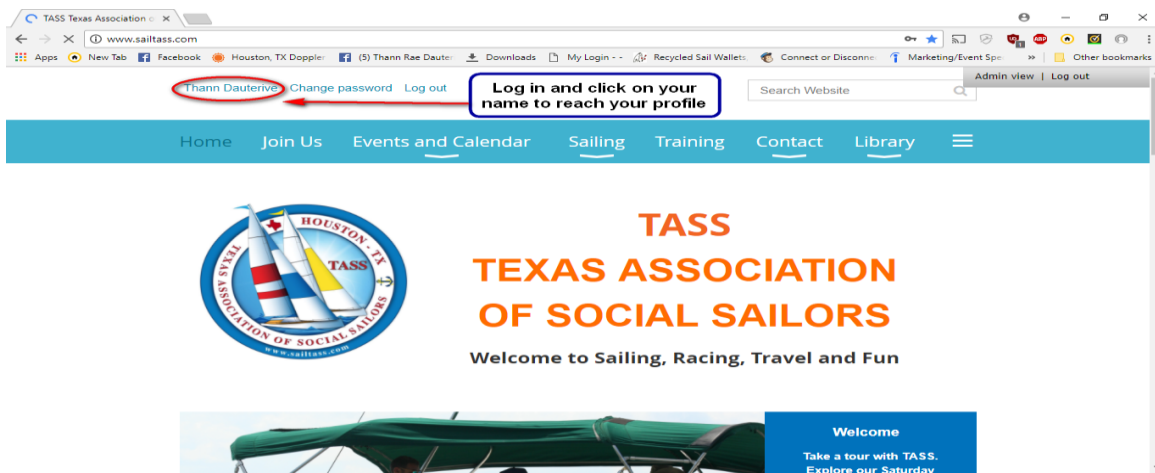
The screenshot shows the 'Reset your password' page after successful completion. The breadcrumb trail is 'Home > Reset password'. The main heading is 'Reset your password'. A blue callout box contains the text: 'WELL DONE !' and 'Now you have a few more housekeeping tasks please.'. Below this, a green success message box says: 'Password has been changed successfully. Now you can log in with your new password. Home'. At the bottom, there is contact information for TASS (Texas Association of Single Sailors) and social media icons for Facebook and Twitter. The footer text reads: 'Powered by Wild Apricot Membership Software'.

UPDATING YOUR PROFILE INFORMATION

Now that you are logged into your TASS account, it is prudent that you verify the information in your profile. We carefully transferred information from the previous system, but in some cases information was either blank, or outdated. Please take time to update all the information in your profile. Additionally you are required to update and enter an emergency contact. It is an important element for the safety of our members, should any unforeseen event take place, we would be able to reach your emergency contact. In some cases, your primary emergency contact may be attending an event/sail together with you, so it is best to have a backup contact who is unlikely to be participating in a TASS event.

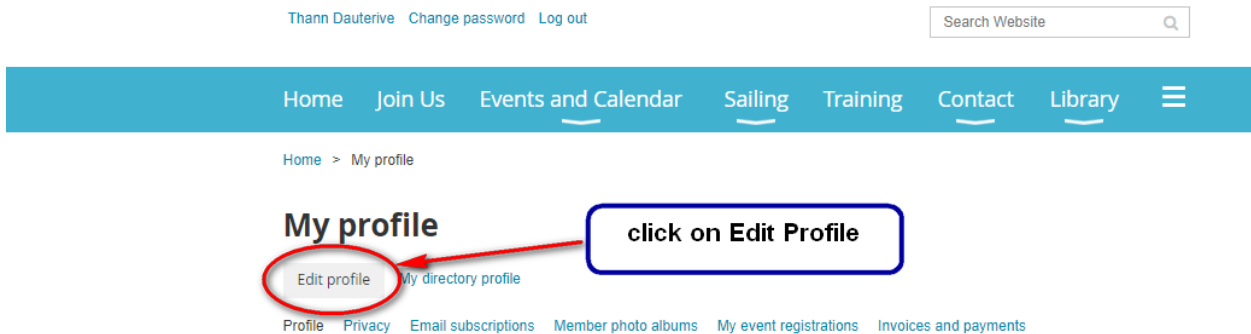
Step 1

Access your profile by clicking on your name as shown in the screenshot below



Step 2

Edit Profile – by clicking on the edit box



Membership details

Step 3

There are several fields of information in your profile. As mentioned, we did our best to export the transfer of data from the previous system, but years have gone by, and information changes. This is the opportunity for us to have a good clean fresh start so we THANK YOU for helping with the update.

[Edit profile](#) [my directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#)

Membership details

Membership level	TASS Individual Membership - Non Boat Owner - \$65.00 (USD) Change <i>Subscription period: 1 year</i> <i>No recurring payments</i>
Membership status	Active
Member since	29 Feb 2016
Renewal due on	3 Mar 2019
	Renew to 3 Mar 2020

**Review the informaiton
Fill in BLANK fields
update your profile records
Continue to scroll down the
screen to the bottom**


User ID	██████████
First name	██████
Last name	██████████

— .. — .. — .. — ..

OH YES – you can add a photo to your profile as seen below. Take advantage of this feature because not everyone knows everyone in the organization and it helps to recognize a new face at an event or meeting and be called or introduced by your name. The profile photo is options.

What is NOT OPTIONAL is the terms and conditions waiver that govern the club, our sails and events.

To review the waiver, you can click on the hyperlink and the waiver document will appear, read it and you must take action to agree to the terms & conditions of membership. This is not new, but in the new system it allows us to archive waivers, where in the past we could not store them.

Member Profile Photo 

upload a photo - optional

Waiver I agree to the terms of membership

Spouse First Name

Spouse Last Name

Year Joined 2016

Guest of TASS Member

**AGREE to the Waiver
NOT OPTIONAL**

HIT SAVE AND YOUR PROFILE IS UPDATED.

Additional profile updates that are optional.

Next to the profile selection is the privacy box.

Privacy is highly valued in our organization and that includes your information. We do not sell or share information outside of the organization. ONLY members can access the member directory. This allows members to cross communication with each other. Often members look into the directory for contacts for parties, greeting cards etc. It is an easy way to stay in touch.

Should you have a burning desire not to share amongst TASS members, you may set your privacy setting in your profile.

Home Join Us Events and Calendar Sailing Training Contact Library

Home > My profile

My profile

Edit profile My directory profile

Profile Privacy Email subscriptions Member photo albums My event registrations Invoices and payments

Privacy Settings

Membership details