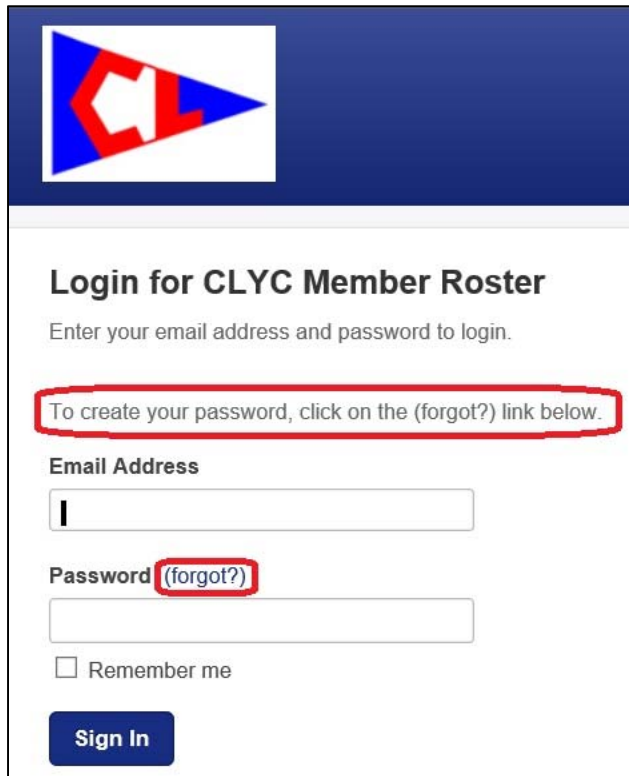


Creating a USERID and PASSWORD to access the online CLYC Member Roster the 1st Time

1. Your USERID for the online Member Roster is your email address, as it appears in the Telltale.
2. To set your password, go to the “Login for CLYC Member Roster” page:
<https://clyc.knack.com/clyc-member-directory#view-membership-roster/>
3. On that page (screen shot below), per the “To create your password...” instruction (the first red outline below), click on the “(forgot?)” link (the second red outline below):



Login for CLYC Member Roster

Enter your email address and password to login.

To create your password, click on the (forgot?) link below.

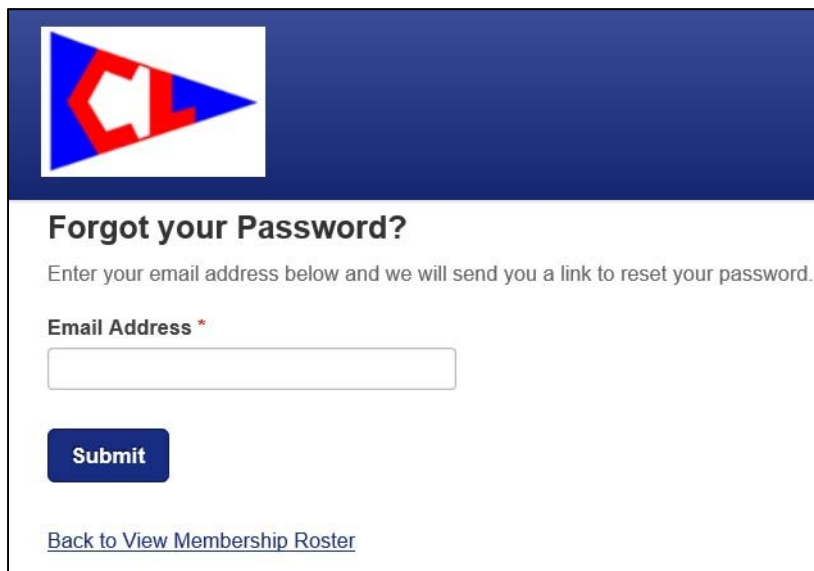
Email Address

Password (forgot?)

Remember me

Sign In

4. Clicking on the “(forgot?)” link will take you to the “Forgot your Password?” page (screen shot below). Enter your Telltale email address and click on the blue “Submit” button.



Forgot your Password?

Enter your email address below and we will send you a link to reset your password.

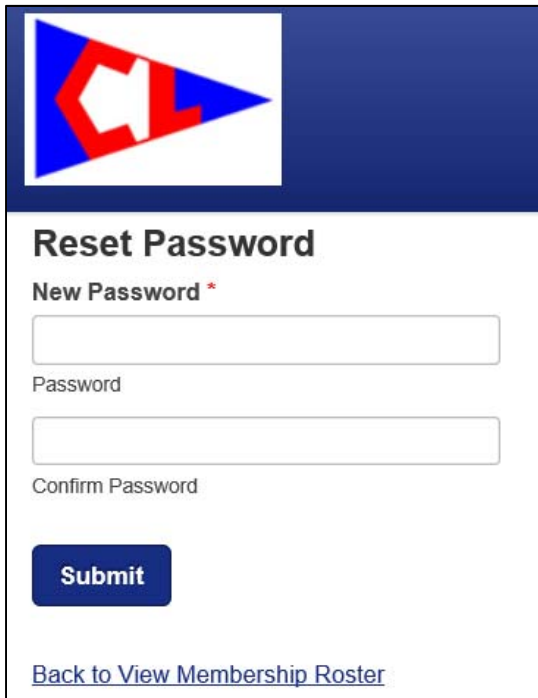
Email Address *

Submit

[Back to View Membership Roster](#)

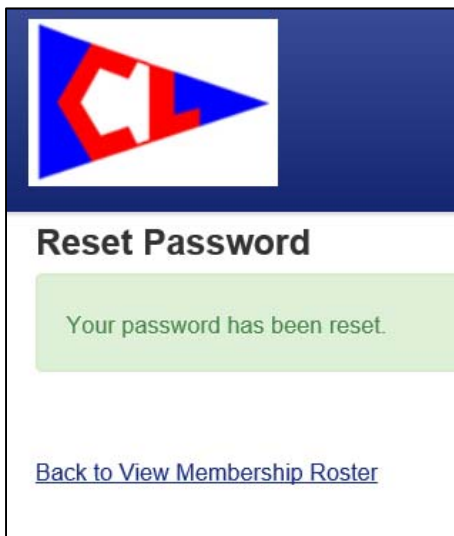
Creating a USERID and PASSWORD to access the online CLYC Member Roster the 1st Time

5. You will see the message “Success! An email containing a link to reset your password has been sent.” and then an email will appear in your email inbox from “membership@clyc.net” containing a link you can click on to get to a Reset Password page (screen shot below):



The screenshot shows a web form titled "Reset Password" with a blue header containing a logo. The form includes three input fields: "New Password *" (with an asterisk indicating a required field), "Password", and "Confirm Password". A blue "Submit" button is positioned below the fields. At the bottom left, there is a blue link that reads "Back to View Membership Roster".

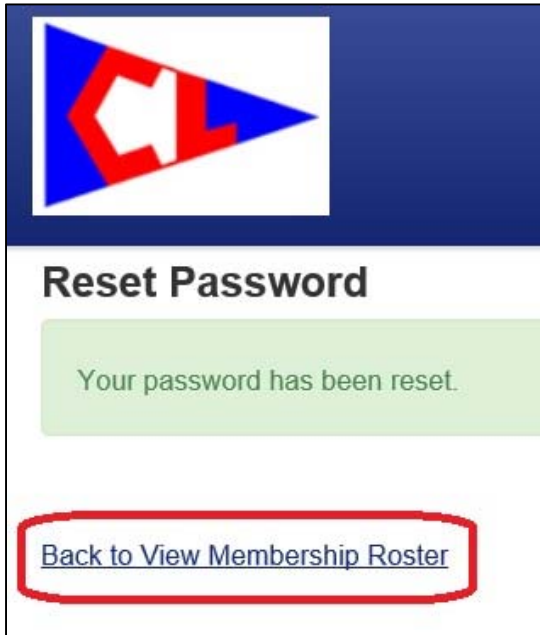
6. After entering your password in the two fields, click on the blue “Submit” button and you will see a confirmation message in green “Your password has been reset”:



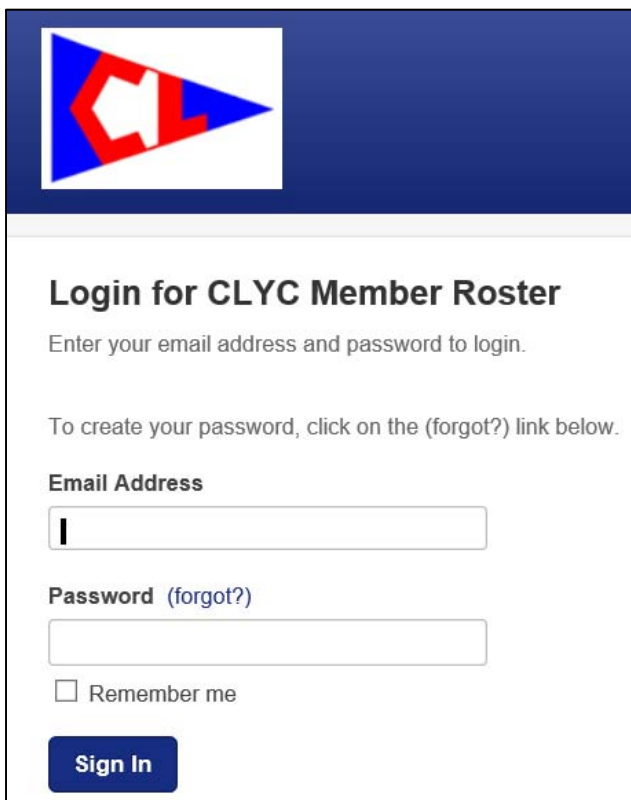
The screenshot shows the same "Reset Password" form, but now a green message box is displayed at the top of the form area, containing the text "Your password has been reset." Below the message box, the blue link "Back to View Membership Roster" is still visible.

Creating a USERID and PASSWORD to access the online CLYC Member Roster the 1st Time

7. Click on the “Back to View Memberships Login” link outlined in red, below to return to the login screen:



8. Enter your (Telltale) Email Address and your new Password in the fields provided and click on the blue “Sign In” button:

A screenshot of a login form. The header features the same 'CLYC' pennant logo. The main heading is 'Login for CLYC Member Roster'. Below it, instructions read: 'Enter your email address and password to login.' and 'To create your password, click on the (forgot?) link below.' The form includes an 'Email Address' field with a cursor, a 'Password (forgot?)' field, and a 'Remember me' checkbox. A blue 'Sign In' button is at the bottom.

9. If you have any questions or problems send an email to membership@clyc.net.