FORUM REGISTRATION

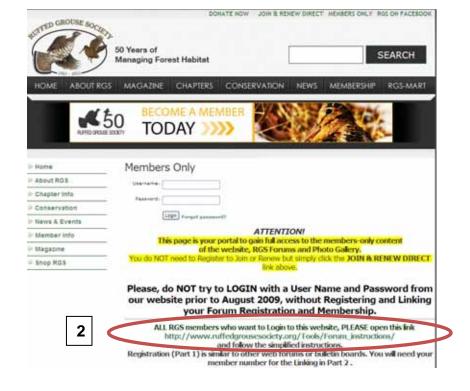
Users may access and view portions of the RGS Forums without registering. All FIRST TIME access to the members-only portions of the RGS website Forums, Photo Gallery and Member-only pages must be initiated via the Register button on the RGS Forums home page. Users then link their registration to their membership record. Full instructions are provided below.

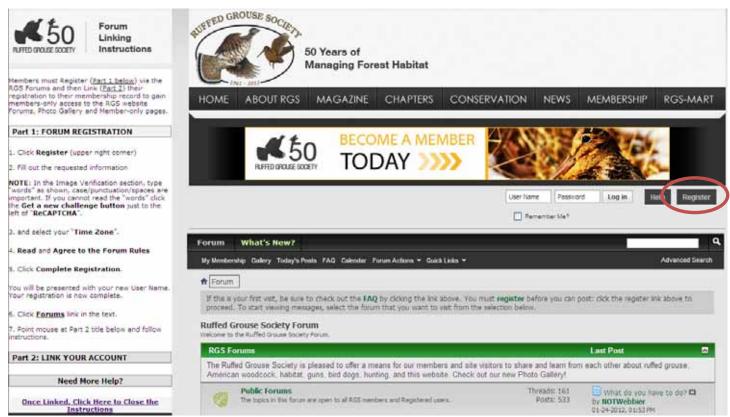
Note: This process should only be necessary one time, so please complete it to gain full advantage of your membership.

From the main website, you've opened 1. MEMBERS ONLY page and then ...



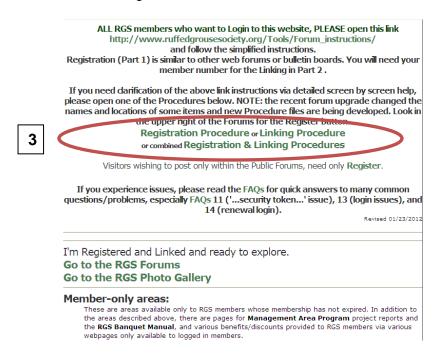
2. The instructional hyperlink: http://www.ruffedgrousesociety.org/Tools/Forum instructions/.





Once registration is complete, mouse-over Part 2 LINK YOUR ACCOUNT to open those instructions.

If you find you need additional help beyond that provided in Part 1 and Part 2 above, you may click one or more of Registration Procedure or Linking Procedure or combined Registration & Linking Procedures shown at 3. below, then continue reading below.

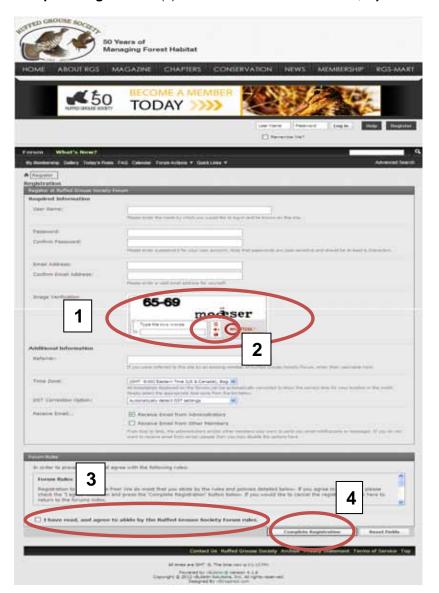


Switch back to the original browser window showing the Forum page with the simplified instructions to the left as pictured at the top of this page. Read the instructions on the left and do the requested procedures in the right-hand portion of your window. This file opened in a new browser window so you can refer back to it, as necessary.

Click **Register** on the Forums page, circled above. On the Registration screen below, enter your preferred User Name. *To avoid being added to spammers' email lists, do NOT use your full email address.* If the area turns green, the Username is valid and not in use. If it turns pink, you must enter a different User Name. Enter your preferred Password twice. Passwords should be *at least 6 characters (preferably 8)*, consisting of a mixture of upper and lower case letters, numbers and symbols. The most secure passwords avoid words, your or other person's names, pet's names, birthdates, or driver's license number. Enter your email address twice. Type the Image Verification "words" in the box, exactly as shown, including a space between the "words", punctuation and capitalization, if needed. In this case (see 1. below), you would type **65-69 modeser**. If the "words" are too difficult to decipher, click the top button with the red double arrows (circled at 2. below) until you can read one. You must complete the Image Verification within a reasonable time or the system will indicate that whatever you type does not match.

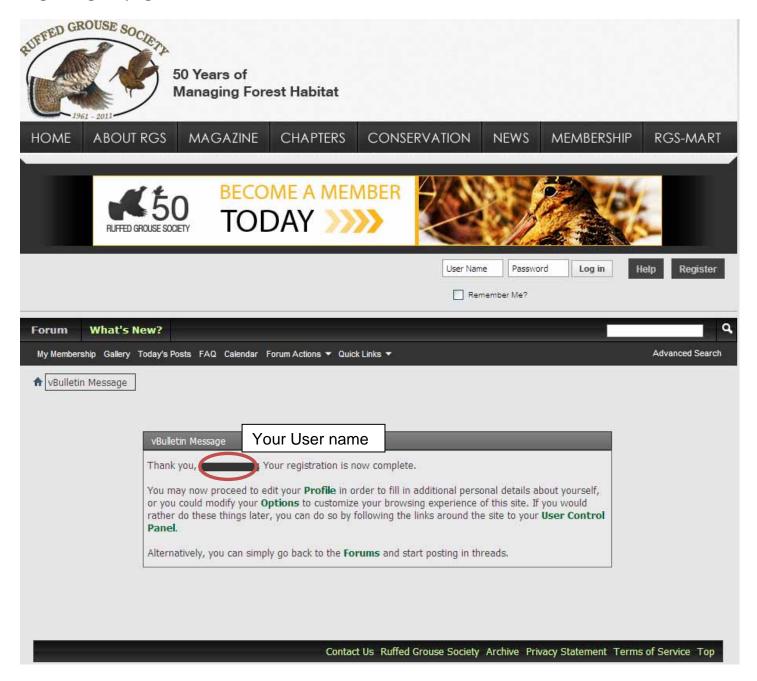
Do NOT use your browser's Back button to move back and forth during this process!

If an RGS Forum user referred you to the site, enter their RGS Forums <u>User Name</u> in "Referrer", if not, leave blank. Select your Time Zone and the DST (Daylight Savings Time) option. Leave "Receive Email from Administrators" checked, so the Forum admin/webmaster can send you forum-related emails. Read and agree to the Forum Rules (3). Click **Complete Registration** (4) Click the **Reset Fields** button, if you need to start over.



The following screen will be presented with your new User Name. Your registration is complete but you can now personalize your Forum experience by using one of the hyperlinks shown on the page and explained below.

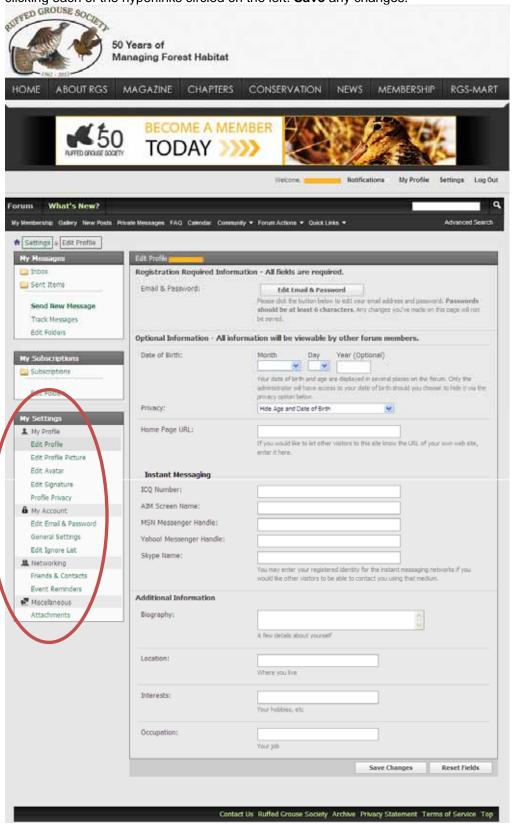
RGS members should continue reading the instructions and complete the Linking procedure beginning on page 7.

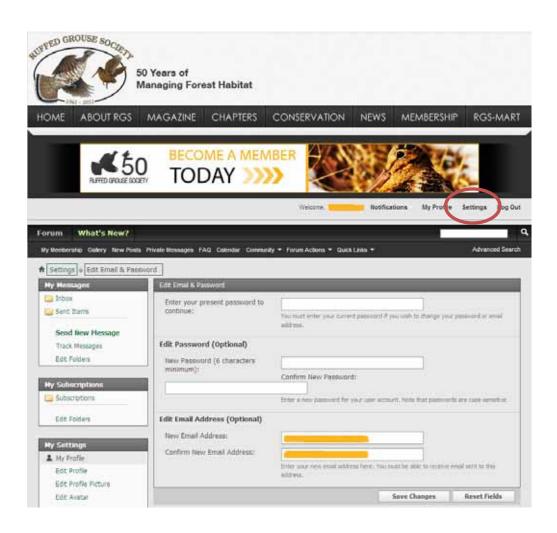


Click one of the four hyperlinks in the above vBulletin Message to take you to one of the following 5 screens.

RGS members wishing to link their registration and RGS membership should choose the third link – User Control Panel – and continue reading and also complete the instructions starting on page 7.

<u>First</u>, you can "**Edit Profile**" including "Edit Email & Password"; see page 7. It is strongly suggested that you use the same email address for everything "RGS", so make the My Membership email address shown after Linking and this one the same. You may also add "Date of Birth (the system automatically sends a Happy Birthday email on the date entered) and your user name, and age if so desired will show on the Forum's "Default" Calendar, etc. **Save** any changes. <u>Second</u>, click "**Options**" and you may adjust many other items under "**Settings and General Settings**" for your Forum experience by clicking each of the hyperlinks circled on the left. **Save** any changes.

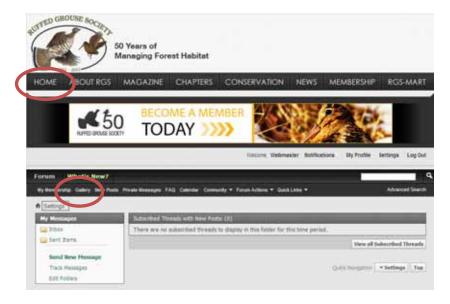




<u>Third</u>, to use the **User CP** to link to your RGS membership follow the directions starting on page 7. You may make any of the changes referenced above at any time when logged in by clicking **Settings** (previously labeled **User Control Panel**).

<u>Fourth</u> and finally, you may simply click **Forums** to go the **Ruffed Grouse Society Forums** page and make a selection to start browsing the **Public Forums**, **Member-only Forums** (only available to Registered & <u>Linked</u> RGS members) or the **RGS Marketplace**.

Click **Gallery** to be taken to the RGS Photo Gallery. Clicking **Home** or one of the other top level menu options returns you to the main RGS site.



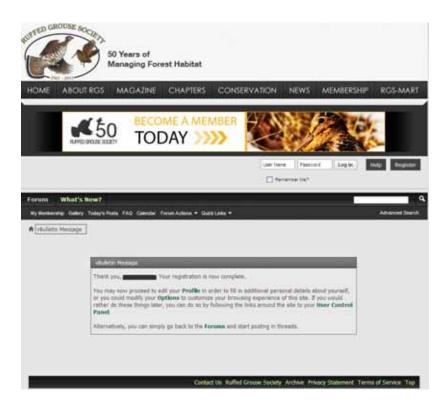
MEMBER LINKING PROCESS

Full instructions for linking are provided below. **Note:** This process should only be necessary one time, so please complete it to gain full advantage of your membership.

This file should have opened in a new browser window so you can refer back to it, as needed. Return to the original browser window and if you are on the Forum_Instructions page, point your mouse at the Part 2: LINK INSTRUCTIONS heading on the left. They will expand so you can continue there. If you got here from the MEMBERS ONLY page, click **Go to the RGS Forums** or **Forums** on the **Quick Links** bar from the **Home** page.

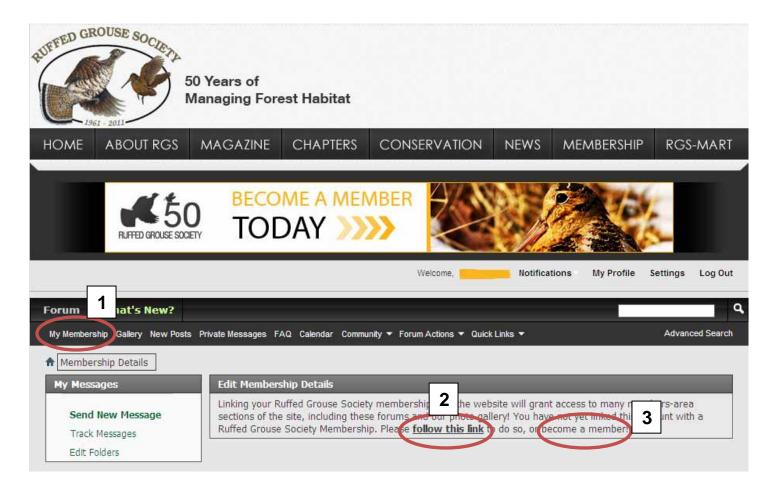
Do NOT use your browser's Back button to move back and forth during the linking process unless instructed.

At the conclusion of the Registration process, the following screen was presented with your new User Name. Your registration is now complete. Current RGS members should choose the third link – User Control Panel – (or **My Membership** from the main Forums page) and continue reading and complete the short Linking procedures below. The other options are available any time you are logged in on the Forums from **Settings**.



Note: Registered non-members, or expired members who want to join/renew should click "...become a member!" (3 below) and process through to successful payment. Request your new member number, which will be available midmorning the next business day after joining, via email from either membership@ruffedgrousesociety.org or webmaster@ruffedgrousesociety.org. Expired and new members will not have full members-only access until after obtaining their member number and following the Linking process.

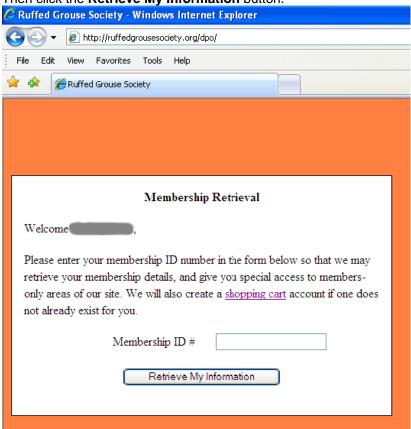
To Link your Forum registration and RGS Membership using your **NEW** RGS member number (all numbers were reassigned in late July 2009), be sure you are logged into the Forum then click **My Membership** (1 below). Then click the "...<u>follow this link</u>..." hyperlink (2 below). If you do not know your new member number, click Contact Us at the bottom of the page or write to <u>webmaster@ruffedgrousesociety.org</u>.



STEP 1 of 3

Enter your member -- <u>MUST</u> be one assigned since August 2009 -- check your latest magazine or member card that expired after August 1, 2010.

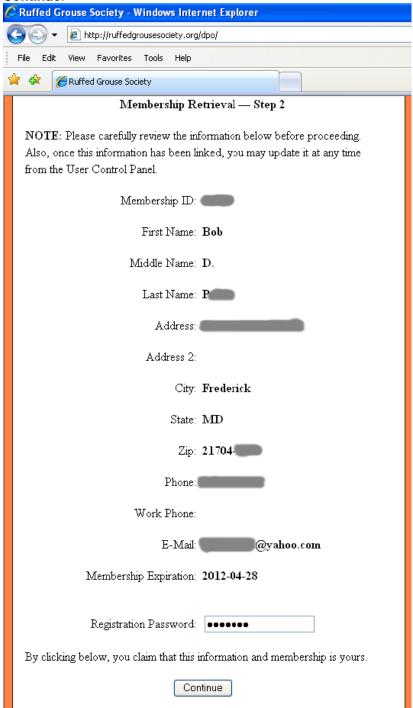
Then click the **Retrieve My Information** button.



Step 2 of 3

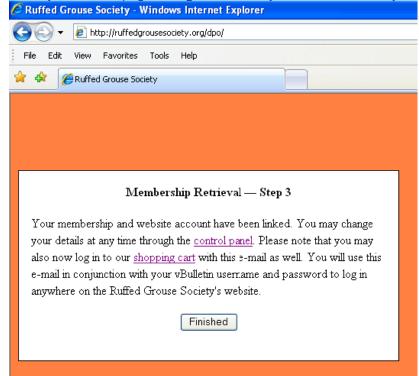
Verify your information is presented on the screen shown below. You cannot change any information on this screen, but once linked you may do so on the My Membership page. If the info is not you, use your browser's Back button to go back to Step 1 and re-enter your NEW member number and click Retrieve... again. If still not correct, you are entering it incorrectly or are using an old member number.

When your information is displayed, enter your RGS Forums password in the "Registration Password" box, then click **Continue**.



Step 3 of 3

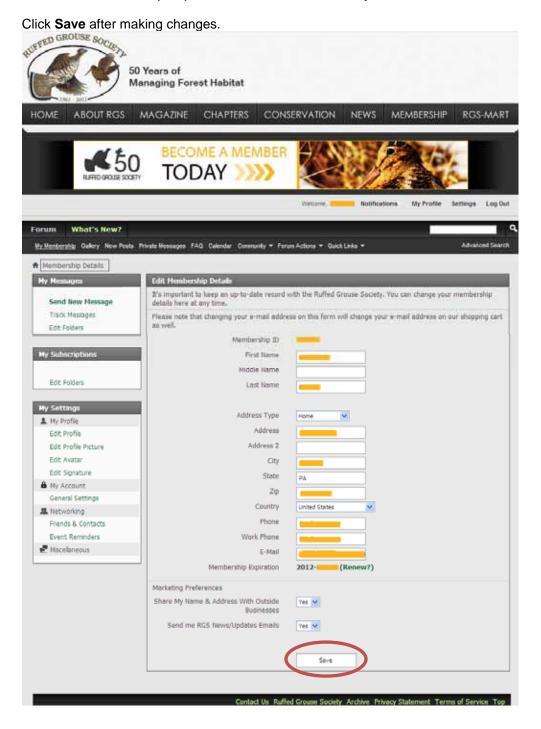
When you see this page, Congratulations, you have successfully linked your membership.



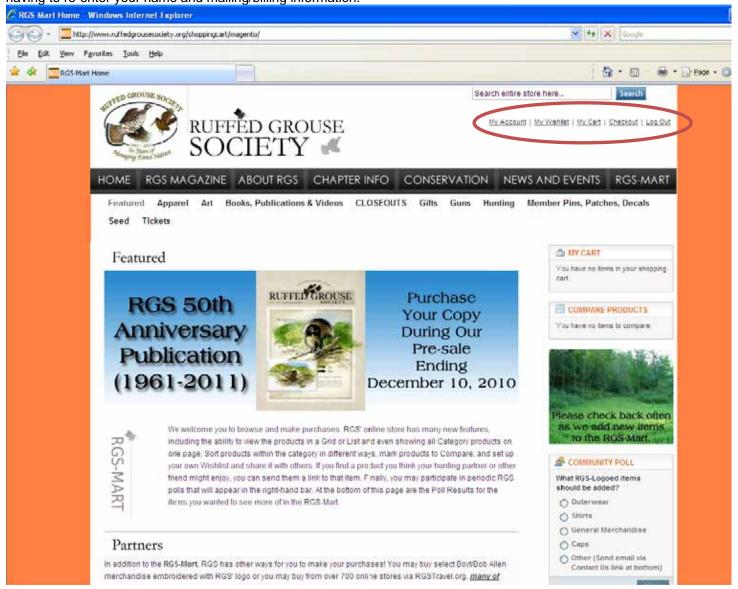
The hyperlinks in the window above take you to the screens shown on the following pages to verify your member information (recommended) and to enjoy the RGS Forums or to browse the RGS-Mart. From the forums, you can get back to the main website by clicking Home, or any of the other upper level menu choices. The main website buttons are also available from RGS-Mart top menu.

First, clicking "control panel" or Finished takes you to Membership Details to edit your membership record name, address, phone and email data (any <u>Saved</u> changes made in the upper portion of the screen directly update your membership record so always be sure your current US Postal Service-provided mailing address is present), and also to make selections relative to your "Marketing Preferences".

Note: Your Membership Expiration date is also shown for your reference.



Second, clicking "shopping cart" takes you to the RGS-Mart, another area that has been integrated by Registration and Linking. Being logged in will allow you to update your RGS-Mart My Account, My Wishlist, My Cart and Checkout without having to re-enter your name and mailing/billing information.



You may now close this window.