THE TOWN CLUB
PASADENA, CALIFORNIA

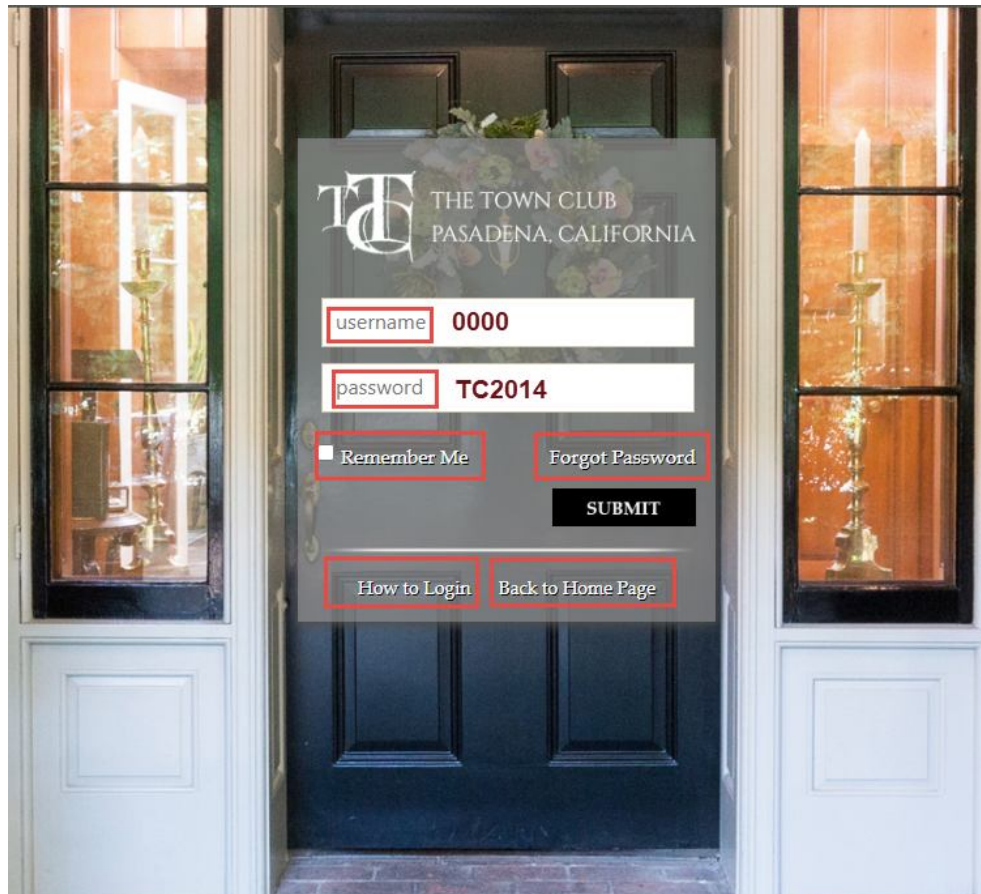# MEMBER LOGIN INSTUCTIONS

Dear Town Club Member,

If you are logging into the website for the first time, please follow the instructions shown below.

Website URL: www.thetownclubpasadena.com

Click on the Word Members on the top right-hand side of the Navigation Bar.

THE TOWN CLUB
PASADENA, CALIFORNIA

TRADITION   COMMUNITY   MEMBERS

You will be directed to the Member Login page:

THE TOWN CLUB
PASADENA, CALIFORNIA

username   **0000**

password   **TC2014**

☐ Remember Me   Forgot Password

SUBMIT

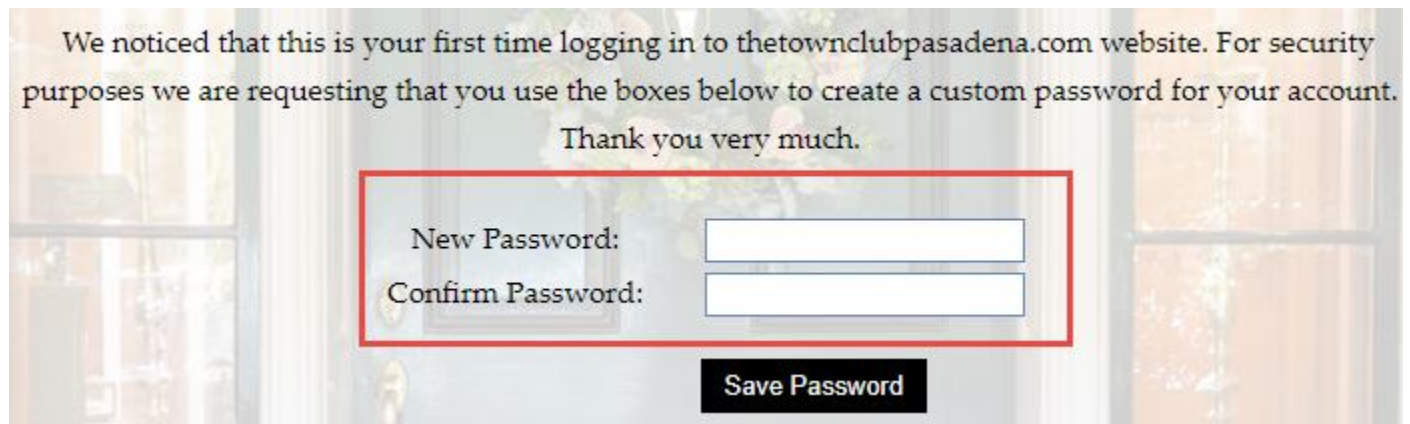How to Login   Back to Home Page

FILL OUT THE FOLLOWING INFORMATION:

USER NAME: This will be your member number, assigned to you when you become a member of The Town Club. Your member number will be four (4) digits; If your member number is 999 you will enter 0999.

PASSWORD: The default password is TC2014.
Our system is case sensitive, you will need to use a capital T and C for the first two letters of your password, followed by 4 digits (2014)

Click on the SUBMIT button. **This will take you to a Change Password screen.**

We noticed that this is your first time logging in to thetownclubpasadena.com website. For security purposes we are requesting that you use the boxes below to create a custom password for your account. Thank you very much.

New Password:
Confirm Password:

Save Password

On this screen, you will be asked to create a custom password.
- Please type in the new password
- Please type the new password in again to confirm
- Click on Save Password.

NOTE: We strive to keep your member information secure.

Recommended:
- Use a combination of capital and lower-case letters (MyWord)
- Use at least one number and a special character for your password. (MyWord21!)

THE TOWN CLUB
PASADENA, CALIFORNIA

NOT Recommended:
- Using any portion of your social security number, phone number or house address.
- Using a sequence of numbers or letters. (12345 or abcdef)
- Using your first or last name or member number. (jane0115 or your member number 0115)
- Using your children's first/last name as a password.

MEMBERS THAT HAVE ALREADY REGISTERED (Previously logged into the website):

If you have misplaced or forgotten your user name or password please follow the instructions below:

Please click on the text for **FORGOT PASSWORD**. This send an email to our Tech Coordinator. They will open ticket for our Web Team and someone from the Web department will be in touch with you.

Please include the following information in your request for login assistance:
1. Your First/Last Name
2. Your Member Number
3. Preferred way to communicate with you. Email/Phone etc.

Once the Web Team responds to your request for assistance:
- They will send you detailed information for login
- A phone number and ext. will be included in the email

If you do not have an email address on file:
You will need to be furnish alternate contact information when you make the request for login assistance. This would include a phone/cell number if applicable.

Member Request for assistance without phone or email will be referred to the club for assistance.

If you need immediate assistance, please call: (661) 349-4114 and ask for Web Support.