

Boise ATV Trail Riders Website Instructions

II. How to Register and Log in.

Note: To eliminate retyping the Boise ATV Trail Riders Club (BATRC) web address: boiseatvtrailriders.org or batrc.org, save one to your "Favorites" file.

How to Register — Simple as 1 - 2 - 3!

① **REGISTER:** On the upper right-hand side of the BATRC website home page, under **User Functions** click on **Register**. A **Register For This Site** box should appear shown below.

② **FILL OUT REGISTRATION FORM:** Fill in the Registration form required fields:

- **Username:** Usernames cannot be changed once submitted. Keep them short, such as initials, nickname or a fun name.
- **E-mail:** Enter your **E-mail** address.
- **Name:** Type in your **First Name** and **Last Name**. *Your real name is needed to verify that you are an "active" BATRC member, BATRC sponsor, BATRC exempt member or a local (southwest) Idaho State ATV Association (ISATVA) club member.*
- **Are you an ATV (ISATVA) club member?** Answer the question by clicking on the "drop down" box and selecting **YES** or **NO**. *Note: Keep in mind, you will need to make sure your dues are paid at the beginning of each year or you will not be allowed to access specific areas, such as the ATV Ride Center. Cut off day for web is Feb 1. BATRC sponsors and exempt members, click YES.*
- **Which Club(s)?** Select your primary club from drop down box. This question asks if you are a member of one of the local/southwest area ISATVA local clubs. You have to be a member of one of these clubs in order to view the scheduled rides posted under the ATV RIDE CENTER tab. Default is "Not a Member." *Note: some people are members of all the southwest clubs, click on the "drop-down" box and select your primary club.* BATRC sponsors and exempt members, click **Boise Trail Riders**.
- **Password:** The system also asks you to enter a **Password** and type it again under **Confirm Password**. Make sure you write your password down somewhere, such as on the back of your Membership Card.
- **Participation Release Form:** Please read and accept.
- **Subscriptions:** The last paragraph is stating that you are agreeing to receive e-mail notification on new posts which are called **Subscriptions**. *Note: This means when someone enters something new on the web, you will be notified. You can unsubscribe to these notifications or select the ones you want after you are registered and verified. You must be logged in to change Subscriptions.*
- **Security Captcha:** Captchas will change to fool the robots. If you cannot read, click refresh button for a different views.
- When finished, click on **Register** (blue button). (See page 2 to finish.)

A screenshot of the 'User Functions' menu on the website. The menu is titled 'User Functions' and contains the following items: 'Register', 'Log In', 'Username', 'Password', 'Remember Me', and 'Log In'. The 'Register' link is highlighted in blue.

A screenshot of the registration form titled 'Boise ATV Trail Riders Club'. The form includes a yellow box for 'Register For This Site' and several input fields: '*Username', '*E-mail', '*First Name', '*Last Name', '*Are you a ATV Club Member?' (a dropdown menu), '*Which Clubs(s) Select your primary club' (a dropdown menu), '*Password', and '*Confirm Password'. Below these fields is a 'Participation Agreement Release' section with a scrollable text area and a checkbox labeled 'Accept the Agreement Release'. At the bottom, there is a 'Security Captcha' section with a refresh button and a 'Register' button. Arrows from the text instructions point to these various fields.

You are not quite done yet. The system will need to validate that your **e-mail address is real by sending you an e-mail asking you to verify and activate your account.** **This MUST BE done in order to complete the loop.** Problems or questions, e-mail: info@boiseatvtrailriders.org

③ E-MAIL ADDRESS & CLUB VALIDATION PROCESS:

- a. **Your E-mail Address Validation:** In order to access the BATRC website, the website must validate your e-mail address. An e-mail from the Boise ATV Trail Riders will be sent to you immediately asking you to **“Validate your registration by clicking on a blue http:// address link to complete the process.”** **Clicking on this link is a MUST.** If you do not receive this link, check your Junk Mail or spam blocker folders.

EXAMPLE: Validate your registration at the following link: <http://boiseatvtrailriders.org/wp-login.php?>
- b. **Your Log-in Information:** After your e-mail address has been validated, you will receive another e-mail from the website with your **Log-in Information: Username and Password.** Save this e-mail for reference later.
- c. **Club Membership Verification Process:** Once the website verifies your e-mail address is okay, your membership to one of the local/southwest Idaho State ATV Association (ISATVA) clubs must be verified with the club you selected. This is a manual process by a BATRC web admin and **may take up to several days.** Why? The web admin may be waiting to hear back from the local club president or membership person to verify your membership. **Be patient.**
- d. **Welcome Note:** After your Club membership has been verified, you will receive a “Welcome Note” from BATRC Web Admin informing you can view ATV Ride Center, Calendar of Events, etc.

Logging onto the Website after your Membership has been verified.

1. **LOGGING IN:** In the **Log in** window (upper right-hand side), fill in your **Username** and **Password**. You can have the website system remember your **Password** by clicking on **Remember Me** box. Click the **Log-in** button and you should be able to see the secured web areas.
2. **ACCESSING ATV RIDE CENTER and RIDE & EVENTS CALENDAR:** You must be registered, approved and logged in before you can see these areas. ***Note: Each year on February 1, access is stopped until membership dues have been paid to your primary ISATVA club.***
3. **NOTIFICATION LINKS:** When you receive an e-mail with a link to the website, you may need to log into website in order to read it. Non-BATRC members may **not** be able to see all notifications.
4. **COMMENT & REPLY:** We encourage all website members to submit their comments especially after each ride. Comment section can be found at the bottom of each ride under “Leave a Reply”. The ride leaders like to hear about your experience. Ride leaders are encouraged to post their “Ride Journal” (short summary of the trip, number of people attending, etc.) in the Comment section and submit photographs to web admins.
5. **PRIVILEGES DENIED:** If anyone abuses their access privileges, the web administrators and/or the BATRC Board has the right to deny future access.

The image shows a screenshot of a web form titled "User Functions". At the top, there is a "Register" link. Below that is a "Log In" section containing two input fields: "Username" and "Password". There is a checkbox labeled "Remember Me" below the password field. At the bottom of the form is a "Log In" button, which is highlighted with a red rectangular box.