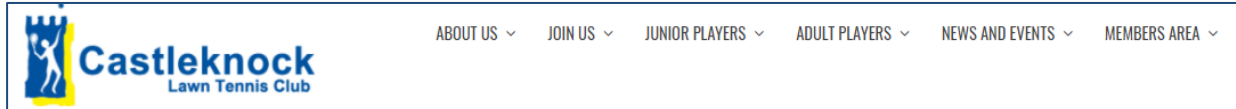


CLTC Web Site Quick Guide

Welcome to our new web site, we hope you find it easy to use.

This is a quick guide to get you started.

The main web site mainly provides general information, news and events. Access to information and services is via the menu bar at the top of each page. The [CLTC Website Member User Guide](#) provides more detail.



Some documentation is available only to CLTC members. This information is in the members area and you must log in to access it. To get a userid and password, you must Register on the new site:

- Click on Members Area (rightmost item on menu bar) to get a login screen.
- Clicking [click here to register](#) on the login screen will display the New User Registration screen.
- Enter the details required. Your member number if the 4 digit number on the back of your Smart (lights) card.
- When you have completed the form click [Register](#)
- The Club Manager will review your registration request and if everything is ok you will be sent a password.

The web site also provides access to

- ClubManager - Court Bookings, Ladders, Box Leagues, Member Mobiles and
- Smart Club Cloud - View / Update Profile, Pay invoices, Top-up Smart (lights) card.

These are accessible by clicking on the relevant service in any of the following areas:

- The Member Services menu on the Home page,
- The drop down menus for Adult and Junior Players
- The Quick Links area on the right of each web page.

Your Smart Club user name and password are required to access both of these systems. It is the user name that was emailed to you when Smart Club Cloud was launched last May. If you have lost the email don't worry. Your user name is in the format first-name.last-name.membership-number (your membership number is the number on the back of your smart (lights) card). If you have forgotten your password, click [here](#) on the Smart Club login screen. You will receive an email with a temporary password. Use this password to log in and you will then be asked to change your password.

User guides to each of these systems are available here:

- [CLTC Club Manager 365 User Guide](#)
- [CLTC Smart Club Cloud User Guide](#)

[Clare Byrne](#) or [Steve O'Reilly](#) are available to answer any queries that you have about the new web site. We will also be running a few introductory sessions when the site is launched.