

## MGC Website: Activating your account

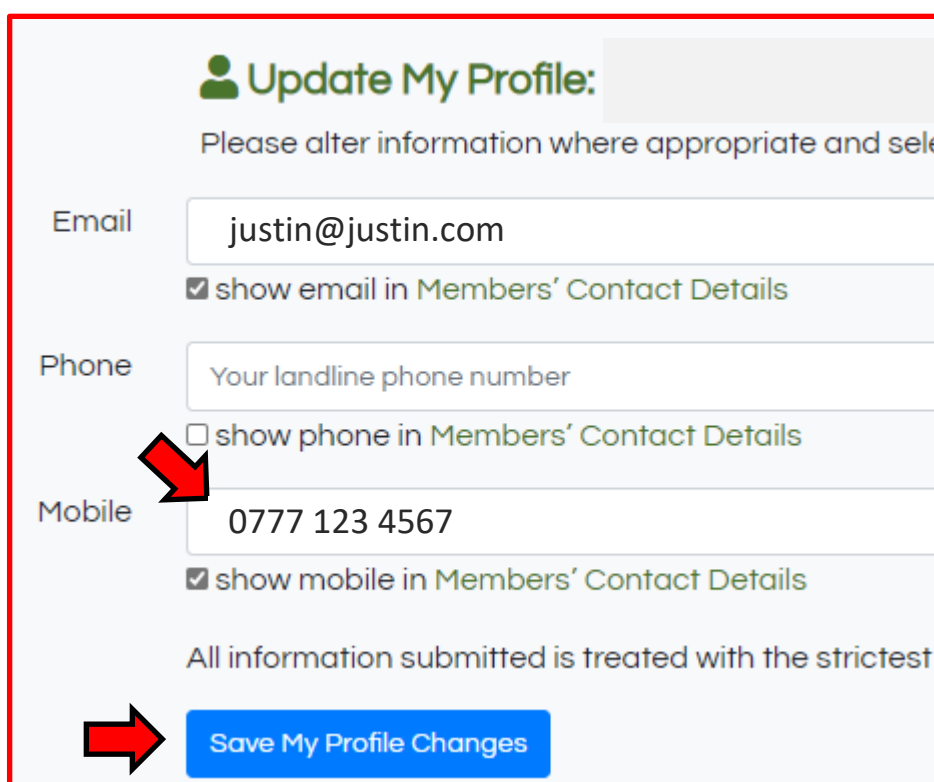
We will endeavour to activate your account within 24 hours of receiving your request. You will receive an email confirming your username (bar card number) and password. Click on the link in the email to go to the log-in page and enter your username and password to log in.

### After logging in for the first time

Go to the **My Profile** page and add your phone number(s).

If you would like other MGC members to be able to look up your phone numbers or email address when they are logged into the **Members Only Area**, tick the appropriate **Show in Members' Contact Details** boxes.

*Note: only current MGC members that have a website account will be able to see your details. They are not visible to the general public.*



**Update My Profile:**

Please alter information where appropriate and select whether you want to show your details in Members' Contact Details.

Email: justin@justin.com  
☒ show email in Members' Contact Details

Phone: Your landline phone number  
☐ show phone in Members' Contact Details

Mobile: 0777 123 4567  
☒ show mobile in Members' Contact Details

All information submitted is treated with the strictest confidentiality.

**Save My Profile Changes**

After making the changes click the **Save My Profile Changes** button.

### Update your password

You can also update your password on the **My Profile** page. Type in your current password and your new password (twice) before clicking the **Submit Password Change** button.

## Change My Password

Current password

.....

New password

.....

Confirm password

.....

The password you specify needs to be at



Submit Password Change