FAQ’s

How do I create an account?

-Click the “Login/Create Account” button at the top/middle of

the website.

-In the drop down box click “Create User”

-In the new page, fill in each field (password must be at least 8

characters in length and contain at least one uppercase, one

lowercase, and a special character)

-Click “Submit”

How do I change my password?

-Log in to your account

-From the homepage click “Account Management”

-From the account management page select “Change

Password”

-Enter your current password under “Current Password:”

-Enter your desired new password in the middle field

(password must be at least 8 characters in length and contain

at least one uppercase, one lowercase, and a special

character)

-Click “Submit”

How do I change my email?

-Log in to your account

-From the homepage click “Account Management”

-From the account management page select “Change Email”

-Enter your desired new email under “New Email”

-Click “Change Email”

How do I leave a comment/rating?

-Log in to your account

-Select the club you wish to leave a comment/rating on from

the “Club Directory” page

-Click “Rate This Club”

-You can either leave a starred rating without a comment or

leave both a starred rating and a comment

-Click “Create Rating”

How do I edit/delete a comment/rating I’ve left?

-Log in to your account

-Select the club you left a comment/rating on from the “Club

Directory” page or from the “account Management” page

-Find the comment/rating you wish to edit and select “edit”

-Make any changes desired

-Click “Edit Rating”

\*Note\* only Admins may delete a comment/rating and only for

the school(s) they are Admins over

How do I find my school?

-From the homepage click “School Directory”

-Either scroll and find your school or type part or all of your

school’s name in the “Search Schools” field

-Click “Search”

How do I find a certain club?

-From the homepage click “Club Directory”

-Either scroll and find your club or type part or all of your club’s

name in the “Search Clubs” field

-Click “Search”

How to add a club (if user is an Admin):

-From the homepage click on “Add Club”

-On the next page fill in each field to the best of your ability

(filling in the required fields annotated by “\*”)

-Click “Submit”