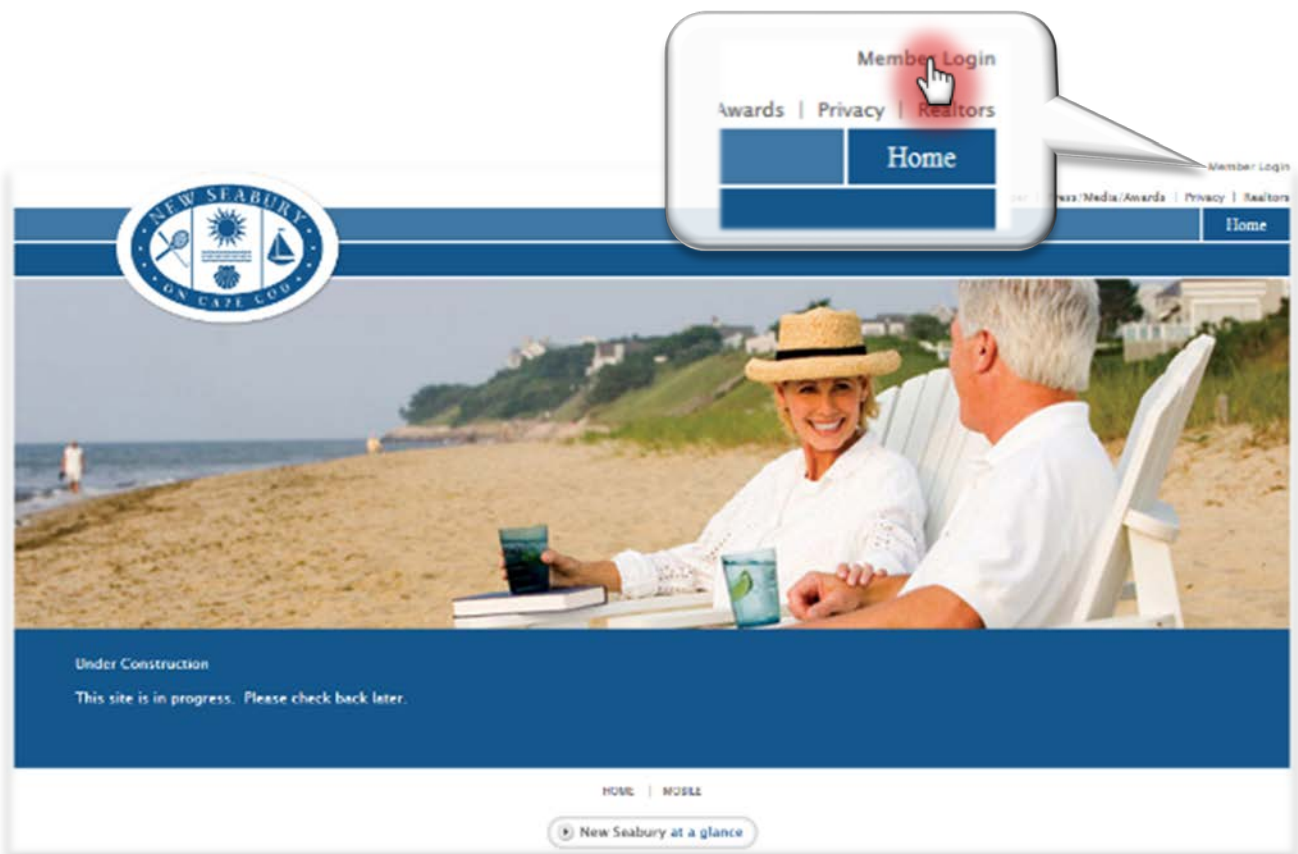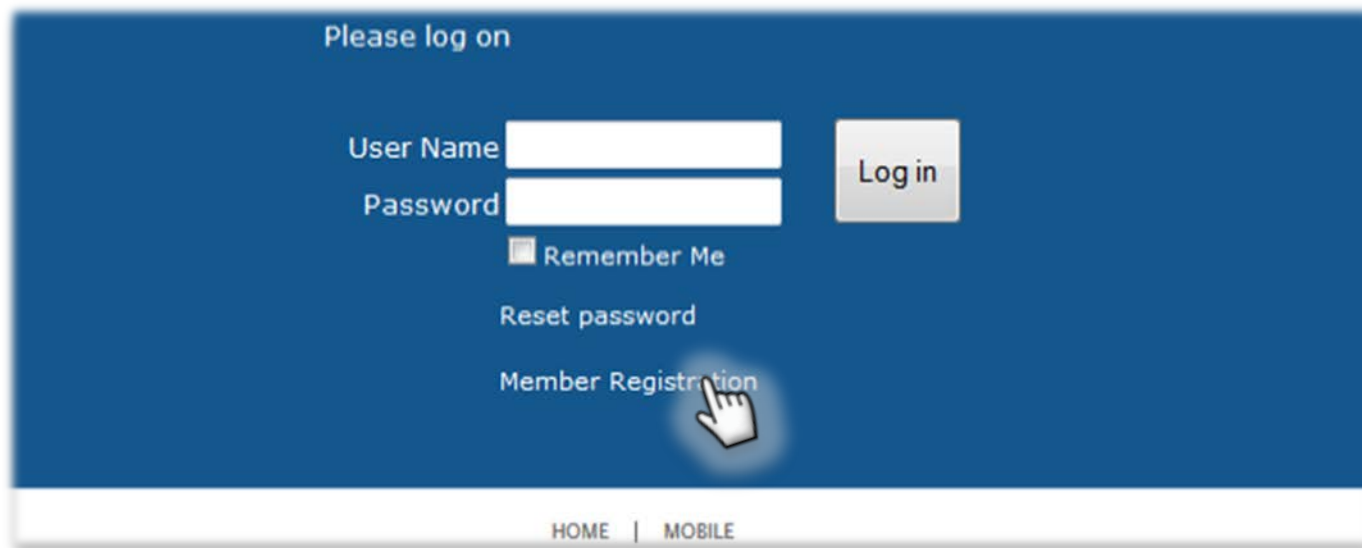# MEMBER WEBSITE

Begin by entering newseaburyresort.clubhouseonline-e3.com in the address bar of your web browser (note the dash (-) between clubhouseonline and e3):

On the home screen, click *Member Login* at the top right of the page:

On the next page, click *Member Registration* near the bottom of the page:

Each family member must register to the website in order to have access to the Online Tee Time System. Begin by entering your four digit Member number. For a spouse, add the letter 'A' to the end of the Member number (e.g., 1010A). Add the letters 'B', 'C', 'D', etc. for any dependents you may be registering. Letters are typically assigned to dependent Members' Member numbers by age, oldest to youngest.

The name fields are both case and punctuation specific and must match exactly how each Member's name is recorded in the Club's membership database. For the primary Member, this can be found on your monthly billing statement. Should you run into any trouble while registering a member of your family, please contact any of the following for assistance.

Patrick Hurrie, Director of Membership – phurrie@newseabury.com
Michael Carroll, Director of Golf – mcarroll@newseabury.com
Golf Shop – 508-539-8322, x.3

Enter 4 digit member number (add 'A' for spouse and 'B', 'C', 'D', etc. for dependents)

Member Number

First name: Last name:

Validate   Cancel

Name fields are case and punctuation specific. The primary member's name can be found on your monthly statement. If you are unsuccessful attempting any family member's registration, please contact any of the following for assistance:

Patrick Hurrie, Director of Membership – phurrie@newseabury.com
Michael Carroll, Director of Golf – mcarroll@newseabury.com
Golf Shop – 508-539-8322, x.3

HOME | MOBILE

Each family member requires their own unique username in order to use the Online Tee Time System. This allows each golfer to submit tee time requests and book tee times as themselves rather than inadvertently as another family member.

Passwords must have a minimum of six characters and must contain at least one letter and one number. Unlike usernames, passwords do <u>not</u> have to be unique (i.e., while having to have different usernames, members of the same family may all have the same password, if so desired).

Please provide a current email address for each family member that registers to the website. Entering an email address here is necessary in the event you ever need to reset your password. You will be asked to enter your email address one additional time during the registration process. This second entry is required so that users receive confirmation communications from the website such as tee time reservations and cancellations as well as general club communications about golf course status, weather or any other pertinent information.

Once you have created your username, password and provided an updated email, click *Create User*. In addition to receiving a *confirmation of registration* email from the website, on the next page you will be greeted with a message asking you to follow a link to update your online Member Roster profile. Please click this link:

PLEASE READ BEFORE CONTINUING

Please click the link below to update your email address in your Member Roster profile. This entry is separate from the one made on the previous page and **is necessary in order for Members to receive email communications from the Member website including tee time confirmations**, golf course status updates and other pertinent club information.

CLICK HERE TO UPDATE YOUR MEMBER PROFILE

Member Registration - Confirmation Page

This link will you bring you to your online Member Roster profile. Please select the *Contact & Addresses* tab:

On the *Contact & Addresses* tab, please enter your email address in the bottom-right box. Click *Save & Submit.* This concludes the registration process. From here, feel free to explore the various features of the new website and be sure to check back as the Club continues to make improvements and add features.