CIRCLE OF FRIENDS · COMMUNITY GUIDE

Creating an Account

Applying for a community account, confirming your email and setting your password.

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1 Open the Register page

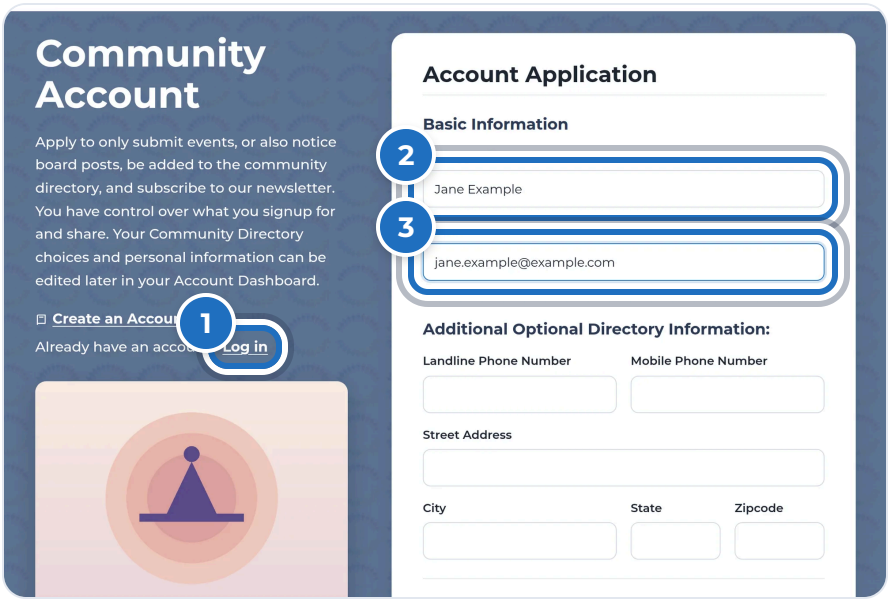
At the top of any page, click **Register** in the 1 **Login | Register** button. You can also go straight to **ambcirclefriends.com/register**.



2 Enter your name and email

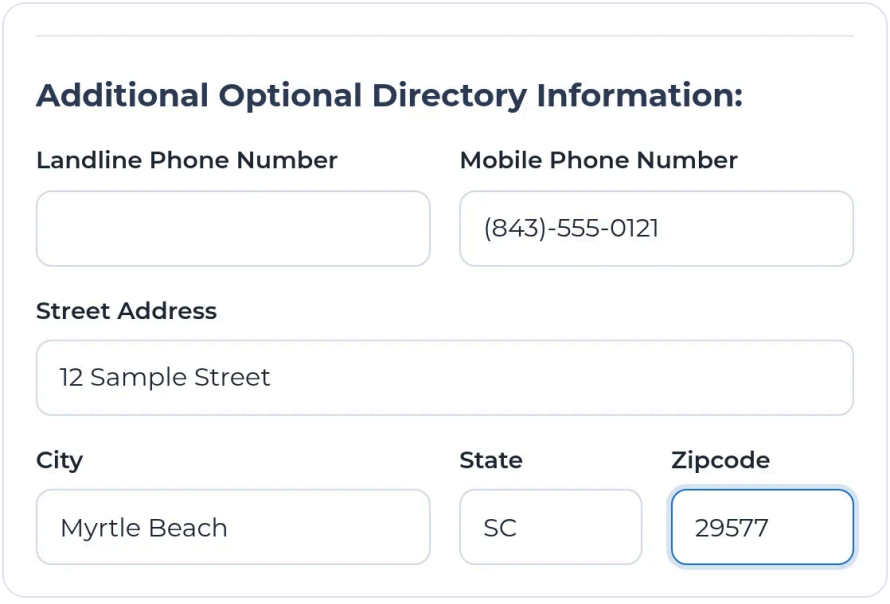
The Account Application asks for your 2 **Full Name** and 3 **Email**. Your email address is also how you'll log in.

Already have an account? Use the 1 **Log in** link instead.



3 Add your contact details (optional)

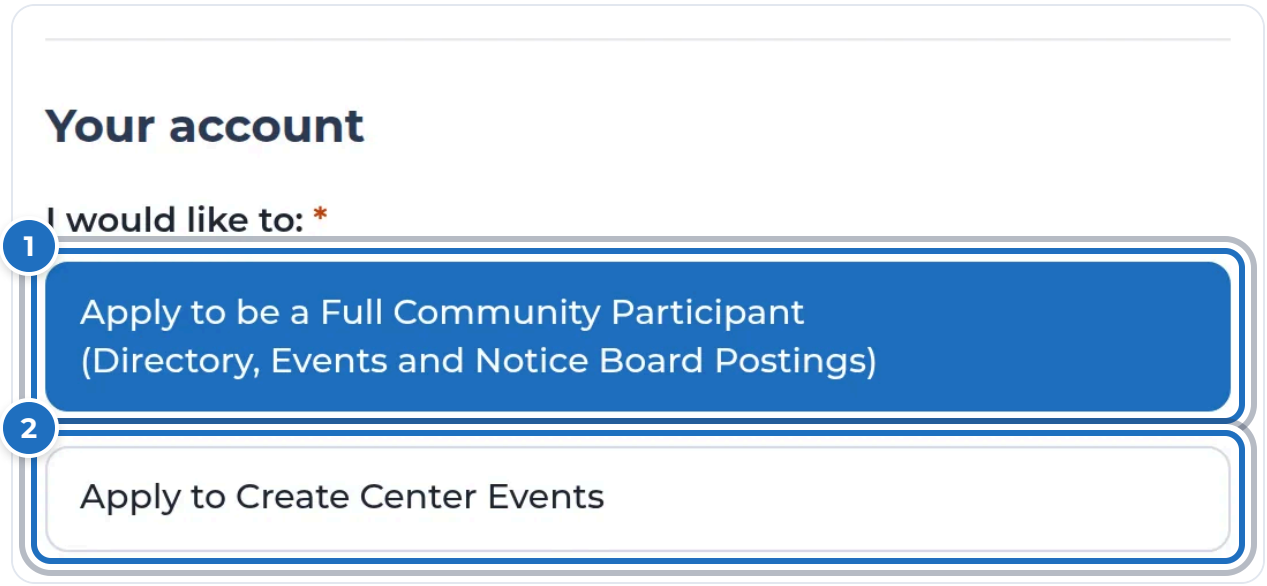
Phone numbers and your address are optional. If you apply as a Full Community Participant, you choose later in the form which of them others can see in the Community Directory.



4 Choose your account

Under **I would like to**, choose one:

- 1 **Full Community Participant**: you're listed in the Community Directory, and you can submit events and Notice Board posts.
- 2 **Apply to Create Center Events** (an Event Poster account): you can submit events for the Circle Center calendar.

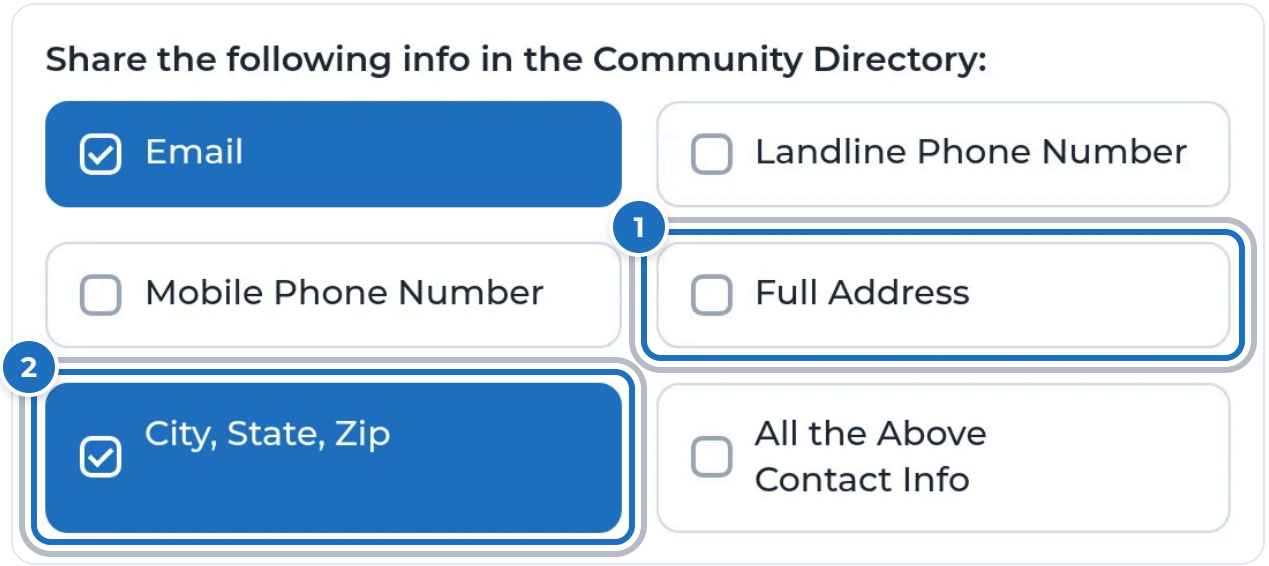


5 Choose what the directory shows

Full Community Participants choose what others can see in the Community Directory. Tick at least one.

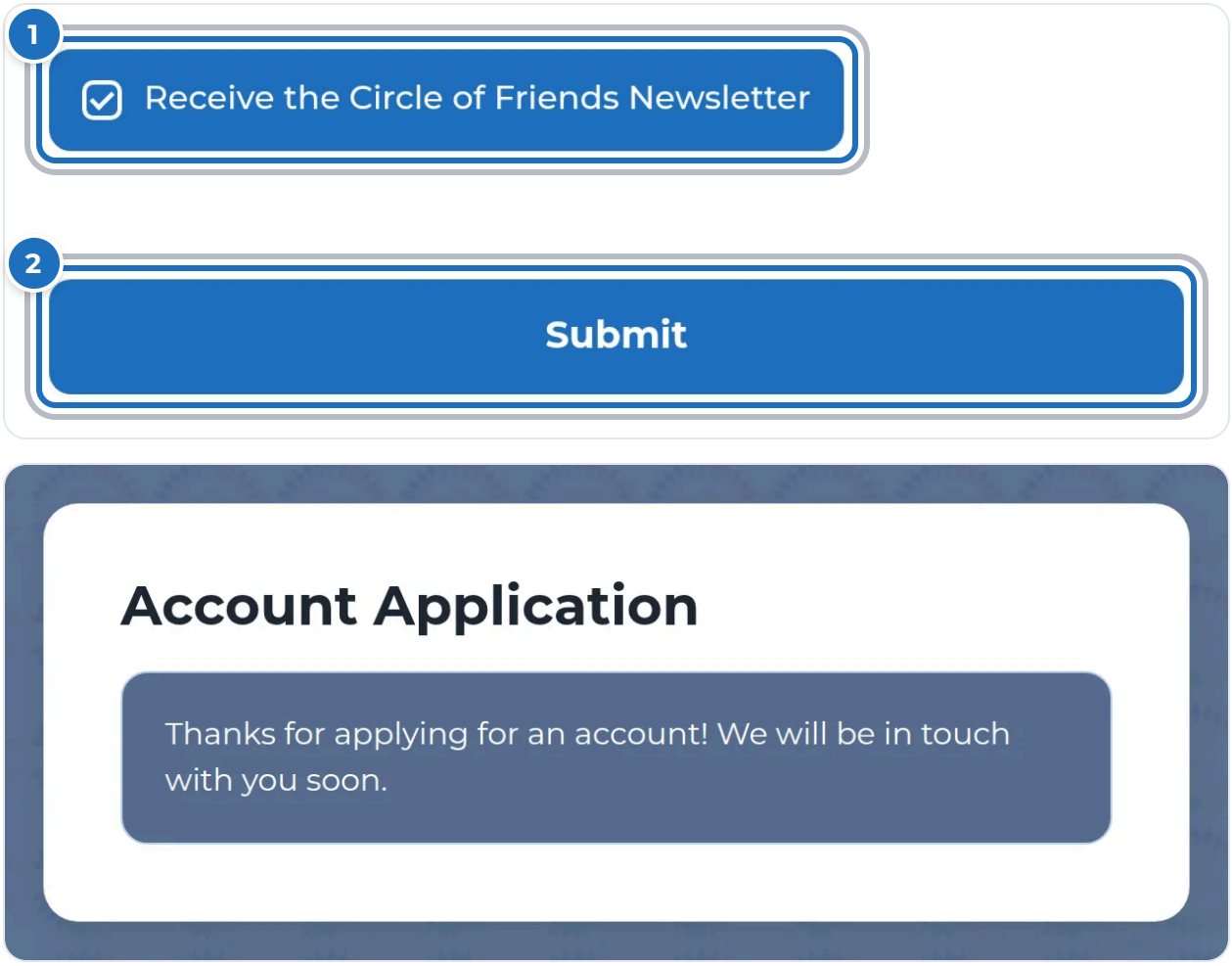
- 1 **Full Address** shows your street address, city, state and zip code.
- 2 **City, State, Zip** shows only your city, state and zip code. If you tick both, the full address shows.
- **All the Above Contact Info** ticks everything at once.

You can change these choices at any time from your Account Dashboard.



6 Send your application

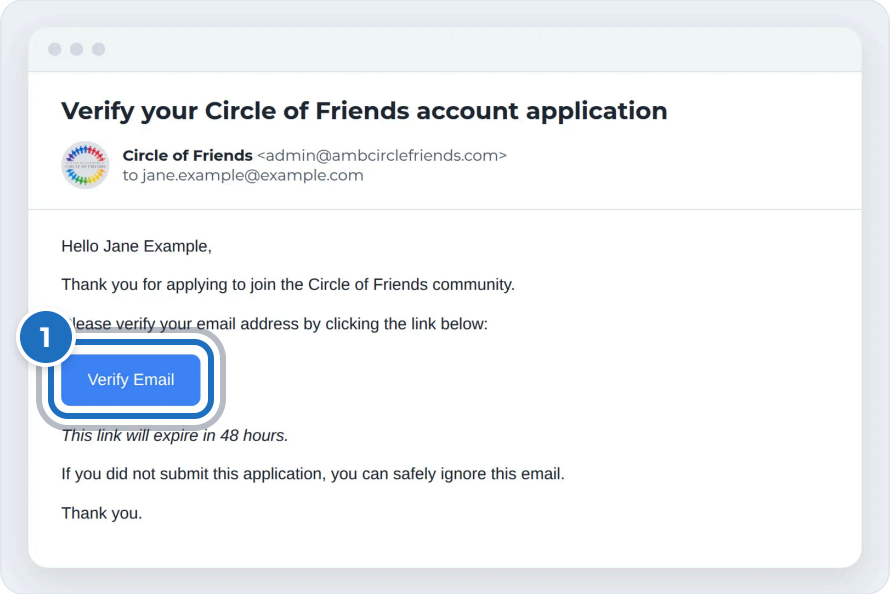
Tick 1 **Receive the Circle of Friends Newsletter** if you'd like it, then click 2 **Submit**. The page thanks you for applying.



7 Confirm your email address

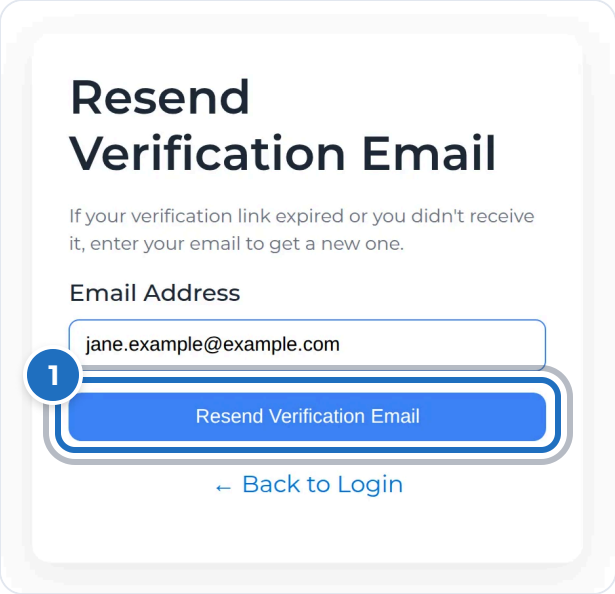
You'll receive an email titled **"Verify your Circle of Friends account application"**. Click 1 **Verify Email**. The page confirms: *"Email verified successfully! Your application is now under review."*

The link works for 48 hours. If you can't find the email, check your spam or junk folder.



8 Need a new link?

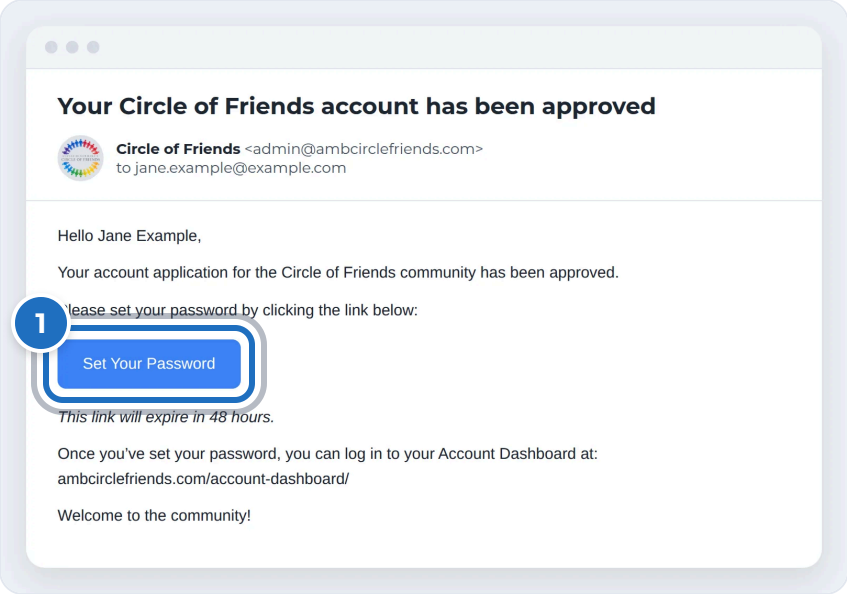
If the link has expired or the email never arrived, go to **Forgot your password?** on the login page. Under **Resend Verification Email**, enter your email address and click 1 **Resend Verification Email**.



9 Wait for approval

An administrator reviews your application. When it's approved, you'll receive an email titled **"Your Circle of Friends account has been approved"**. Click 1 **Set Your Password**.

This link also works for 48 hours. If it expires, use **Forgot your password?** on the login page to get a new one.



10 Set your password

Enter a 1 **New Password** of at least 8 characters, type it again in 2 **Confirm New Password**, then click 3 **Set Password**. The eye icon shows what you've typed.

You're all set. Log in with your email address and new password, and your Account Dashboard opens.

