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Hanover Seaside Club Website

www.hanoverseaside.club

Our new website is live! In order to use all functions, you must first register.

1. Go to www.hanoverseaside.club This is our new home page

2. On the upper right, click on "Member LogIn"

3. On the lower right of the box, click on "Member Registration" NOTE: The first registration for a family MUST be the primary member – the name that your Hanover Seaside account is in. Check your bill or other correspondence we send if you are unsure. After the primary member has registered, others in the family may register.

4. Enter your member number. This must be a 7-digit number. Enter 000 before the 4-digit number you are familiar with.

5. Enter your first and last names. These must be EXACTLY the way you are listed in our software. Again, if you are unsure, check your bills and other correspondence we send. If the system will not verify your membership, call the Club at 910-256-2726 or e-mail <u>help@hanoverseaside.com</u> and we'll be glad to help.

Example: I am listed in Jonas with a first, middle and last name. To register, I had to put Elise Wessell as the first name and Beall as my last name. Some people have a middle name listed, some only a middle initial (with or without a period, others have nothing in that position. Try a few combinations prior to calling/emailing for help. We over 800 members who will be registering, so try on your own first. But if you cannot come up with the correct combination and you cannot find your bill/room bill, etc., call or e-mail us. This might seem a little finicky, buy when you get registered you will love the site.

6. Once your membership is verified, you will choose your username and password. Please jot these down somewhere so you will be able to access the site in the future.

7. When you are logged in, you will go to your Member Central page. From that page, you can access your statement, pay bills online, look up members' phone numbers and e-mail addresses from our roster, view events on our calendar, and get other information.

8. To pay online, go to "Statements". At the top, you will see Balance Due. Beside that, click on "Pay Now" and follow instructions. For now, you can only pay bills using a credit card. We will add debit cards in the future. When you complete online payment, it will be posted on your account within a couple of days.

9. Once we begin serving meals, you will be able to make reservations online through Member Central. Click on Dining Reservations and choose the date, and time of the meal. Note, for groups larger than 8, you will need to call the office to ensure that we have space for a larger group and to ensure that your party can be seated together.

10. To return to Member Central from any page, click on Member Central in the menu bar – left side.

11. From any page, click on the logo on the upper right to return to the home page.

12. Our site is far from complete. At this point, if you click on the large pictures on the home page – the site will take you to that information on the old site. Eventually, documents, financials, and other information will be migrated to the new site. The blog will continue to reside at www.hanoverseaside.com – but you will be able to access it from our main website, www.hanoverseaside.club. This might seem confusing at first, but you'll get used to it in no time. Some items in the menu under Member Central are not connected quite yet. We'll be working to complete and approve the site as time goes on. Check the blog for more information on our website!

Big things are coming! Imagine this . . . you are sitting on the beach when you decide you NEED a cheeseburger. But you know there will be a long line at the snack bar. What if you could pick up your phone, log in to the website, order your lunch and walk up to pick it up when it's ready? That's coming! Get registered so you can take advantage of all our site has to offer.