## How to find your CVR membership expiration date:

**Roles:** The CVR membership system uses security roles to control access to membership and race related functions. Your menu may differ slightly from the menu displayed below, but your membership expiration date will be shown as illustrated at the bottom of your menu.

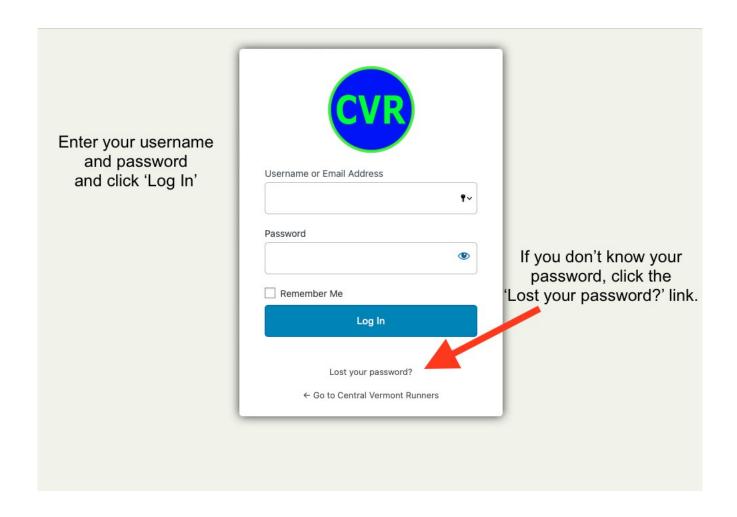
Follow the instructions below to log in to CVR and see your membership expiration date.

## 1. Logging in to CVR.

- 1. You need to know your CVR username and password to log in.
  - 1. Username.
    - 1. Your username is your first name and last name in **lower case** separated by a period.
    - 2. For example: Jill Runner would be: jill.runner
    - 3. If you don't know your username and **firstname.lastname** doesn't work, contact John Hackney at <a href="mailto:info@cvrunners.org">info@cvrunners.org</a>
  - Password.
    - 1. You chose a password when you set up your account when you joined CVR or when we did the initial rollout of usernames for all existing users in 2019.
    - 2. If you don't know your password, follow the instructions below to log in and then click the 'Lost your password?' link on the login page.
- 2. Log in to CVR.
  - 1. Go to <u>www.cvrunners.org</u>
  - 2. On the website home page, click 'Log In' on the top navigation menu.



You will see the login page. Enter your username and password or click the 'Lost your password?' link.



Once you have logged in, you will see a 'Hello' message in the far upper right corner of the page.

Now click the 'Members' link in the top navigation menu on the CVR home page.



If you see the following message, then you have not logged in successfully. Go back to the top of these instructions and try again or contact John at <a href="mailto:info@cvrunners.org">info@cvrunners.org</a>.

You are not logged in. A CVR Wordpress username and password are required. Click Home to return to the CVR home page.  $\underline{\text{HOME}}$  You should now see your member menu. The standard member menu is shown below. Your menu may be different depending on what security role you have. Your membership expiration date will be displayed at the bottom of the menu. You can renew now by clicking 'Renew my membership at RunReg.

Note: You can also volunteer for a CVR race and update your personal information and the information of your family/household members from the items on this menu. You can display current CVR membership numbers such as members by gender and age group from the 'Demographics' link, too.

## **CVR Members**

Volunteer for a CVR race.

Renew my membership at RunReg.

Update my information.

Your expiration date:

Update my family members' information.

Demographics

Return to CVR homepage.

Your membership will expire on March 31, 2022