



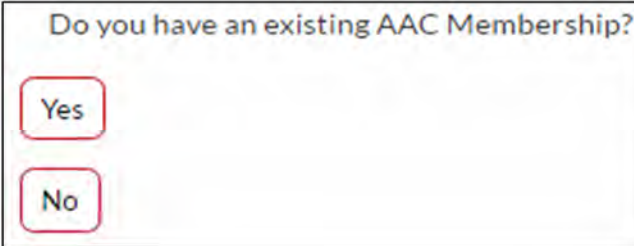
AAC MEMBER GUIDE

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1 Account Management

1.1 Register

- To register an account, click on **"Register/Renew"** at the bottom of any AAC page.
- Enter your email. You will receive an email with further instructions.
- Create a password that meets the given criteria.
 - o Remember this password, or write it down. You will need it for all future Logins.
- If you have an existing AAC Membership, select **"Yes."**



The image shows a registration form with the question "Do you have an existing AAC Membership?". Below the question are two buttons: "Yes" and "No". Both buttons are highlighted with a red border.

- o Further instructions are found in the section below, 1.1.1 Claim Existing Membership
- If you do not have an existing AAC Membership, select **"No"** and continue.

1.1.1 Claim Existing Membership

1.1.1.1 During Registration

- If you have an existing AAC Membership, you will be able to link it directly to your new account.
- Enter your AAC Membership Number **and** your postal code for a valid search.
- If the membership that is shown is rightfully yours, click on **"Yes, I confirm."**
 - o Confirm or edit any personal information. This information will be linked to your account.
 - o See sections 1.1.2.1 Claim Dogs During Registration and 1.1.3.1 Claim Junior Handlers During Registration.
- If the search does not return any results, please ensure all the information is correct, and try again.
- If the membership is not yours, click on **"No, I need to search again."** to reset the search. Please ensure all information entered is correct.
- If you do not have an AAC Membership, you may select **"No, I don't have an existing membership."** to continue.

1.1.1.2 After Registration

- To claim your membership, from the **"My Account"** page, click on **"Manage Memberships"**.
- Above the list of memberships, click on **"Claim my membership"**.
- Enter your AAC Membership Number **and** your postal code for a valid search.
- If this is the correct membership, click **"Yes, I confirm."**

1.1.2 Claim Dogs

1.1.2.1 During Registration

- After claiming your existing AAC Membership, or creating a new Person, select the **“Yes”** option in response to “Do you have a dog to claim?”



Do you have a dog to claim? Yes No Continue

- If you claimed a membership, dogs will automatically be found using your information.
- To find other dogs, enter all information and click **“Search”**. You need to fill at least one (1) field for a valid search.
- When you find your dog, click on **“Yes, I confirm.”** to claim the dog.
- When you have claimed all of your dogs, select the **“Yes”** option in response to “Have you claimed all of your dogs?”
 - You will be asked if you have any Junior Handlers to claim. If so, select **“Yes”** and continue to 1.1.3.1 Claim Junior Handlers During Registration for further instructions.
 - If you do not have any Junior Handlers to claim, select **“No”** to complete registration.

1.1.2.2 After Registration

- To claim a previously registered dog, from the **“My Account”** page, click on **“Manage Dogs”**.
 - You are now able to see the Dogs you have previously claimed to your account.
- Click on **“Claim Your Dog(s)”** to access the list of available dogs.
- Enter all information and click **“Search”**. You need to fill at least one (1) field for a valid search.
- When you find your dog, click on **“Yes, I confirm.”** to claim the dog.
 - You will be asked if you have other Dogs to claim. If so, click **“Yes”** and repeat the process. If not, click **“No”**.

1.1.2.3 Removing Misclaimed Dogs

- If you accidentally claimed a dog, it is possible to remove it from your account.
- From the **“My Account”** page, click on **“Manage Dogs”**
- Click on **“Remove Misclaimed Dog”**.
- Click on **“Remove”** to return the misclaimed dog to the list of available dogs.
- Click on **“Yes”** to return to the **“Manage Dogs”** page. Click **“No”** to refresh the page.

1.1.3 Claim Junior Handlers

1.1.3.1 During Registration

- After completing the claim of dogs, you will claim your Junior Handlers.

Do you have a junior handler to claim? Yes No Continue

- Enter Junior Handler ID and click **"Search"**. You must provide the exact ID for the Junior Handler you are looking for.
- If the Junior Handler shown is correct, confirm that **"Yes"**, you wish to claim this Junior Handler.
 - o You will be asked if you have other Junior Handlers to claim. If so, click **"Yes"** and repeat the process. If not, click **"No"**.
- This step completes the registration process.

1.1.3.2 After Registration

- To claim a previously registered Junior Handler, from the **"My Account"** page, click on **"Manage Junior Handlers"**.
 - o You are now able to see the Junior Handlers you have previously claimed to your account.
- Click on **"Claim Your Junior Handler(s)"** to access the list of Junior Handlers.
- Enter the Junior Handler ID or any information and click **"Search"**.
- If the Junior Handler shown is correct, confirm that **"Yes"**, you wish to claim this Junior Handler.
 - o You will be asked if you have other Junior Handlers to claim. If so, click **"Yes"** and repeat the process. If not, click **"No"**.

1.1.3.3 Removing Misclaimed Junior Handlers

- If you accidentally claimed a Junior Handler, it is possible to remove it from your account.
- From the **"My Account"** page, click on **"Manage Junior Handlers"**.
- Click on **"Remove Misclaimed Junior Handler"**.
- Click on **"Delete"** to return the misclaimed Junior Handler to the list of available Junior Handlers.
- You will be asked if you have other Junior Handlers to remove. If so, click **"Yes"** and repeat the process. If not, click **"No"**.

1.2 Login

- To Login, navigate to **"My Account"** on any AAC page.
- Type in your username and password.
- Press **"Login"** to continue.

1.3 Password Recovery

- If you have forgotten your password, click on **"Password**

The screenshot shows a login form with the following elements:

- Header: LOGIN
- Form fields: User Name, Password
- Checkbox: Remember Me
- Button: Login (circled in red)
- Links: Register if you don't have an account, Password Recover (circled in red)

Recover” on the Login page.

- Enter your email to receive further instructions.

1.4 Change your password

- From the **“My Account”** page, click on **“Change Password”** to change your password.
 - You will be prompted to enter your old (current) password, as well as entering a new password.
 - Be sure to remember your new password, as you will use it to Login in the future.

1.5 Apply for Membership

- From the **“My Account”** page, click **“Apply for Membership”** under the **“Register”** banner.
- Select the language of correspondence, the type of membership and request a Rulebook if you wish.
- When you are satisfied with your choices, click **“Submit”** at the bottom of the page.
- After reviewing your Order Items, click **“Checkout”** at the top-right of this page.
- Complete the purchase by entering either cheque or credit card information.
 - If you do not wish to complete the transaction at this time, you will be able to do so later by clicking on **“Orders”** from the **“My Account”** navigator.
- Your membership will be considered **“Pending”** until the AAC Membership Coordinator approves the application.

1.6 Manage your Memberships

- From the **“My Account”** page, click on **“Manage Memberships”** to view all membership types associated to your account.

1.7 Renew your memberships

- From the **“My Account”** page, click on **“Manage Memberships”** to view all membership types associated to your account.
- Click on **“Renew”** next to the membership you wish to renew.
- Continue through the payment process to renew your membership.

1.8 View your Roles

- From the **“My Account”** page, click on **“View Roles”** to view all user roles associated to your account.

1.9 View Transactions

1.9.1 View Pending Transactions

- If at any time, you choose not to pay at the time of order, you can easily go back and finish the checkout process.
 - From the **“My Account”** page, click on **“Shopping Cart”**.
 - To complete the payment of a previous order, click on **“Checkout”** and follow further
-

instructions.

1.9.2 View Past Transactions

- From the **“My Account”** page, click on **“Orders”** to view past transactions.
- You will see the details of all your past purchases on this page.

1.10 Rulebook Download

- If you have an active AAC Membership, you may download the official rulebook at any time from the **My Account** dashboard.
- Click on **Rulebook** for the English Rulebook PDF. The download will start automatically.
- Click on **Rulebook (French)** for the French Rulebook PDF. The download will start automatically.

2 Club Management

2.1 Apply for Club Membership

- From the **“My Account”** page, you may apply for club membership by clicking on **“Register Club”**.
- Enter as much information as possible on the **“Create New Club”** page.
- You may choose to order a physical rulebook when registering a club.
- Click **“Continue”**.
- You may choose to add a Club President, Club Secretary, and/or a Club Contact.
 - Search for a user’s profile with their email address. Click on **“Search”** to find the user.
 - Click on the role you wish to assign to the user.
 - Click on **“Continue”** when you have no more roles to assign.
- Click on **“Create”** to continue to payment.
- After reviewing your Order Items, click **“Checkout”** at the top-right of this page.
- Complete the purchase by entering either cheque or credit card information.
 - If you do not wish to complete the transaction at this time, you will be able to do so later by clicking on **“Shopping Cart”** from the **“My Account”** navigator.
- Your club membership will be considered **“Pending”** until the AAC approves your application.

2.2 Edit your Club

- As a President, Secretary or Club Contact, you will be able to view and edit your club profile.
- From the **“My Account”** page, click on **“Manage Clubs”**.
- Under the **“Club Index”**, you will find all current information on your Club.
- Click on **“Edit”** to change any profile or contact information of your Club.

All menu locations are identified in the diagram on the next page.

HOME REGISTRATION MY ACCOUNT BACK

MY ACCOUNT

User Name: user1@aac.ca

1.7 - Manage your Memberships Password Reset 1.4 - Change your Password

1.5 - Manage People 1.1.1 - Claim Dogs

1.1.2 - Claim Junior Handlers 1.8 - View your Roles

1.9 - View Pending Transactions 2.2 - Edit your Club

1.10.2 - View Past Transactions

REGISTER

2.1 - Apply for Club Membership 1.6 - Apply for Membership

BACK TOP

The screenshot displays the 'MY ACCOUNT' and 'REGISTER' sections of the AAC website. The 'MY ACCOUNT' section includes a navigation bar with 'HOME', 'REGISTRATION', 'MY ACCOUNT', and 'BACK'. Below the 'MY ACCOUNT' heading, the user's name 'user1@aac.ca' is shown. A grid of buttons provides access to various account management functions: 'Manage People', 'Manage Memberships', 'Manage Dogs', 'Manage Junior Handlers', 'Manage Clubs', 'View Roles', 'Shopping Cart', and 'Orders'. A 'Password Reset' button is also present. Red callout boxes with white text identify each button with a corresponding number: 1.5 for 'Manage People', 1.1.2 for 'Manage Junior Handlers', 1.9 for 'Shopping Cart', 1.7 for 'Manage Memberships', 1.1.1 for 'Manage Dogs', 1.8 for 'View Roles', 2.2 for 'Edit your Club', 1.4 for 'Change your Password', and 1.10.2 for 'View Past Transactions'. The 'REGISTER' section features two buttons: 'Register Club' and 'Apply for Membership', with callouts 2.1 and 1.6 respectively. At the bottom of the page, there are 'BACK' and 'TOP' links.