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Web site Registration Guide

Registration is a one-time process that allows you to create a Username and Password you will use to log in when you return to the Zonta International Web site. This registration is strictly for active members of Zonta Clubs and provides you with access to additional information and benefits, as well as the Zonta Store.

To Register:

1. Visit www.zonta.org/register
2. **Enter your Member ID Number, without spaces, in the Member ID Number field.** You may obtain your Member ID Number from the mailing label of your copy of *The Zontian* magazine, from your Club Treasurer or from ZI Headquarters, zontaintl@zonta.org.
3. **Enter your Last Name in the Last Name field.** If your last name is not accepted, troubleshoot spaces in a name (DeWitt vs. De Witt) or apostrophes (Obrien vs. O'Brien). If your name is misspelled, register using the misspelled version. (Once you have completed registration, you may correct the spelling by selecting the "Update My Profile" link on the left hand navigation bar.)
4. **Select Submit.** You will be directed to a page where you will select a username and password.
5. **Enter a username that is easy for you to remember.** The username field may already be populated with the E-mail address we have on record for you or a random number. Delete this field and enter a username that is easy for you to remember.
6. **Enter a password that is easy for you to remember. Enter the password again for confirmation.**
7. **Enter a "password reminder hint."** The "password reminder hint" should remind you of your password. Example: if your password is "zonta1919," your reminder hint might be "the year Zonta International was founded."
8. **If you have an E-mail address on record at Headquarters, it will be displayed in the E-mail field.**
 - ❑ If this E-mail address is correct, please select **Complete Registration**.
 - ❑ If this E-mail address is incorrect, please correct the address and select **Complete Registration**.

- ❑ If there is no E-mail address displayed, please enter your E-mail address and select **Complete Registration**.

9. Select Submit. You will be directed to the Policy on Use of Member Information.

10. Scroll to the bottom of the Policy on Use of Member Information. Check the box that says “I agree to and acknowledge the above terms and conditions.”

11. Select Acknowledge.

Congratulations! You successfully registered with the Zonta International Web site. The username and password you just registered will be displayed on this page. Please print this page for future reference. You will also see links to your Member Profile, Member Resources, Member Networking Directory and the Zonta Store.

A screenshot of a web form titled "Member Log in". The form has a light beige background with a dark red header and footer. The header contains the text "Member Log in" in white. Below the header, there are two white input fields: the first is labeled "username" and the second is labeled "password". Below the "password" field is a small "Submit" button. At the bottom of the form, there is a "remember me" checkbox. The footer of the form contains the text "REGISTER NOW" in white on a dark red background.

When you return to the site, simply enter the username and password you selected during this registration in the Member Log in box on the left hand navigation bar. Check the Remember Me box for your personal computer to remember your username and password the next time you return to the site. You will know you have successfully logged onto the Zonta International Web site when it reads “Welcome.”

Questions? Contact the Zonta International Webmaster, webmaster@zonta.org