



TLCPCP Community,

April 14, 2017

This document provides important instructions for registering on the TLCPCP web community at TLCPCP.com. Please note that all new accounts on the website will go through a multi-step approval process that is necessary for security and to give you control over updating and changing your own account whenever you want. The details are below:

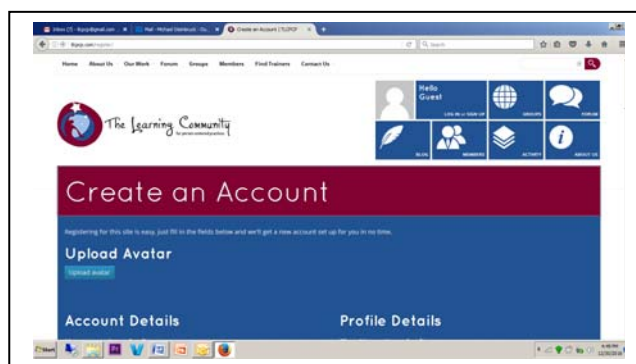
KEY THINGS TO KNOW BEFORE YOU START

- This is a brand new website. The login and password from the old site will not work on this site. You need to create a new account on the registration page.
- The registration page can be found here: <http://tlcpcp.com/register/>
- You need to be very careful to complete all the fields on the registration page that are applicable to you.
- It is a good idea to “whitelist” TLCPCP.com in your email client so that our website emails are not send to your JUNK or SPAM folders. You can Google instructions on how to do this for your particular email application.
- You will receive automatic emails notifying you of your status.

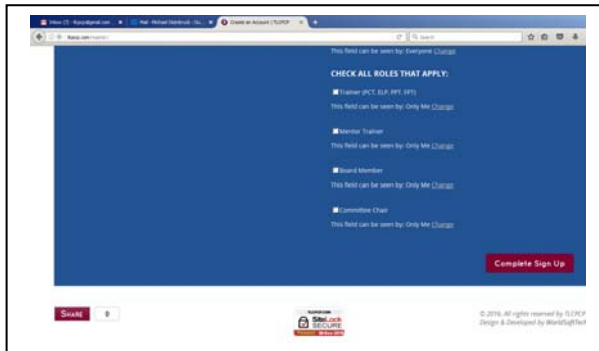
GENERAL REGISTRATION PROCESS STEPS (w/SCREEN SHOTS)

Step 1: Enter all of your Account and Profile Details.

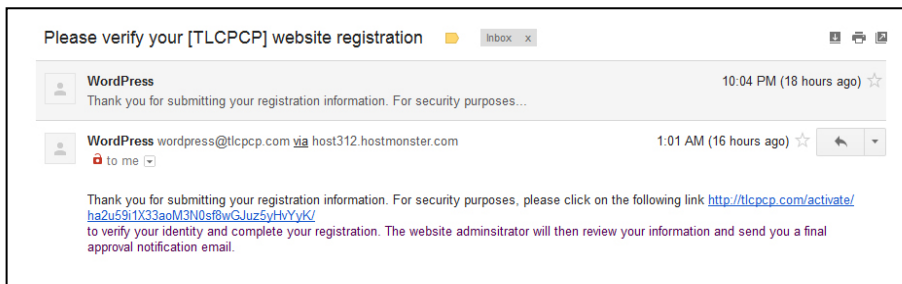
SEE THE REGISTRATION PAGE GUIDE .PDF TO DO THIS CORRECTLY.



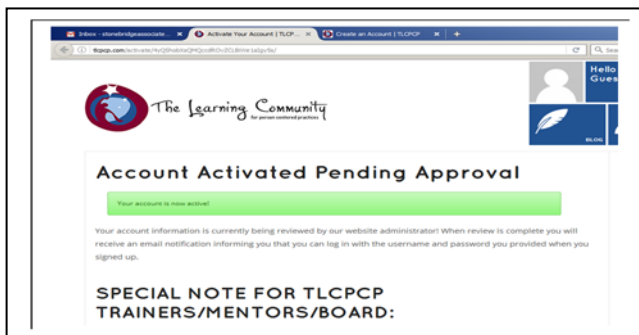
Step 2: Click on the red “Complete Sign Up” button.



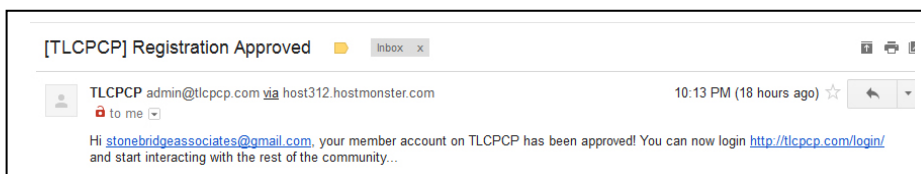
Step 3: Wait for Verification email from the website and **click link**.



Step 4: Wait while your Account is reviewed and approved by TLCPCP. This is done manually and may take up to two days.



Step 5: Receive approval email and click on website link. It will take you to the login page.



***Non-Trainers are now ready to use the site.**

Step 5: SPECIAL TRAINER/MENTOR INSTRUCTIONS (Including payment)

Upon login the site will direct you to the payment page. Choose either Trainer or Mentor Fee depending on your status and follow the instructions for payment. If you have a discount code you can enter it now. Once you have completed the payment process you will have access to the applicable Trainer and/or Mentor group forums and TLCPCP mailing lists.

- Those of you who are trainers or mentors will have an additional step of paying your annual \$25 fee via secure PayPal portal. This will happen after your account has been approved. If you have already paid your fee for this year we will provide you a discount code
- Completing all the fields on the registration page is particularly important for trainers and mentors. The site has automated features that are driven by the registration fields. This includes the “*trainer search*” and access to the “*PCT Trainer*” and “*Mentor*” group forums.
- Trainers and Mentors must pay the site maintenance fee in order to have these features activated. If you already paid you must use a “*discount code*” on the payment page. If you do not have a discount code, please send proof of payment to TLCPCP@gmail.com and one will be issued to you.

On behalf of the board of TLCPCP I want to thank you in advance for making this a priority.

Michael Steinbruck
TLCPCP Board of Directors, Vice-Chair
Board Technology Liaison