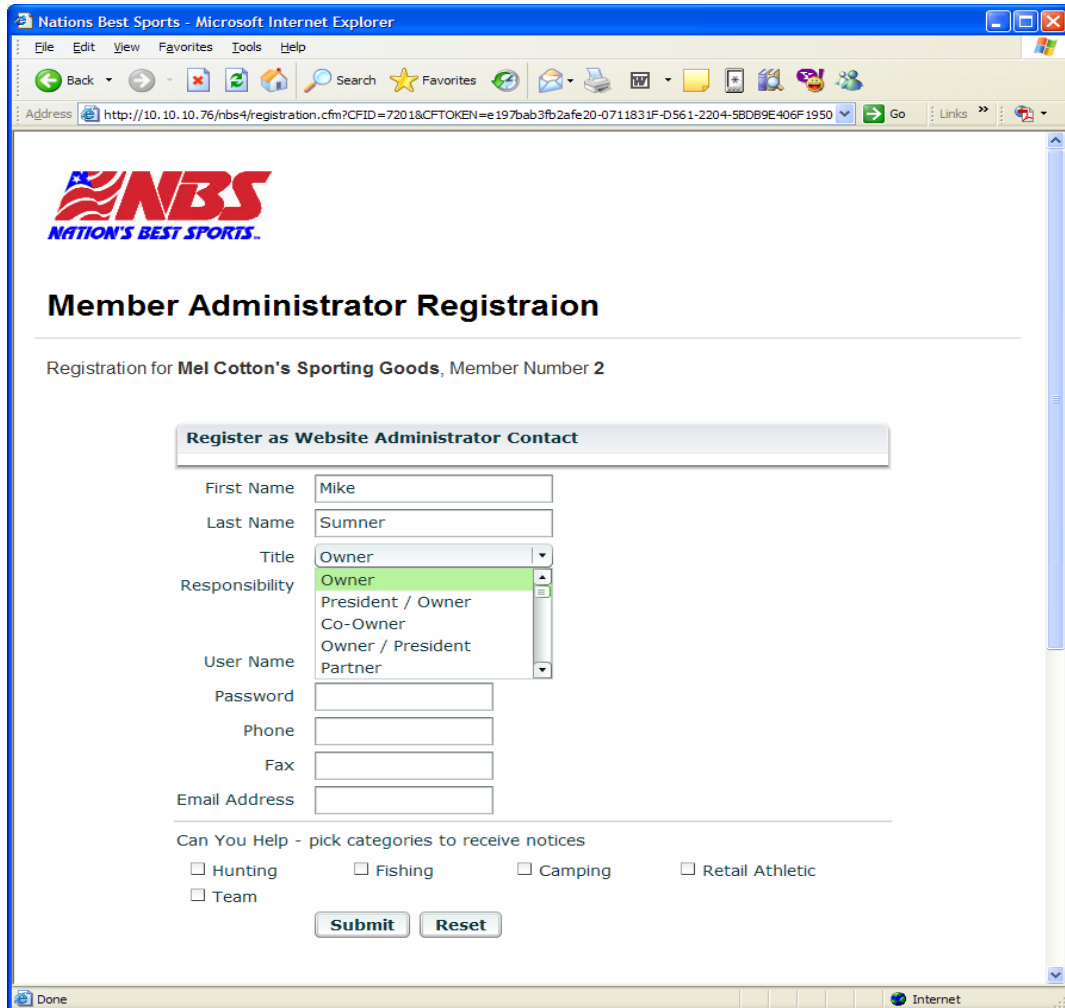


## Site Administrator Registration Instructions

Once you are logged in you will see this screen which is the registration form. Fields marked with an asterisk are required, though we would like to have all fields completed.



The screenshot shows a web browser window titled "Nations Best Sports - Microsoft Internet Explorer". The address bar shows a URL: `http://10.10.10.76/nbs4/registration.cfm?CFID=7201&CFTOKEN=e197bab3fb2afe20-0711831F-D561-2204-5BDB9E406F1950`. The page content includes the NBS logo, the heading "Member Administrator Registraion", and a sub-heading "Registration for Mel Cotton's Sporting Goods, Member Number 2".

The registration form is titled "Register as Website Administrator Contact" and contains the following fields:

- First Name: Mike
- Last Name: Sumner
- Title: Owner (dropdown menu)
- Responsibility: Owner (dropdown menu with options: Owner, President / Owner, Co-Owner, Owner / President, Partner)
- User Name: (empty field)
- Password: (empty field)
- Phone: (empty field)
- Fax: (empty field)
- Email Address: (empty field)

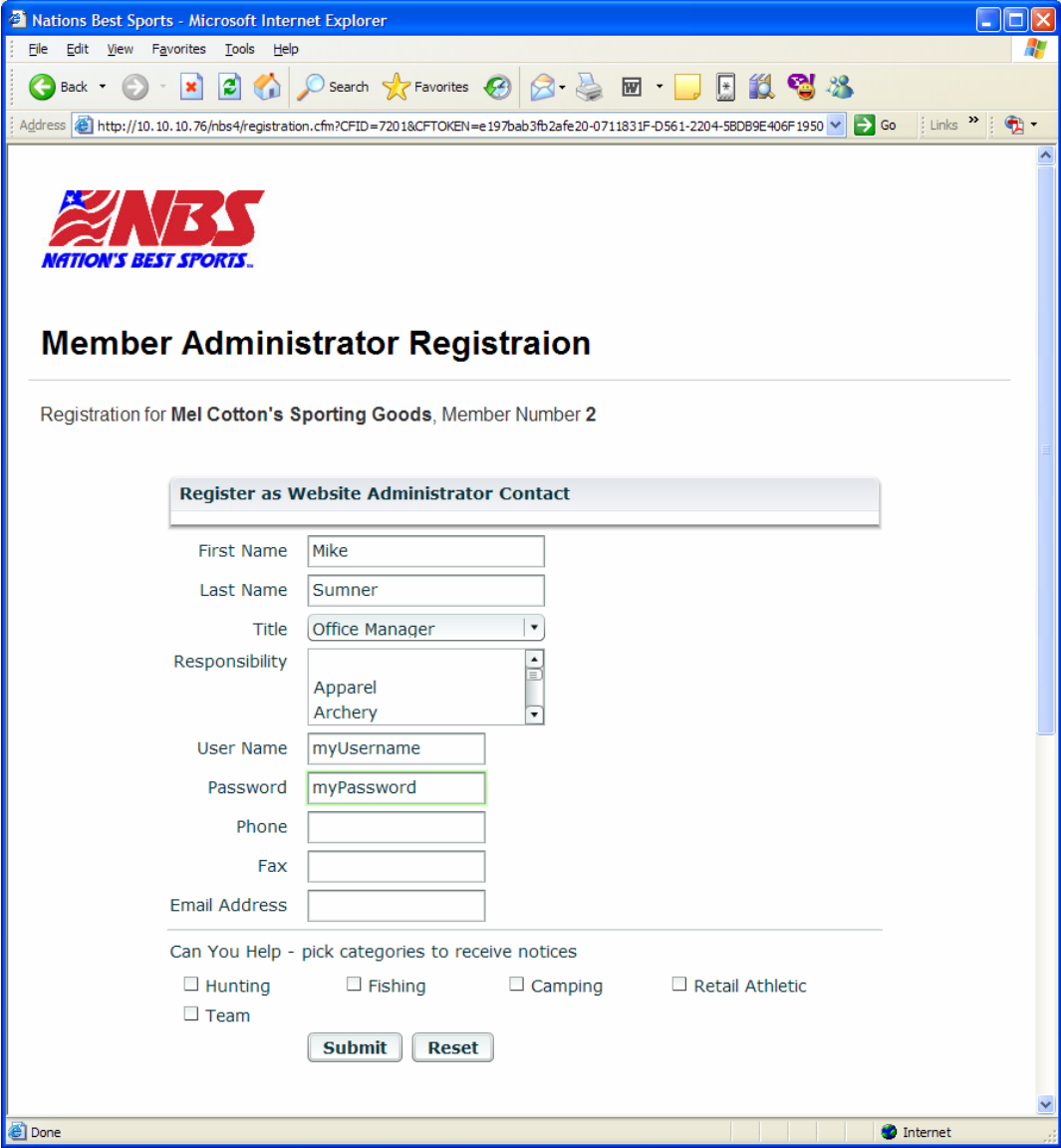
Below the form, there is a section "Can You Help - pick categories to receive notices" with checkboxes for:

- Hunting
- Fishing
- Camping
- Retail Athletic
- Team

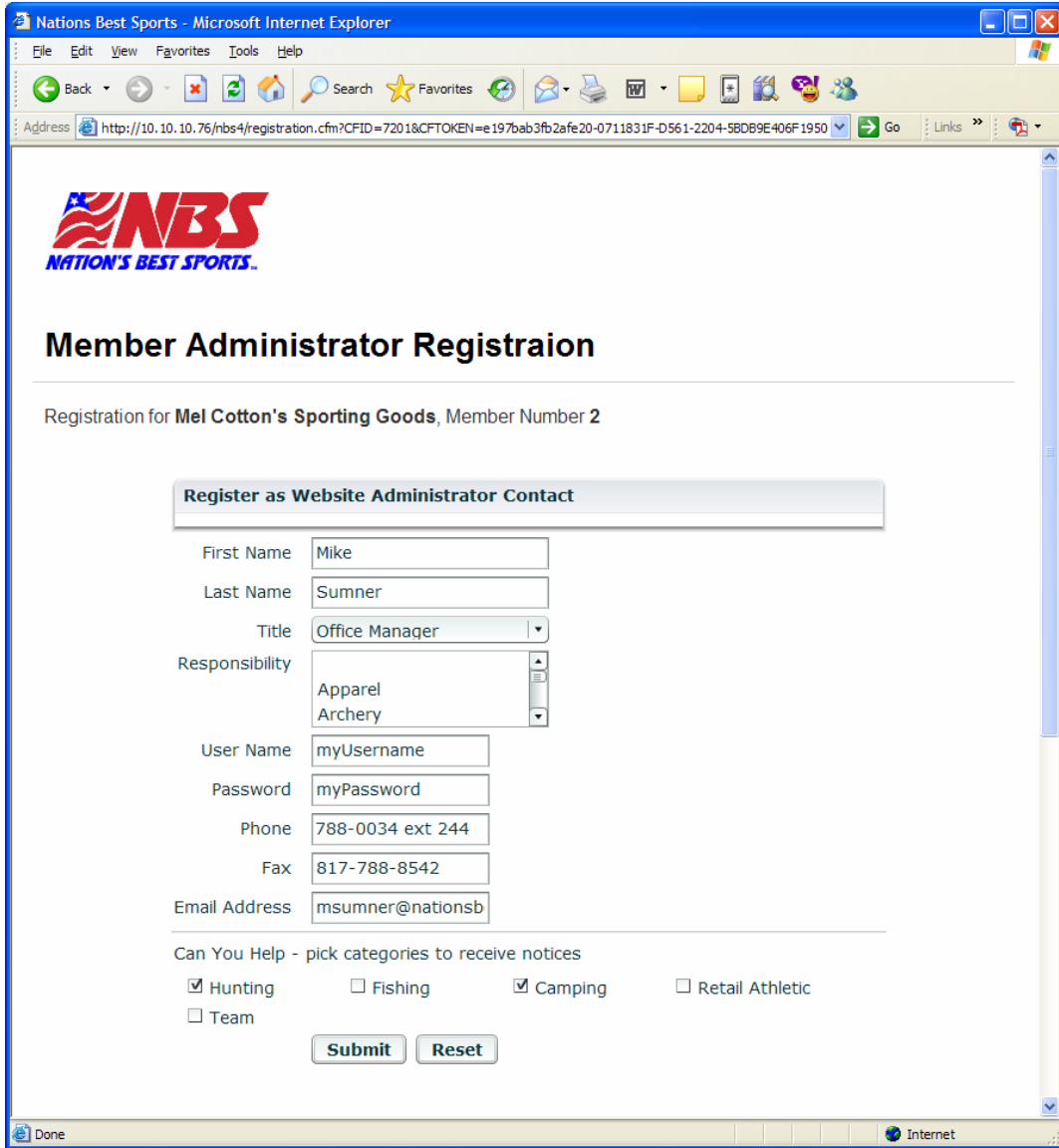
At the bottom of the form are "Submit" and "Reset" buttons.

To complete the Title use the drop down arrow and scroll through the list that best matches.

This screen shows how to complete the Responsibility field. This relates to the buying or sales category you are associated with or have responsibility for if applicable. If you have more than one click each one with your mouse while holding down the "Ctrl" key on you keyboard.



Complete the remaining fields picking your own login and password along with the category of “Can You Help” notifications you would like to receive. None of the old passwords will be allowed.



The screenshot shows a web browser window titled "Nations Best Sports - Microsoft Internet Explorer". The address bar contains the URL: `http://10.10.10.76/nbs4/registration.cfm?CFID=7201&CFTOKEN=e197bab3fb2afe20-0711831F-D561-2204-5BDB9E406F1950`. The page content includes the NBS logo and the heading "Member Administrator Registraion". Below the heading, it says "Registration for Mel Cotton's Sporting Goods, Member Number 2".

The main form is titled "Register as Website Administrator Contact" and contains the following fields:

- First Name: Mike
- Last Name: Sumner
- Title: Office Manager (dropdown menu)
- Responsibility: Apparel, Archery (list box)
- User Name: myUsername
- Password: myPassword
- Phone: 788-0034 ext 244
- Fax: 817-788-8542
- Email Address: msumner@nationsb

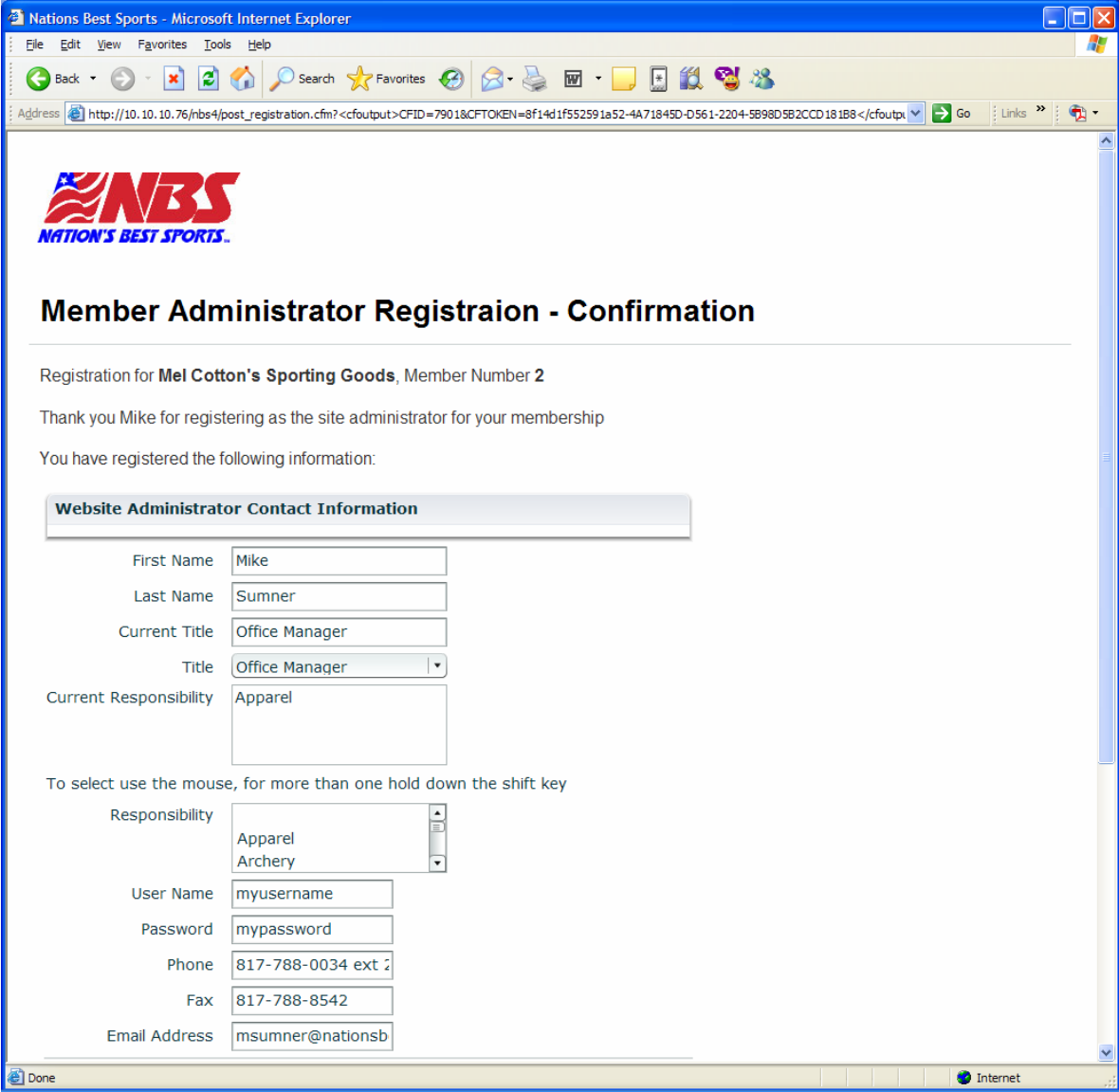
Below the form, there is a section titled "Can You Help - pick categories to receive notices" with the following checkboxes:

- Hunting
- Fishing
- Camping
- Retail Athletic
- Team

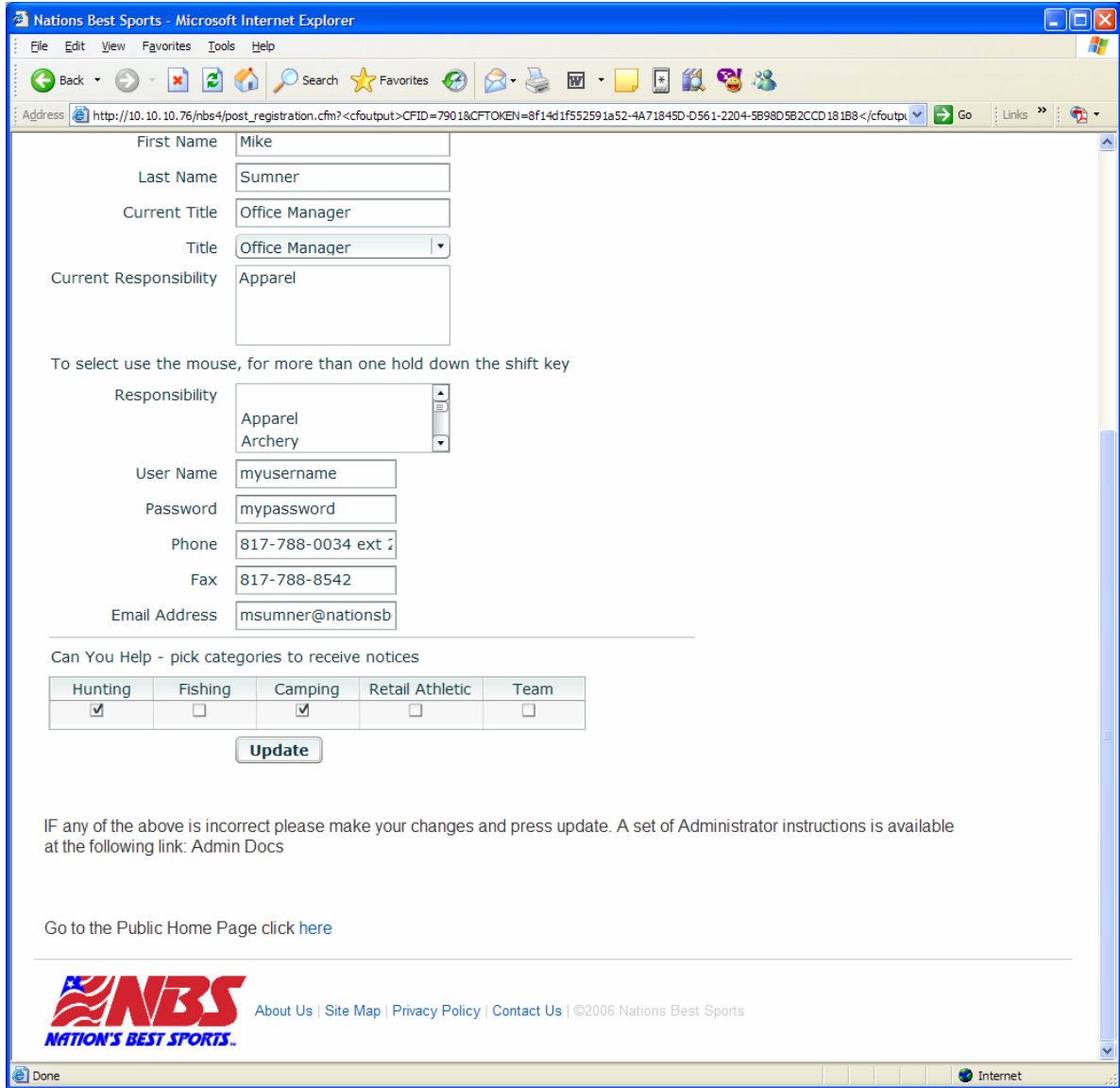
At the bottom of the form are two buttons: "Submit" and "Reset".

Once everything is complete click the submit button. You will be directed to a confirmation page.

The confirmation page will allow you to make any corrections if needed. Make the corrections and use the Update button. If the information is correct use the links at the bottom of the page to download the Administrator Instructions – “How to set up user logins”, and proceed to the new site location.



If you proceed to the Public home page the login button for the Member site is in the same location as the current site. Use the username and login information that you just created to login.



The screenshot shows a Microsoft Internet Explorer browser window displaying a registration form for Nations Best Sports. The form fields are as follows:

- First Name: Mike
- Last Name: Sumner
- Current Title: Office Manager
- Title: Office Manager (dropdown menu)
- Current Responsibility: Apparel

Below these fields is a message: "To select use the mouse, for more than one hold down the shift key".

The Responsibility dropdown menu is open, showing the following options:

- Apparel
- Archery

The remaining form fields are:

- User Name: myusername
- Password: mypassword
- Phone: 817-788-0034 ext 2
- Fax: 817-788-8542
- Email Address: msumner@nationsb

Below the form is a section titled "Can You Help - pick categories to receive notices" with the following table:

Hunting	Fishing	Camping	Retail Athletic	Team
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

An "Update" button is located below the table.

Below the table is a message: "IF any of the above is incorrect please make your changes and press update. A set of Administrator instructions is available at the following link: Admin Docs".

At the bottom of the form, there is a link: "Go to the Public Home Page click [here](#)".

The footer of the page contains the NBS logo and the text: "About Us | Site Map | Privacy Policy | Contact Us | ©2006 Nations Best Sports".