

# How to Register at the AMC Member Center and Select Electronic Delivery

By Jeff Carden

Registering with the AMC's Member Center at <http://www.outdoors.org/membership/member-center.cfm> provides you with a number of benefits. Not only can you "Go Green" by signing up to get the chapter newsletter "On the Western Slope" electronically but you can also get other chapters' newsletters, AMC publications, emailed activity listings, and find out about special deals available to AMC members.

## Step 1 – Go to <http://www.outdoors.org/membership/member-center.cfm>

When you go to the Member Center URL, you will see a page similar to the one below. There are two main links on the page, "Member Validation" which you will click the first time to register and "Access the Member Center" which you will click on subsequent visits.



© Copyright 2010 All Rights Reserved. Appalachian Mountain Club, 5 Joy Street, Boston, MA 02116 P: 617-523-9655 F: 617-523-0722

Step 1 – Go to <http://www.outdoors.org/membership/member-center.cfm>

## Step 2 – Enter Member ID

After clicking on the Member Validation link, you will be presented with a screen similar to the one below. Your Member ID is a number that can be found on your membership card or on the mailing label of the AMC Outdoors magazine right above your name. Enter in the box provided and click the Next button.

The screenshot shows the Appalachian Mountain Club website's Member Validation page. The header includes the AMC logo, navigation tabs (About AMC, Get Outdoors, Lodging, Protect the Outdoors, Volunteer, Membership, Donate), and a search bar. The left sidebar lists membership options. The main content area is titled "MEMBER VALIDATION - Step 1" and contains a form with a text input field for the Member ID and a "NEXT" button. Below the form, instructions are provided for finding the member ID.

**MEMBER VALIDATION - Step 1**

Enter Your Member ID:  **NEXT** ▶

Haven't memorized your AMC member number just yet? Here are three easy ways to get it:

1. Look for your member ID sticker (usually on your license or a credit card) or member card.
2. Find any issue of *AMC Outdoors*—on the cover, above your name, is your 5- or 6-digit member number, followed by your chapter, and your membership expiration date.
3. Call Member Services at 1-800-372-1758 Monday-Friday from 9 to 5 Eastern Time.

### Step 2 – Enter Member ID

## Step 3 – Select Your Name

After entering your member ID you will be given one or more names similar to the list below. If you don't see the name you used when you joined AMC, you may have entered your ID incorrectly and you will want to use the Back button on your browser to return to the previous step. Click the circle (this is called a radio button) to the left of your name and then click the Next button.

The screenshot shows the Appalachian Mountain Club website's Member Validation page at Step 2. The header and sidebar are the same as in Step 1. The main content area is titled "MEMBER VALIDATION - Step 2" and contains a form with the heading "Select Your Name" and a list of names with radio buttons next to them. A "NEXT" button is at the bottom of the form.

**MEMBER VALIDATION - Step 2**

Select Your Name

MR. JEFFREY GARDEN

MR. JOHN CONNORS

NONE

**NEXT** ▶

### Step 3 – Select Your Name

## Step 4 – Enter a Username and Password

After selecting your name you will be presented with a form where you will create the username and password that you will henceforth use to access the Member Center. The username does have to be unique so if you enter one that someone else is already using then you will be told to enter a different username. First initial, last name is a common pattern for usernames but anything can be used. The only requirement for the password is that it must be at least 5 characters, but you should still try to create a password that will be difficult for someone else to guess but easy for you to remember or figure out. A mixture of capital letters, numbers, and symbols will make it harder for someone to figure it out. There are several different security questions you can choose to provide an answer for. If you should forget both your username and password you can have them emailed to you by providing the correct answer to the security question. The final entry on this form is a security form that prevents “bots” and other automated hacking tools from attempting to access the system. An image of two distorted words are provided and you need to type them into the box provided, separated by a space. The top icon to the right of the box will give you new words if you click it and the speaker icon in the middle will give you an audio recording to listen to and enter instead.

The screenshot displays the 'Create Login' form on the Appalachian Mountain Club website. The form is titled 'MEMBER VALIDATION - Step 3' and contains the following fields:

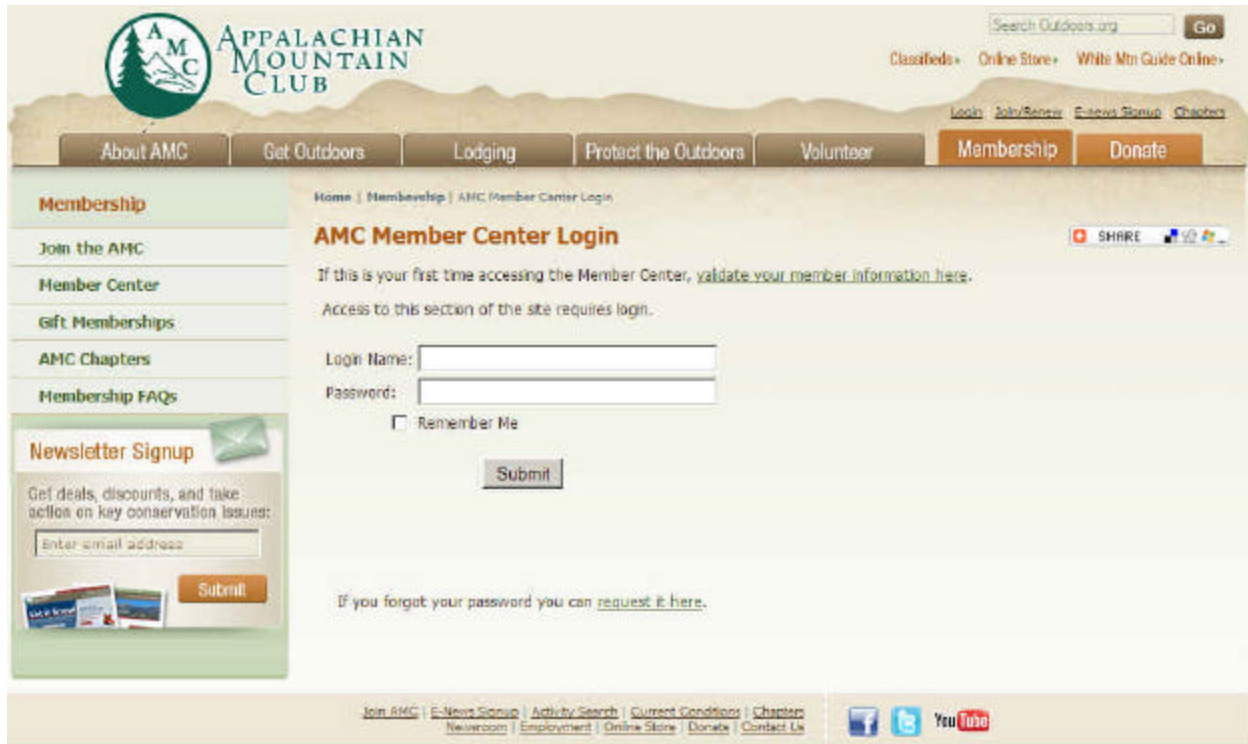
- Username \*
- Password \*
- Verify Password \*
- Security Question \* (dropdown menu with 'mother's maiden name' selected)
- Security Answer \*

Below the form fields is a CAPTCHA image showing the words 'curricia' and 'continued' in a distorted font. Below the CAPTCHA is a text input field labeled 'Type The Two Words:' and a 'SUBMIT' button.

The website header includes the AMC logo, navigation tabs (About AMC, Get Outdoors, Lodging, Protect the Outdoors, Volunteer, Membership, Donate), and a search bar. The footer contains social media links and contact information.

## Step 5 - Logging In

Once you have successfully created your username and password you will be able to log into the Member Center. Enter the username in the Login name box and the password in the Password box and then click the submit button. If you are on a secure, private computer it is possible to check the box next to Remember Me so that you don't have to log in the next time you go to the Member Center but it is much better to make your username and password something that you can remember or figure out.



The screenshot shows the Appalachian Mountain Club (AMC) Member Center Login page. At the top left is the AMC logo. The top navigation bar includes links for Classifieds, Online Store, White Mtn Guide Online, Login, Join/Renew, E-news Signup, and Chapters. Below this is a secondary navigation bar with buttons for About AMC, Get Outdoors, Lodging, Protect the Outdoors, Volunteer, Membership, and Donate. The main content area is titled "AMC Member Center Login" and includes a breadcrumb trail: Home | Membership | AMC Member Center Login. A "SHARE" button is visible. The page instructs users to validate their member information if it's their first time and notes that access requires login. There are input fields for "Login Name:" and "Password:", a "Remember Me" checkbox, and a "Submit" button. A link for "request it here" is provided for forgotten passwords. On the left side, there is a "Newsletter Signup" section with a "Submit" button. The footer contains various links like Join AMC, E-News Signup, Activity Search, Current Conditions, Chapters, Newsroom, Employment, Online Store, Donate, and Contact Us, along with social media icons for Facebook, Twitter, and YouTube.

© Copyright 2010 All Rights Reserved. Appalachian Mountain Club, 5 Joy Street, Boston, MA 02106 P: 617-523-0615 F: 617-523-0722

### Step 5 - Logging In

## Step 6 – Selecting Electronic Delivery of Chapter Newsletter

After successfully logging into the Member Center, part of the page will look something like this. There are a number of things you can do here but to select electronic delivery of the newsletter, click the “Set Chapter Newsletter Preferences” button.



The screenshot displays the AMC Member Center interface. On the left is a navigation menu with the following items: Membership, Join the AMC, Member Center (with sub-items: Renew Membership, Change Address, Change Chapter, Update Interests, Activity Digests, Subscribe to Appalachia, Member Deals, Edit Login Information, AMC E-mail Subscriptions, Log out), Gift Memberships, AMC Chapters, and Membership FAQs. The main content area is titled "Member Center" and includes a breadcrumb trail: Home | Membership | Member Center. A welcome message reads "Welcome, Jeffrey!" with a "Log Out" link. Below this are several promotional banners: "what's new at AMC", "Support AMC: AMC's Year End Campaign is Underway >>", "AMC Holiday Gift Guide: Give the gift of AMC >>", "2011 International Dinner Series: Series Kicks off on January 5th >>", and "Member Deal: Save at Coleman.com/pro by using AMC member access code '6AMC9' See more member deals >>". At the bottom, under the heading "most popular actions", there are two prominent red buttons: "SUBSCRIBE TO ACTIVITY DIGESTS" and "SET CHAPTER NEWSLETTER PREFERENCES".

*Step 6 – Selecting Electronic Delivery of Chapter Newsletter*

## Step 7 – Fill in the Newsletter Form

Your first and last name and email address are required fields and may already be filled in. If not, enter the appropriate values. Most modern email programs support HTML which means the email could look like a web page. The electronic version of On the Western Slope is distributed as a link to an Adobe PDF format so this selection won't really affect your viewing of this particular newsletter. If you are using an older email program however and often see what appear to be garbage characters in your emails, choose the plain text option. You can always change the selection at a later time.

You have the choice of receiving the chapter newsletter through your email with the Electronic option; not receiving a newsletter at all (it can always be found on the chapter website) with the No Newsletter option; or through the postal service by selecting the Paper option (the default option). There is a separate checkbox, "Yes! I'd like to receive electronic delivery of the Mohawk Hudson Chapter Newsletter when available." which you should probably check even if you've chosen to receive a paper newsletter. It probably controls the delivery of the monthly Sphere emails from the Chapter Chair. Click the Submit button to save your settings.

You can return to this screen at any time to make changes and if your email address should change in the future, you will want to make a point of coming here and updating your information.

The screenshot shows the 'Mohawk Hudson Chapter Newsletter Sign-up and Preferences Form' on the Appalachian Mountain Club website. The form is titled 'Mohawk Hudson Chapter Newsletter form' and includes a 'SHARE' button. It contains the following fields and options:

- First Name:** Jeffrey
- Last Name:** Carden
- Email:** (empty field)
- Email Format:**  HTML  Plain Text
- Chapter Newsletter Preference:**  Electronic  No Newsletter  Paper
- Mohawk Hudson Chapter Newsletter:**  Yes I'd like to receive electronic delivery of the Mohawk Hudson Chapter Newsletter when available.

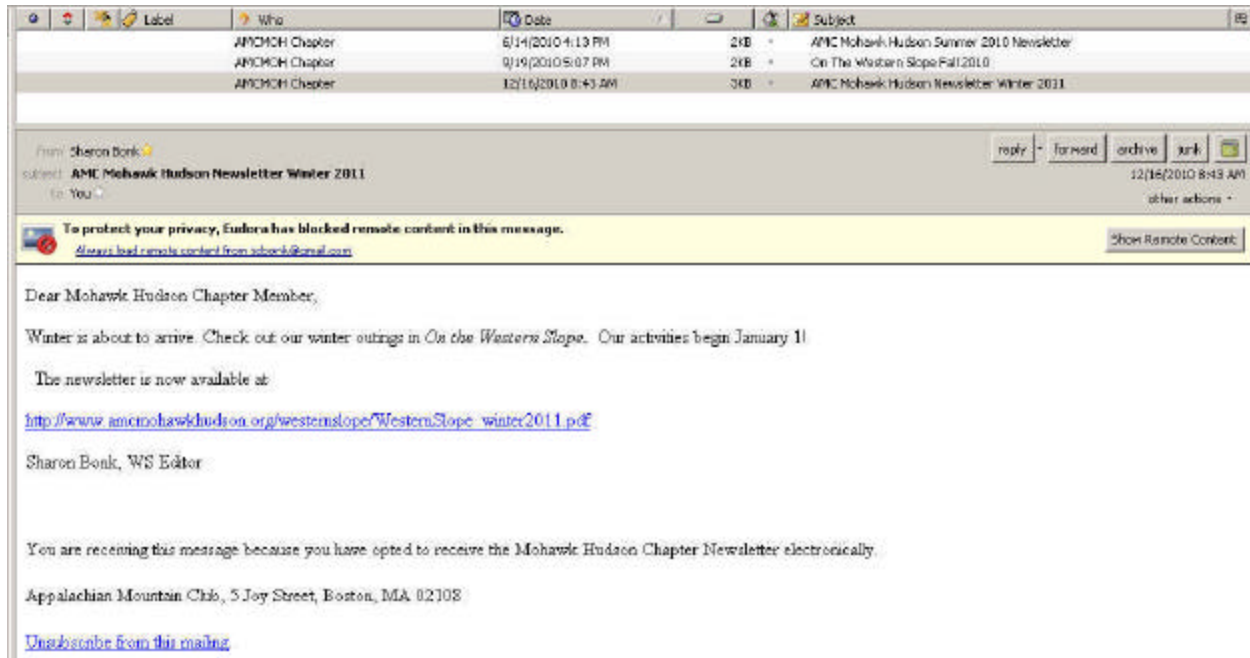
A 'Submit' button is located at the bottom of the form. The page also features a navigation menu with 'Membership' and 'Donate' buttons, and a sidebar with 'Membership' and 'Newsletter Signup' sections.

© Copyright 2010 All Rights Reserved. Appalachian Mountain Club, 5 Joy Street, Boston, MA 02108 P: 617-523-9655 F: 617-523-9722

## Step 7 – Fill in the Newsletter Form

## Step 8 – Receiving the Newsletter emails

On the Western Slope is published quarterly. When it is ready, email notices are sent out to all those who have elected to receive electronic delivery. This email will come from AMCMOH Chapter and will look something like the one listed below. A link is provided to the newsletter which is stored on the Chapter's website. Past issues are also available on the Publications – Archives page.



The screenshot shows an email client interface. At the top, there is a table with columns for Label, Who, Date, Size, and Subject. Below the table, the email content is displayed. The sender is Sharon Bonk, and the subject is AMCMOH Hudson Newsletter Winter 2011. The email body contains a greeting to a member, information about winter outings, a link to the newsletter, and contact information for the chapter.

Label	Who	Date	Size	Subject
	AMCMOH Chapter	6/14/2010 4:13 PM	2KB	AMCMOH Hudson Summer 2010 Newsletter
	AMCMOH Chapter	9/19/2010 5:07 PM	2KB	On The Western Slope Fall 2010
	AMCMOH Chapter	12/16/2010 8:43 AM	3KB	AMCMOH Hudson Newsletter Winter 2011

From: Sharon Bonk  
Subject: AMCMOH Hudson Newsletter Winter 2011  
To: You

To protect your privacy, Outlook has blocked remote content in this message.  
[Always load remote content from sbonk@gmail.com](#) Show Remote Content

Dear Mohawk Hudson Chapter Member,

Winter is about to arrive. Check out our winter outings in *On the Western Slope*. Our activities begin January 1!

The newsletter is now available at  
[http://www.amcmohawkhudson.org/westernslope/WesternSlope\\_winter2011.pdf](http://www.amcmohawkhudson.org/westernslope/WesternSlope_winter2011.pdf)

Sharon Bonk, WS Editor

You are receiving this message because you have opted to receive the Mohawk Hudson Chapter Newsletter electronically.

Appalachian Mountain Club, 5 Joy Street, Boston, MA 02108  
[Unsubscribe from this mailing](#)

*Step 8 – Receiving the Newsletter emails*