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.

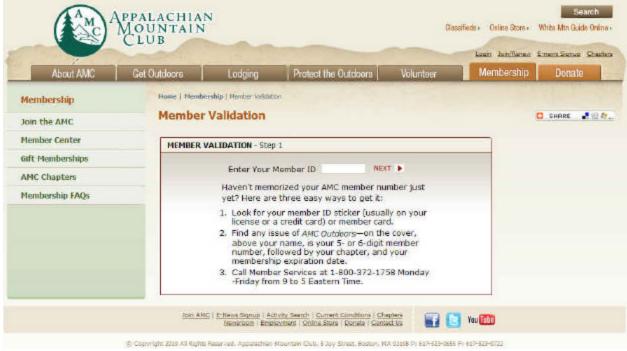**Step 1 – Go to http://www.outdoors.org/membership/member-center.cfm**

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.

Step 1 – Go to http://www.outdoors.org/membership/member-center.cfm
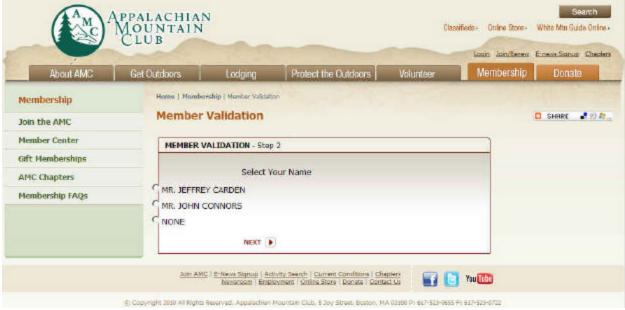
Step 2 – Enter Member ID

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.

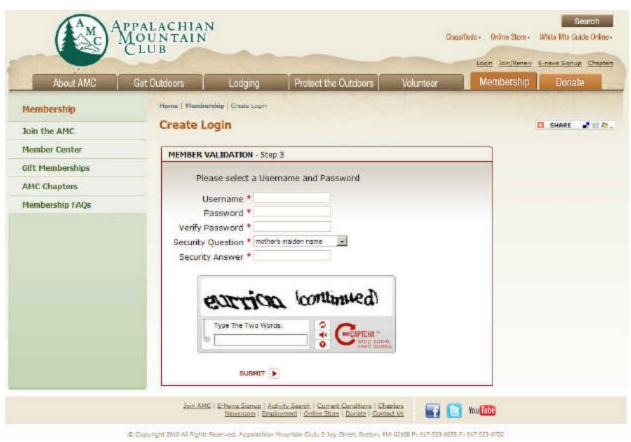*Step 2 – Enter Member ID*

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.

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.

Step 4 – Enter Username and Password

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.

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.
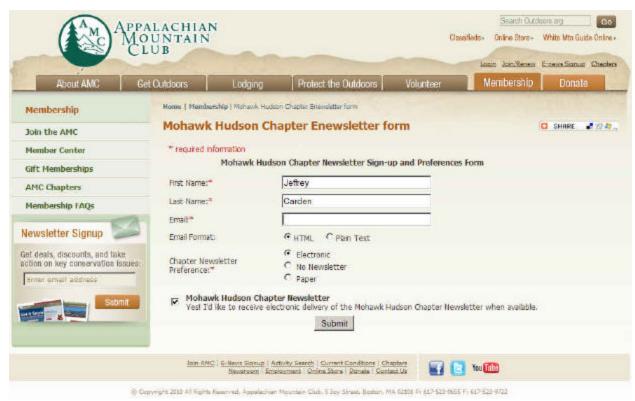

Step 6 – Selecting Electronic Delivery of Chapter Newsletter

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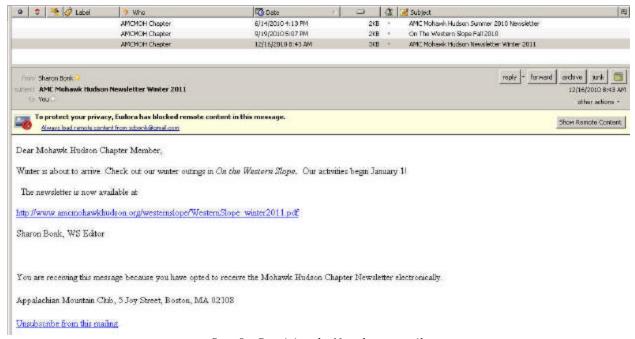
You can return to this screen at any time to make changes and if your email address should change in the future, you will want to make a point of coming here and updating your information.

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.

Step 8 – Receiving the Newsletter emails