

2022 COMPANIONS WEBSITE LAUNCH – CHEAT SHEET #1

HOW TO GET YOUR ACCOUNT

1. Visit <https://schcCompanions.org> (the Society's external website).
2. Click on **New Website Launch** on the upper right menu.

This takes you to a page supporting the launch of the new site. It offers a link to request your account, recorded training sessions, and more cheat sheets like this one.

3. Click on **Click Here to Get Your New Account**. This brings you to the form **CREATE AN ACCOUNT**.
4. Fill out the form.

Provide first name and last name.

Choose your own account name.

Enter your current email address.

Choose your own password following instructions.

(Need we remind you to record the account name and password in a secure place that you can find later?)

Pick your chapter(s) from the list.

Optional: Select your interest areas. You can pick several and change them later. We're not doing anything with these yet, but soon we plan to use them to help Companions connect.

Read the privacy statement and check the box (required to use the site).

5. Click the **Create Account** button.

After a few seconds processing, expect a successful message: "Your name has been sent to The Companions. They will get right back to you."

Our web team will check your membership in the SCHC (either Companion or Discerner) against the current roster, and you will receive an email within two days that the account is ready for use.

If the email you provided is not on record with the SCHC, you will get a phone call to verify that you requested the account.

Contact Webmaster@schcCompanions.org if you do not get that confirmation or otherwise have trouble getting your account.