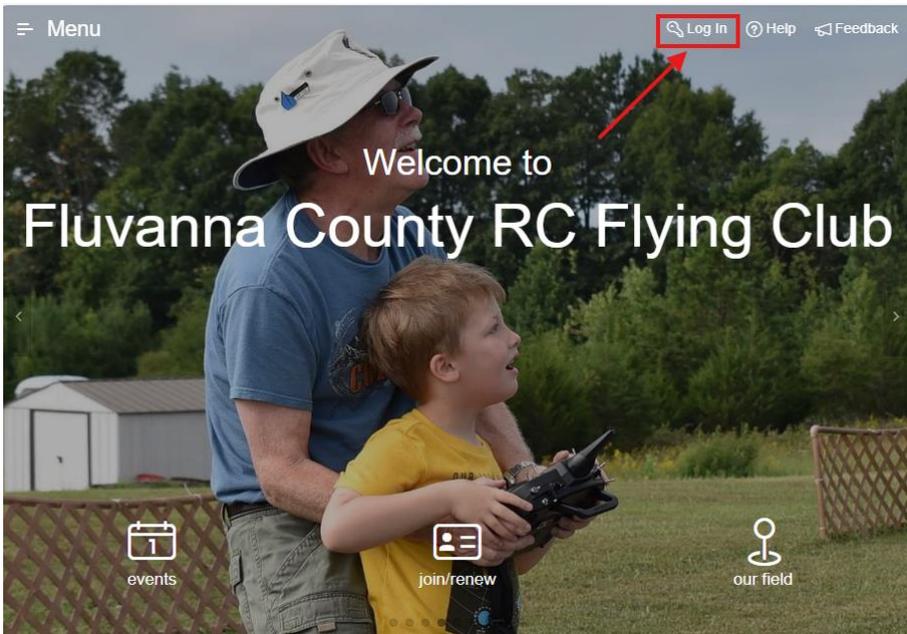
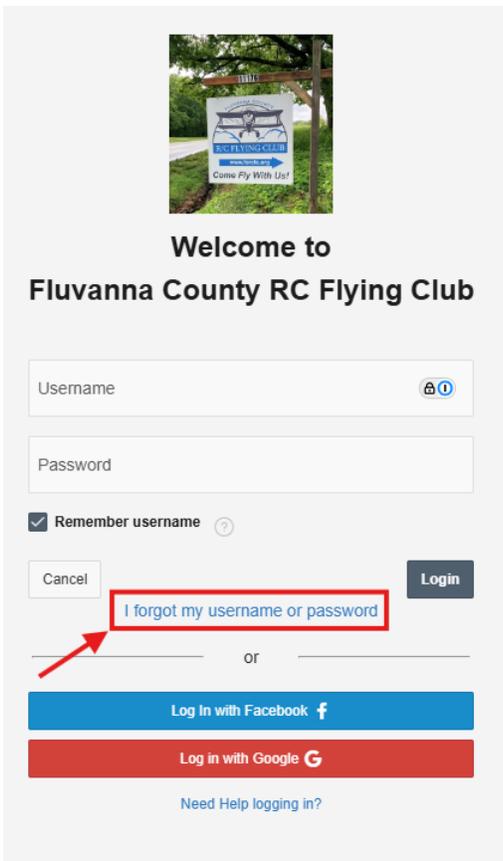


INSTRUCTIONS FOR HOW TO RESET PASSWORD FOR CLUB MEMBERS AT WWW.FCRCFC.ORG

1. Open your web browser and type in www.fcrcfc.org into the address bar.
2. Be sure to remember to bookmark the site or save the site to your “Favorites.”
3. The main website page has a place for club members to double-click to log in:



4. After double-clicking “Log In” above, you will be taken to the member log in page as seen below. Double-click “I forgot my username or password”



5. After double-clicking “I forgot my username or password”, you will be taken to the following web page; enter your AMA number, your email address, and select the [Submit] button.

Instructions

Enter information in one of the fields below and we will attempt to locate your profile. If found, a message will be sent to the email address on file with instructions on how to reset your password. You may need to check your spam folder for an email from info@dualrates.com

Password Reset

AMA Number **Enter your AMA membership number here**

Email Address **Enter your email address here**

Username **You can leave this file blank**

Having a problem? [Contact us](#) for additional support.

6. A few moments after clicking the [Submit] button, you will receive an email from **dualrates.com** that will contain the following information below. Click on the link in the email to reset your password.

Fluvanna County RC Flying Club Password Reset Request



noreply=dualrates.com@mg.dualrates.com
To kilobyte.cowboy@gmail.com



1:36 PM

Below is a link to reset your **Fluvanna County RC Flying Club** password. If you did not submit this request, ignore this message and your current password will continue to work.

- https://www.tcrctc.org/a/r/szz/rc/pw_confirm?code=_____

Please note that reset codes may only be used once and expire after 48 hours.

If you did not receive an email in your email’s Inbox, be sure to check your email’s SPAM folder.

7. After clicking the link included in your email, you will be directed to the following webpage. Complete the information as shown below and enter the new password of your choice. Finish by selecting the [Submit] button in the lower right corner of the webpage.

Enter New Password

Username

Your current username will display here--please make a note of it for future use.

AMA Number

Your AMA number will appear here

Reset password to AMA # ()



This button allows you to set your password to be your AMA number

or

Enter New Password

Password must contain at least 1 uppercase character, 1 numeric character and be at least 8 characters long.

Confirm Password

Submit

8. You have now successfully reset your password. Return to the FCRCFC.org website and use the username that you noted from above and your new password to log onto the website.