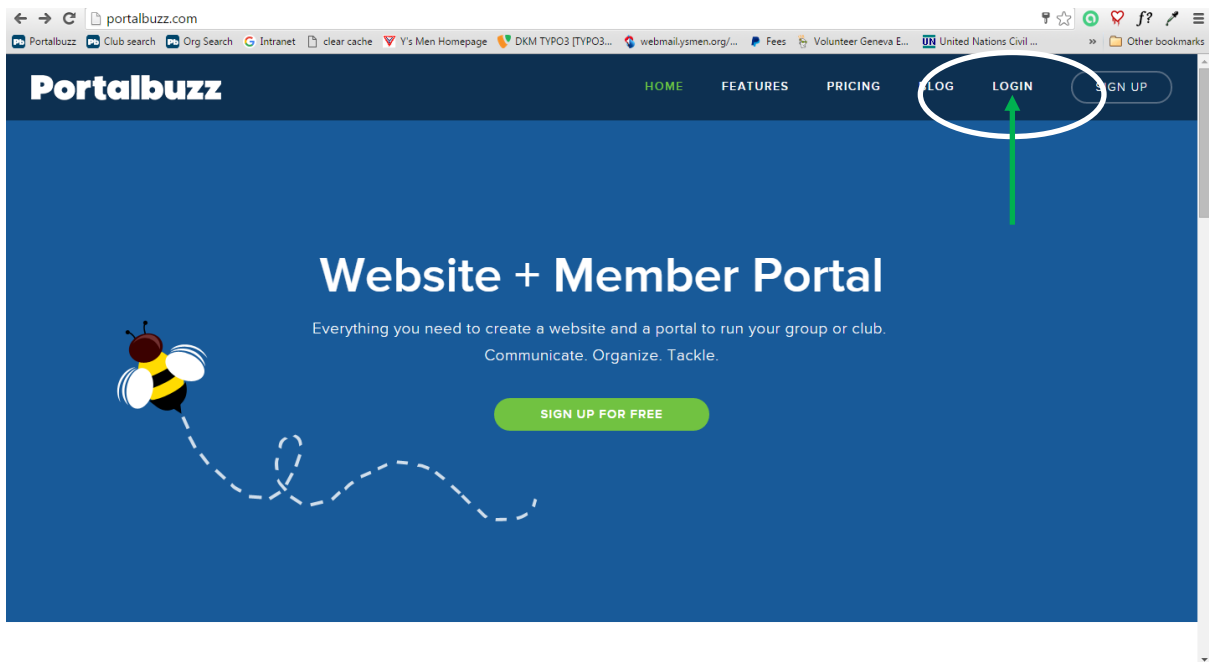




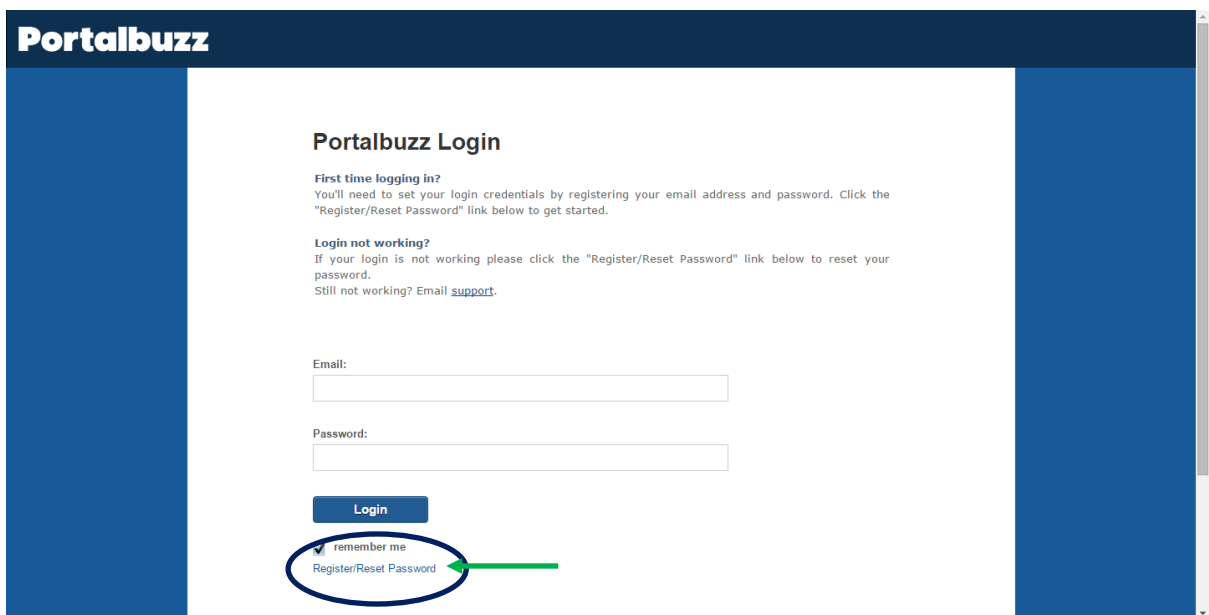
Portalbuzz

Registering and logging in to Portalbuzz

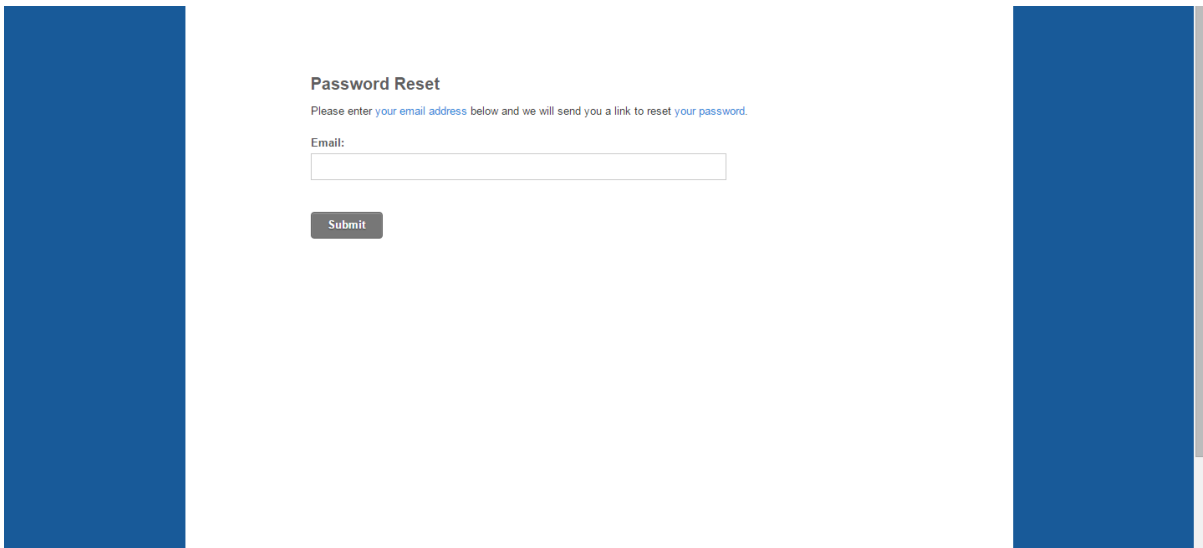
1. Open your web browser and go to www.portalbuzz.com. Click the link "Login".



2. Click the link "Register/Reset Password".

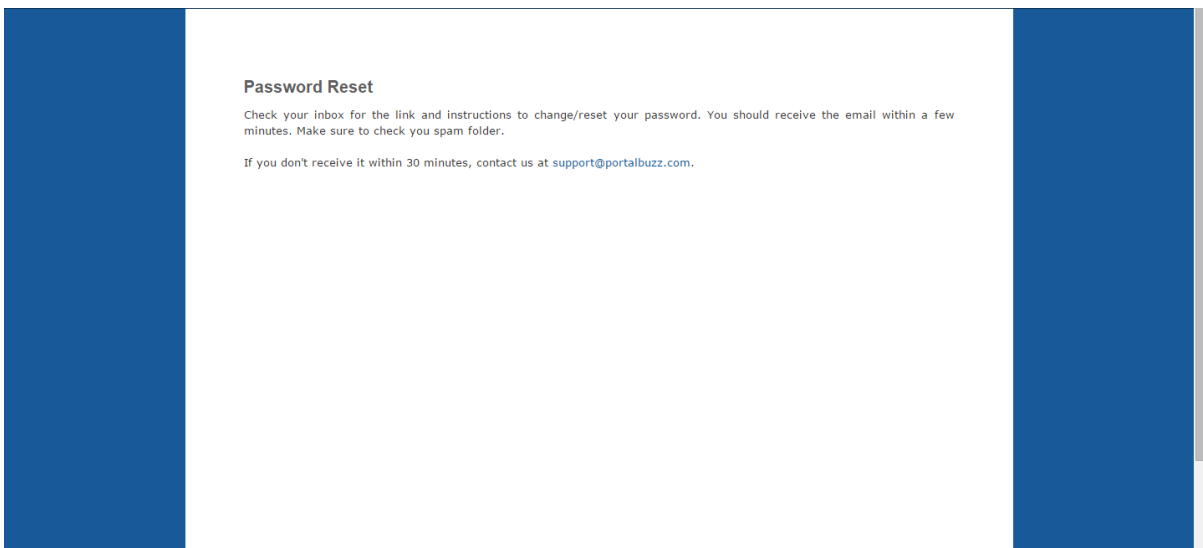


3. Enter your email and click "Submit".



The screenshot shows a web form titled "Password Reset". Below the title is a line of text: "Please enter your email address below and we will send you a link to reset your password." Underneath this is a label "Email:" followed by a text input field. Below the input field is a dark grey button with the word "Submit" in white text. The form is centered on a white background, flanked by two vertical blue bars.

4. Check your email inbox for instructions on setting your password.



The screenshot shows an email inbox entry titled "Password Reset". The body of the email contains the following text: "Check your inbox for the link and instructions to change/reset your password. You should receive the email within a few minutes. Make sure to check you spam folder." Below this is a line of text: "If you don't receive it within 30 minutes, contact us at support@portalbuzz.com." The email is displayed on a white background, flanked by two vertical blue bars.

5. To login, go to www.portalbuzz.com. Click the link "Login". Enter your email and the password that you've created and click "Login".

Portalbuzz

Portalbuzz Login

First time logging in?
You'll need to set your login credentials by registering your email address and password. Click the "Register/Reset Password" link below to get started.

Login not working?
If your login is not working please click the "Register/Reset Password" link below to reset your password.
Still not working? Email [support](#).

Email:

Password:

Remember me

[Register/Reset Password](#)

If you hold an Area or Regional Portalbuzz administrative function, you will be given a second screen with a dropdown menu. All members will see their club listed there, plus any other organisational unit ("OU" - Area or Region) that you have administrative rights to.

From that menu, choose the appropriate level for the work you need to do in Portalbuzz:

- Club level - you can view details of your club only
- Region level - you can view details of all clubs in your Region only
- Area level - you can view details of all clubs in your Area only