

This guide is presented to help you:

1. Find your user name.
2. (If you don't know your password): Reset your password or set a password for your new account.
3. (If you do know your password): Change your Password.
4. Enter or correct your contact info.

### 1. FINDING YOUR USER NAME:

- a. Go to any "Contacts" page. For Spring 2017, this can include at least these two pages:
  - i. Alumni: <http://d2llontario.ca/SMaLL/index.php/contacts/29>
  - ii. Jr/Sr: <http://d2llontario.ca/SMaLL/index.php/contacts/30>
- b. Find your name on the "Contacts" page and press the "Edit" link beside it. In this case, let's pretend we are Bill Magnus. He happens to be at the first line of this particular table. We need to click his "Edit" link.

**SMaLL: District 2 - Alumni 19U 2017 Contacts**

[Back to Main Page](#)

Division	Team	Role	Name	Phone	E-Mail	Can Update
		Director	Bill Magnus <a href="#">Edit</a>	H: 613-699-5119 C: 613-793-4324	<a href="mailto:magnbil@rogers.com">magnbil@rogers.com</a>	Yes
Alumni 19U		Convener	Alana Mcleod <a href="#">Edit</a>	c:613-355-5652 h:613-574-1133 w:613-843-5109	<a href="mailto:mcbrown@rogers.com">mcbrown@rogers.com</a>	Yes
Alumni 19U	East Nepean Alumni Eagles #1	League President	Bruce Campbell <a href="#">Edit</a>		<a href="mailto:enll@rogers.com">enll@rogers.com</a>	Yes
Alumni 19U	East Nepean Alumni Eagles #1	League Alternate	Bill Cooke <a href="#">Edit</a>	H: 613-825-6991 C: 613-612-5838	<a href="mailto:williamwadecooke@gmail.com">williamwadecooke@gmail.com</a>	Yes

- c. Your user name is at the top of the page. In this case, Bill's user name is "bmagnus". In fact, for most people it will be "first initial and last name, all lower case". In some cases it is different, for various reasons, but please try to stick to this convention when you are making user names for other people, if at all possible.

**Edit User: bmagnus**

**Account name:**

**First name:**

**Last name:**

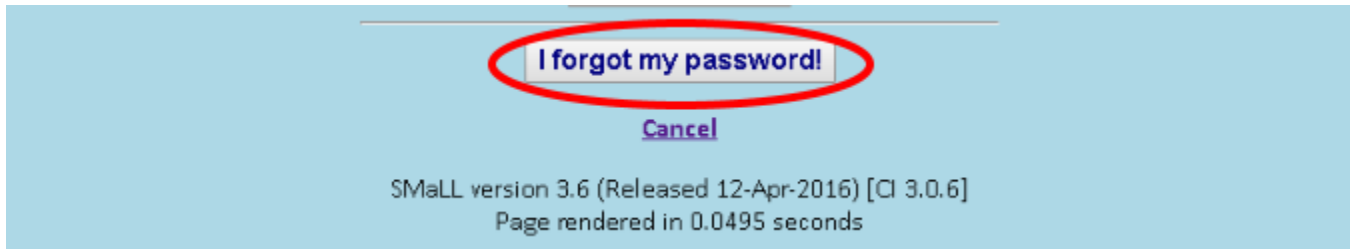
**Current password:**

**New password:**

**Email address:**

## 2. RESETTING YOUR PASSWORD OR SETTING A NEW PASSWORD WHEN YOU DON'T KNOW THE CURRENT ONE

- a. If you had a password last year, it is probably still good. Even if so, you should probably change it. If someone has made an account for you and did not tell you the password, or if you just don't remember what your password was, here is how to reset the password: Go to the bottom of the page and click the "Iforgot my password!" button. It will send an e-mail to email address listed in your contact info.



- b. Click the link in the e-mail that you receive. It will take you to a page where you can set a new password.
- c. **PROBLEM:** If the account does not have an e-mail address associated with it, or the e-mail address no longer works or has a typo in it, you will not receive an e-mail. You will have to ask Jim Dean to add a valid e-mail address to your contact info. E-mail him at: [jimdean@littleleague.ca](mailto:jimdean@littleleague.ca)

### 3. CHANGING YOUR PASSWORD IF YOU DO KNOW THE CURRENT ONE

- a. You can change your password whenever you want. See the picture below.
  1. Current password is your “old” one. New password is the one you want to have now.
  2. Account is your account name. Obviously if you are changing your own password, it is your own account name. But if you have a high level of web site power, you may be able to change someone else’s password. If that is the case, use your account name, not the one you are changing. Password is your current password, not the one you are changing to. Again, if this is someone else’s account, use your own password to Authorize the change..
  3. Click the “Save User Changes” button.

**Edit User: bmagnus**

Account name: bmagnus

First name:

Last name:

1. **Current password**

**New password:**

Email address:

Second email address:

Street address:

Phone number:

Second phone number:

Third phone number:

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Note: you can change the password or other value(s), but not both at the same time.  
If any field other than password is entered/changed, then the new password is ignored and the user profile is updated.  
If only the two password values are entered, then a password change will be attempted.

**Authorization**

2. **Account**

**Password**

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3.

- b. **PROBLEM:** Do NOT change your password and any of the contact info at the same time. This is due to a bug in the underlying web programming. You can change password, or you can change info, but not in the same operation.

#### 4. ENTER OR CORRECT YOUR CONTACT INFO

- a. You can change any of your contact info whenever you want. You can even change your name if there is a typo or a name change.
  - 1. Simply type in or overwrite any or all of your: First name, Last name, either e-mail address, your street address (optional), any of the phone numbers. We do insist on at least one e-mail address and at least one phone number. Use ones you don't mind appearing on the D2 web site Contact pages. For phone numbers, please use the format as shown in the picture: In "C: 613-793-4324", the "C" indicates a cellphone. You could also use "M" for Mobile, "H" for Home, "O" for Office, or "W" for Work.

**Edit User: bmagnus**

Account name: bmagnus

1. First name: Bill

Last name: Magnus

Current password:

New password:

Email address: magnbil@rogers.com

1. Second email address:

Street address:

Phone number: H: 613-699-5119

Second phone number: C: 613-793-4324

Third phone number:

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Note: you can change the password or other value(s), but not both at the same time.  
If any field other than password is entered/changed, then the new password is ignored and the user profile is updated.  
If only the two password values are entered, then a password change will be attempted.

**Authorization**

2. Account

Password

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3.

- 2. Account is your account name. Obviously if you are changing your own contact info, it is your own account name. But if you have a high level of web site power, you may be able to change someone else's info. If that is the case, use your account name, not the one you

are changing. Password is your current password. Again, if this is someone else's account, use your own password to Authorize the change.

3. Click the "Save User Changes" button.

## **SUMMARY**

This guide should help you manage your D2 web site user account. If anything in this guide is incorrect or unclear, please send an e-mail to Jim Dean [jimdean@littleleague.ca](mailto:jimdean@littleleague.ca) and let him know what could be changed.