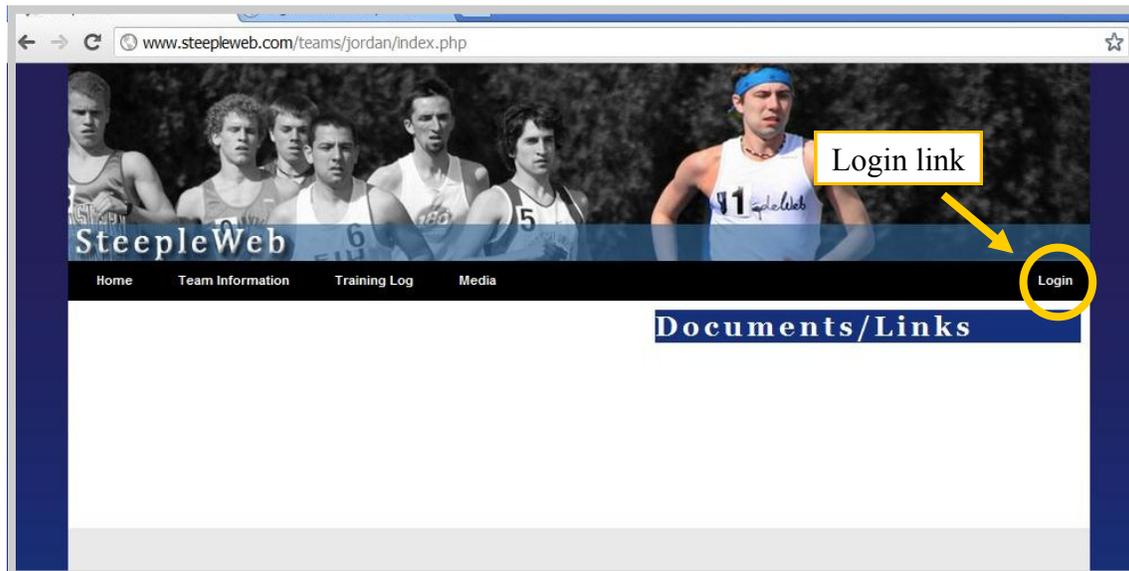


# Activate your username

In order to begin creating and editing your new *SteepleWeb* site, you must first create an account.

1. Go to your team website address. You will see that *SteepleWeb* has already added some default links, styles, and a banner image. You can learn more about how to change these defaults elsewhere in this guide.
2. Click the **Login** link.



3. Complete the **New User Registration** form if you are a new user. If you are a returning user, simply enter your username and password.

A screenshot of the SteepleWeb 'New Users: Register' form. The form is divided into two main sections: 'Please Login to Continue' and 'New Users: Register'. The 'Please Login to Continue' section includes fields for 'Username:' and 'Password:', a 'Remember Me' checkbox, a 'LOGIN' button, and a 'Forgot Your Password?' link. The 'New Users: Register' section includes fields for 'Username:', 'Password:', 'Password (Re-type):', 'Email:', 'First Name:', 'Last Name:', 'User Type:', 'Team Affiliation:', and 'Enter Code:'. A dropdown menu for 'User Type' is highlighted in yellow, showing options: 'Select a User Type', 'Inactive', 'Member', 'Board Member', 'Contributor', 'Parent', 'Fan', 'Alumni', 'Athlete', 'Manager', 'Coach', and 'Admin'. A yellow arrow points from the 'User Type' dropdown menu to the 'User Type:' field.

3. Pay special attention to the **User Type** dropdown menu. You should always choose the type that most closely matches your role on the team (Coach, Athlete, Parent, etc.), *unless* you are one of the main web administrators for your team. In that case, choose Admin.
4. Click **Register**. *SteepleWeb* will send a confirmation email to the address you provided within 24 hours. You will not be able to Login until after you have received that email.