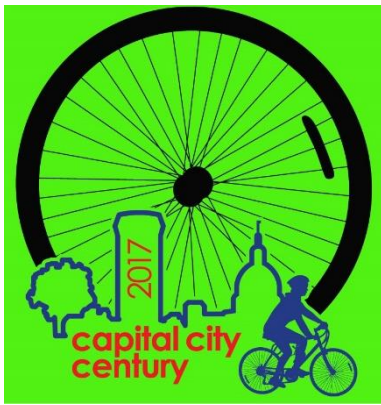# REGISTRATION INSTRUCTIONS
NOTE: Computer users can open this PDF from the link in online form, to refer to during registration

ONLINE REGISTRATION IS BY CREDIT CARD ONLY: Payment must be made within 30 minutes of completing online registration, or the system will reset. **Want to Pay by Check Instead?** Download our Printable Registration Form and mail it in with your check by Sept. 1. Non-discounted day of event registration is also available.

MEMBER LOGIN: We'd appreciate it if SBC members try to log in before registering for CCC, as the club is charged the same $2 to $3 convenience fee charged when non-members register, if members don't log in when registering. The club will continue to pay credit card fees for all registrants to encourage online signup.

If you are not automatically logged in (see below), and cannot remember your username and/or password, click *Member Login* in the upper right corner, then in the *Login* window, click "Forgot My Username/Password". Enter your email address (entering first name is optional). You will automatically receive an email with your current username and a temporary password. Enter them and you will be logged in.

Once logged in, you will then be asked to enter a new password *twice*. When you enter it, **you also have the option to change your USERNAME by typing over the current one**. After updating your username and/or password, click *Save*. The system will then take you to the SBC home page. Click on the ==Register Now== link there to resume CCC registration.

MEMBER AUTO-LOGIN: In the *Login* screen, or if already logged in, in the *User Name and Password* screen in your Profile, you can check the *Remember me on this computer* option to be automatically logged in on the device you are using. Do so on every device you use with Club Express to always be logged in when you visit

CAN'T LOG IN, BUT WANT TO REGISTER FOR CCC: If you're a member but can't log in, and you need to register now, here's how to do it. Click on REGISTER NOW to start registration. SKIP the questions asking you to log in, and whether you have previously registered. Under Personal Information, type your first name in 1st box, and last name in 2nd box. Choose your Registration Type (Individual or Family, and mileage option). Click "Next" to proceed as a guest.

FAMILY MEMBERS: Signed-in SBC members registering for a family can add family members listed in their SBC family membership as additional riders or party-only attendees, by selecting the *Secondary/Tertiary Members* tab in *Add Guest,* and selecting an option for each one. Family registrants not logged in as SBC members can add additional family members by typing them in.

When adding other family members as additional riders, the registration cost is assigned to you and family members are added at no cost. For example, if you complete Early Bird registration and select "Family -25/40 mi." ($40.00), additional family riders are added as "Family-Additional-25/40 mi" ($0.00). *Individual registrants: please do not add additional riders.*

PARTY-ONLY ATTENDEES: Whether you are registering as an individual or as a family, You can add one or more family or friends as "Guest" non-riders who will attend the Post-Pedalin' Party

($15.00 per non-rider). These fees are in addition to your rider registration fees. T-SHIRTS: For each person included in your registration, you'll have the option to buy a great looking T-SHIRT featuring the CCC 2017 Logo (shown above). Cut: Regular or Women's (see at left). Sizes: S through 2XL. Color: bright safety green. Fabric: 100% poly, moisture wicking.

==READY TO REGISTER?== Return to the top of the CCC 2017 Registration Page.