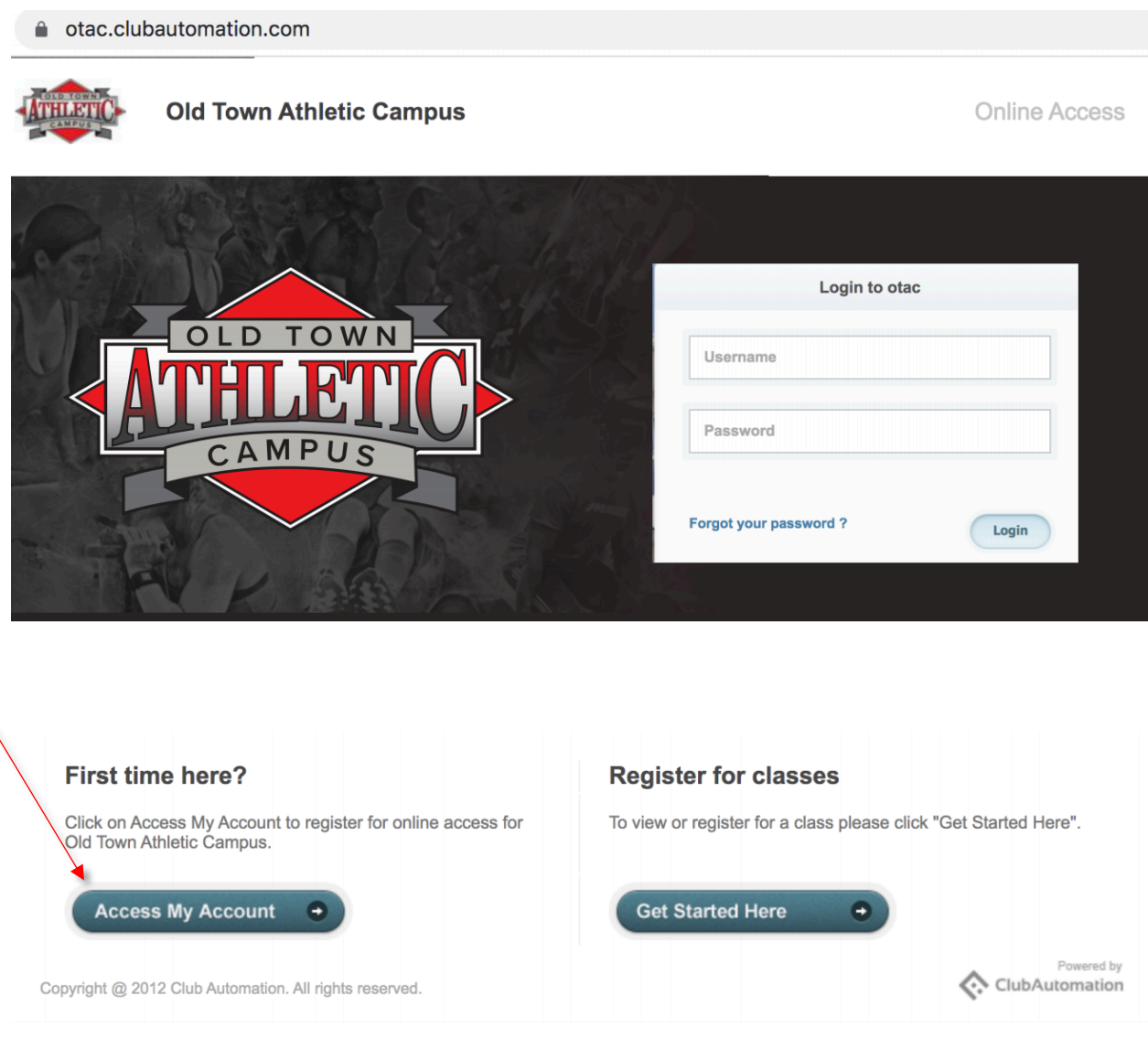


# Getting Set-Up and Logging in for the First Time

**Step 1:** Your account has been migrated to Club Automation from our previous system. You just need to reset your password. Visit: [otac.clubautomation.com](http://otac.clubautomation.com) and select the blue button on the bottom left hand corner "Access My Account".



The screenshot shows the website [otac.clubautomation.com](http://otac.clubautomation.com) in a browser. The header includes the Old Town Athletic Campus logo and the text "Online Access". The main content area features a large background image of a crowd and a login form titled "Login to otac". The login form has fields for "Username" and "Password", a link for "Forgot your password ?", and a "Login" button. Below the login form, there are two columns of text. The left column, titled "First time here?", instructs users to click "Access My Account" to register for online access. A red arrow points to the "Access My Account" button. The right column, titled "Register for classes", instructs users to click "Get Started Here" to view or register for a class. Both columns have corresponding buttons: "Access My Account" and "Get Started Here". The footer includes the copyright notice "Copyright @ 2012 Club Automation. All rights reserved." and the "Powered by ClubAutomation" logo.

otac.clubautomation.com

Old Town Athletic Campus Online Access

OLD TOWN ATHLETIC CAMPUS

Login to otac

Username

Password

Forgot your password ? Login

**First time here?**

Click on Access My Account to register for online access for Old Town Athletic Campus.

Access My Account

**Register for classes**

To view or register for a class please click "Get Started Here".

Get Started Here

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**Step 2:** A pop-up window will display with a prompt to enter your first name, last name and email address (that is on file). This will retrieve your record in Club Automation. Select “Search” after entering information.

The screenshot shows a web browser at the URL [otac.clubautomation.com](http://otac.clubautomation.com). The page header includes the Old Town Athletic Campus logo and the text "Old Town Athletic Campus" and "Online Access". A "Register Now" pop-up window is centered on the screen. The pop-up has a title bar with a close button (X). Inside the pop-up, the heading "Find my account" is followed by the instruction: "To search for your existing account please enter your first name, last name and email then click search." Below this instruction are three input fields labeled "First Name", "Last Name", and "Email". A red arrow points from the "Email" field to a blue "Search" button at the bottom right of the pop-up. In the background, a "Login" button is visible on the right side of the page.

otac.clubautomation.com

Old Town Athletic Campus Online Access

**Register Now**

**Find my account**

To search for your existing account please enter your first name, last name and email then click search.

First Name

Last Name

Email

Search

Login

First time here?

Click on Access My Account  
Old Town Athletic Campus

Access My Account

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**Step 3:** A second window will pop up after locating your file successfully and will send your email on file a link to set your password.

The screenshot shows a web browser at the URL [otac.clubautomation.com](http://otac.clubautomation.com). The page header includes the Old Town Athletic Campus logo and the text "Old Town Athletic Campus" and "Online Access". The main content area features a large background image of a crowd and a "Login to otac" form with fields for "Username" and "Password". A modal window titled "Find my Account" is displayed in the foreground. The modal contains a green checkmark icon and the text "We found your account." followed by "An email has been sent to your email address containing instructions on how to access your account." A red arrow points to an "OK" button at the bottom right of the modal. The footer of the page includes the text "Copyright © 2012 Club Automation. All rights reserved." and the "Powered by ClubAutomation" logo.

otac.clubautomation.com

Old Town Athletic Campus

Online Access

OLD TOWN  
ATHLETIC  
CAMPUS

Login to otac

Username

Password

**Find my Account**

✓ **We found your account.**

An email has been sent to your email address  
containing instructions on how to access your account.

OK

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ClubAutomation

**Step 4:** Visit your email box and select the custom link provided to you to reset your password. Once you've reset your password, your account will be ready for you to access via the APP and browsers using your new credentials you've created.

*Note: If you don't see the email in your inbox, check your SPAM or Junk box.*

