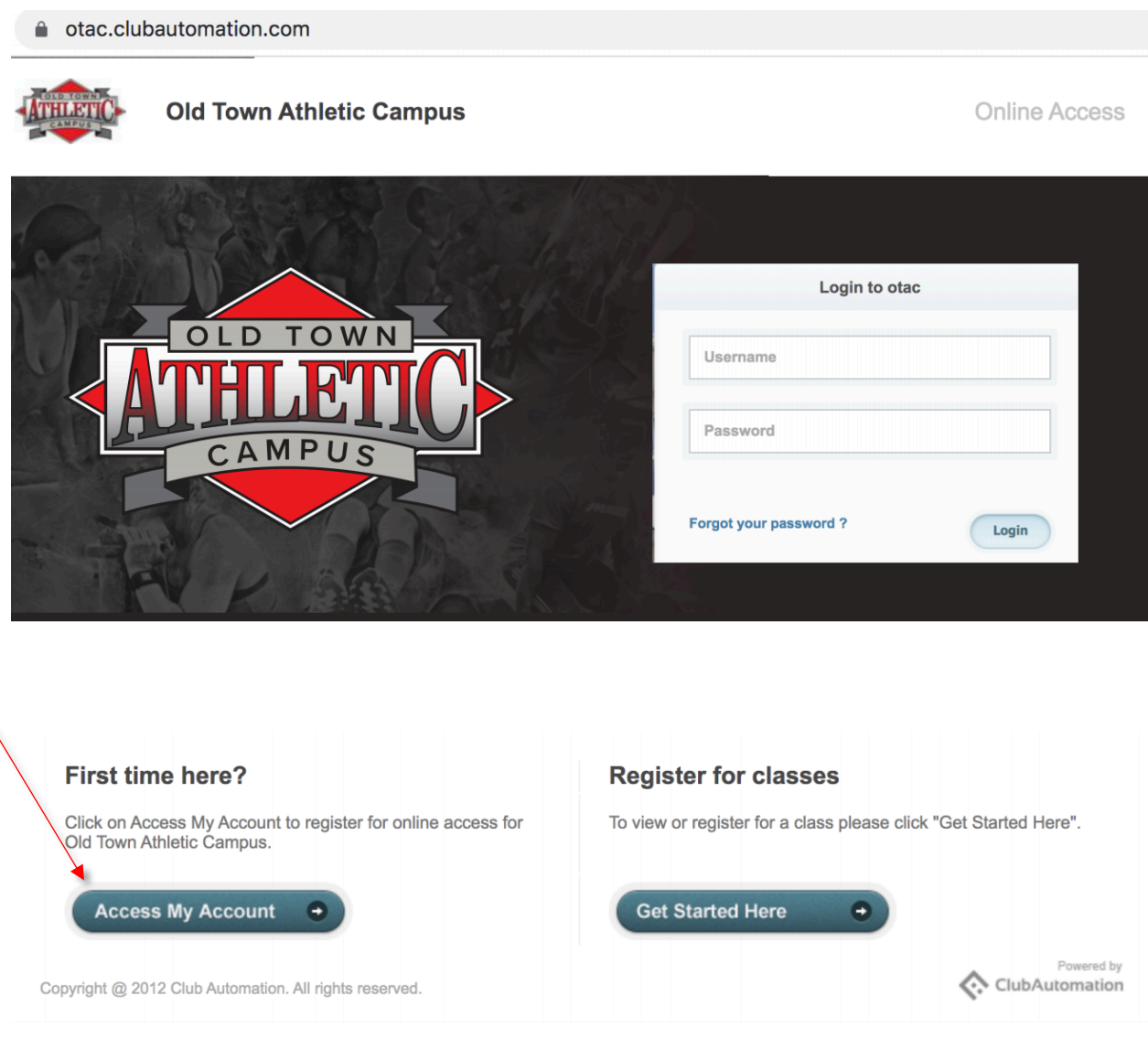# Getting Set-Up and Logging in for the First Time

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 and select the blue button on the bottom left hand corner "Access My Account".

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.

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.

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.