

## SPSC Member Registration Guide

You can register yourself and then add details of your family members on <https://www.spscanada.org/>

Please note that only **one** member should register per family.

It's a straightforward process. Please follow the below steps:

1. Click on the "**MEMBERSHIP**" button on the top row.



It will open the "**Membership & Forms**" page.



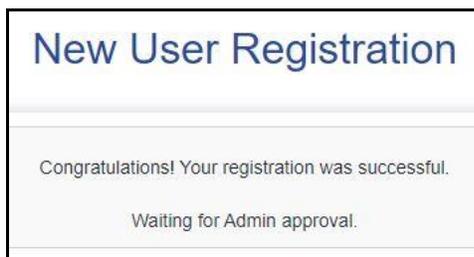
2. Click on the "**REGISTER**" button at the bottom of the page.



3. Enter your details on the "**New User Registration**" page.



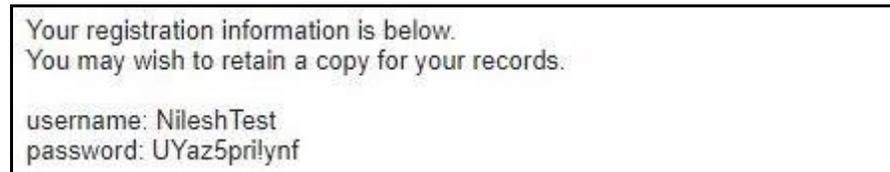
4. Enter the code as per "CAPTCHA" and click on "**Register**" it will complete the registration and show the below message:



You will get an **email** saying, "Thank you for registering"



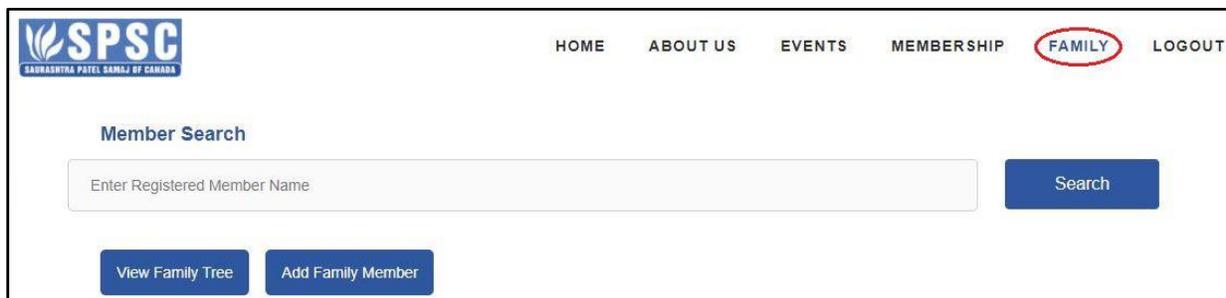
5. SPSC web admin will approve the registration, and you will be notified by email with a temporary system-generated random password.



6. Log in with your user name & temporary password. You can change your password by clicking the "Change Password" link at the bottom right of the page.



7. Add your family members by clicking on the "**FAMILY**" button on the top row. You may update your details or any of your family members' details at any time if there is any change.



You may also search for details of other members and family members who have already registered.

Note: If you **forget your password**, you can reset it from the "**Member Sign In**" page.