



How to create an account in the Ridge Ranger's Online Calendar

MyFWC.com/ridgerangers

Signing up for an account is easy and straightforward, but there are a few pointers that will make it easier for you. In five steps, here's what to do:

1. If you're not already there, go to the Ridge Rangers Online Calendar by clicking on [this link](#).
2. Click on the text "Haven't registered yet", located on the left under the [redacted] box.
3. Next, you'll be directed to the first account setup page with a few entry boxes requesting a user name, your first and last name, and a "FWC Volunteers" entry box.
 - a. Enter your desired user name, and of course your first and last name.
 - b. Be sure to select "FWC Ridge Rangers" in the "FWC Volunteers" box.
 - c. Click on the "Register" button when complete.
4. Next, you'll be directed to the second account set up page with many entry boxes. The only boxes you are required to fill out are those with the red asterisks (*).

However, you should enter your phone number in the contact information section, as that will save you time later when you sign up for a workday.

Two features account holders will like:

- Quick workday sign ups
- View your upcoming workday sign ups at any time

That's it – you've now entered all of the information needed to create an account! You'll receive an acknowledgement email that also advises once the account is reviewed and approved – should be a day or less – you'll get a second email letting you know that your account is ready to use.

The first time you sign in to your account, you'll get the "My Preferences" input menu similar to what's shown here

You'll probably want to uncheck most of the boxes to avoid receiving unwanted emails, and here are my recommendations:

ON/OFF	CATEGORY	DESCRIPTION
<input type="checkbox"/>	Community	Email me when a community event is added
<input type="checkbox"/>	Connections	Allow other members to view my connections
<input type="checkbox"/>	Connections	Email me when I receive a connection invite
<input type="checkbox"/>	Connections	Email me when one of my connections updates their profile *
<input type="checkbox"/>	Connections	Email me when one of my connections uploads a new photo *
<input type="checkbox"/>	Favorites	Share my favorites with other people who can see my profile
<input checked="" type="checkbox"/>	Groups	Email me when an event is added to a group of which I am a member
<input type="checkbox"/>	Groups	Email me when someone in one of my groups updates their profile
<input type="checkbox"/>	Groups	Email me when someone joins a group of which I am a member
<input type="checkbox"/>	Groups	Email me when someone uploads a photo to a group of which I am a member
<input type="checkbox"/>	Messaging	Email me when I have unread messages older than 30 days in my inbox
<input checked="" type="checkbox"/>	Messaging	Email me when new messages arrive
<input type="checkbox"/>	Profile	Display my 'Online Now' status and allow others to start a chat with me
<input type="checkbox"/>	Wall	Turn on my Wall

Notifies you of new Ridge Rangers workdays

Keeps you informed on workdays for which you've signed up.

