



# Recovery Club Software Registration

April 19, 2021

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## SQUARED ROOT

### OVERVIEW

This document provides instruction on how to sign-up, login, and register for a convention.

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# USER LOGIN

To login to the Recovery Convention / Club Software, click on the Login button in the navigation bar. You will be redirected to the following page.

CONVENTIONS

CLUBS

ABOUT RCS

LOGIN

## Login

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Login to access client portal, or if you do not have an account, click on the sign-up button. You will be presented with a form to create an account.

Sign-Up is required to register for events and / or purchase merchandise.

Email

Password

Remember me

If you don't have login credentials, click the sign-up to get your login credentials.

➔ Log in

👤 Sign-Up

👤 Password Recovery

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If you have already signed up to the RCS software, enter your username (email address) and password to login to the RCS software. If you have misplaced your password go to the Password Recovery section to find out how to recover your password. If you need to sign-up to the RCS system to register for your convention go to the User Sign-Up section.

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# USER SIGN-UP

To sign-up to the RCS website so that you can register for a convention or club. Click on the Sign-Up button on the login page. You will be presented with the following page.

CONVENTIONS

CLUBS

ABOUT RCS<sup>▼</sup>

LOGIN

## Sign-Up

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Once you are signed up you will be able to register for convention events.

If you have any questions, please feel free to contact us.

First Name

Last Name

Email

Phone

Password

Password (repeat)

 Save

[➔ Back to Login](#)

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Enter the information on the Sign-Up page and press the Save button. An account will be created for you. You will still need to login to the RCS website after you have created an account.

When you are signing up for an account and receive an error message that the “username is taken”. This means that you already have an account on the RCS system and will just have to perform a Password Recovery to create a new password so that you can login.

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## PASSWORD RECOVERY

If you have misplaced your password you can perform a password recovery. Click on the Password Recovery button from the Login screen. You will be redirected to a page to enter your username. Enter your username and click on the Submit button. A Password Recovery email will be sent to you. Click on the link in the Password Recovery email. You will be redirected to a page on the RCS website allowing you to change your password. Once you have changed your password you will need to login to the RCS website.

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