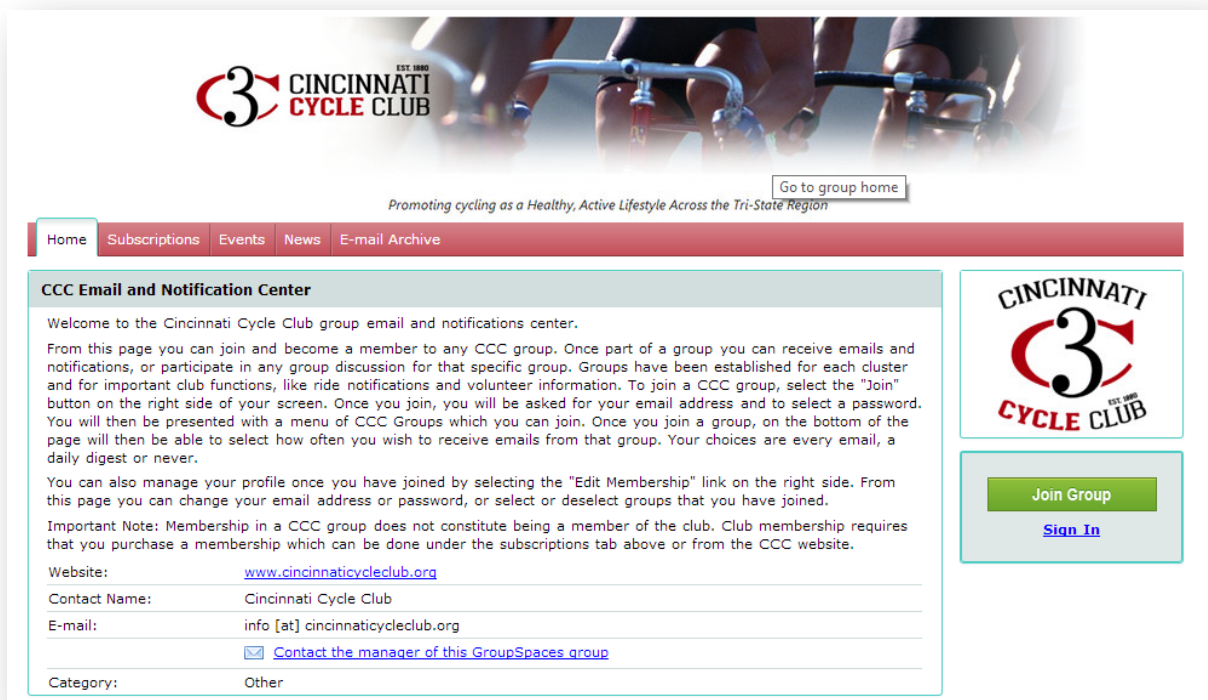# How To Manage Your Cincinnati Cycle Club Email Subscriptions

Step 1: Establishing or Managing Your Profile

- Join the CCC Email Group by one of two ways:
    1. Request access by completing a brief form at the bottom of the Cincinnati Cycle Club Homepage by providing your name and email address
    2. Receive an email invitation that contains a link to "Join Cincinnati Cycle Club"
- Once you have requested access or complete your invitation, your access will be approved by the club. Once approved you will receive an email with a link to manage your account. Alternatively you can go to groupspaces.com/CincinnatiCycleClub
- The links or web address will take you to the following page:
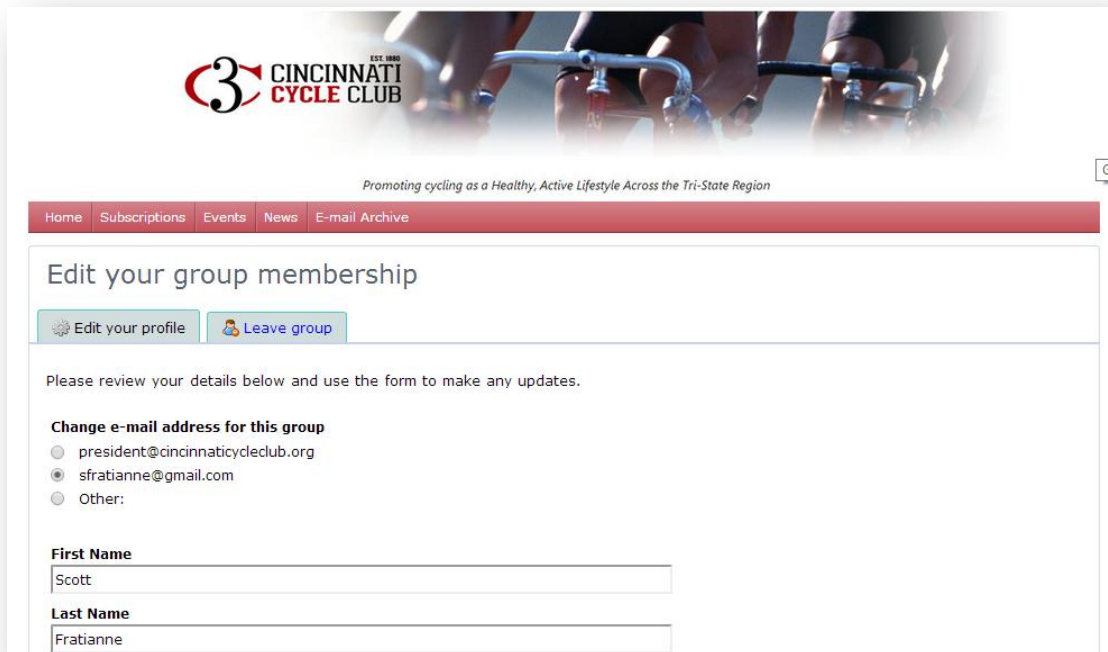

Step 2: Joining the Email Group or Accessing your Existing Account

- If you are establishing a new account, click on the green button that says "Join Group" on the right hand side of the page.
- If you already have an existing account but are not logged in, click on "Sign In" under the green button on the right hand side of the page

- If you are already logged in when you get to the above page, both the green "Join Group" button and the "Sign In" link will be absent and a link for "Edit Membership" will be present. In this case select the "Edit Membership" link.

Step 3: Establishing or Managing Your Profile

- After clicking on one of the links explained in step 2 you will be taken to the following page to establish or manage your membership:

- Once on this page you can register your email address and password and enter your name if establishing a new account.
- If you are managing an existing account you can change your email address or you can terminate your account altogether by Leaving the Group

Step 4: Selecting and Managing Your Email Group Subscriptions

- Scroll down the membership management page. About half way down you will see the following list of email groups.

List Memberships
You are a member of the lists checked below. Uncheck the box to leave a list or check the box to join one.

☑	BABES Cluster	CincinnatiCycleClub+BABES@groupspaces.com
☑	C6 Cluster	CincinnatiCycleClub+C6@groupspaces.com
☑	Charity	CincinnatiCycleClub+Charity@groupspaces.com
☑	Hyde Park - Oakley Cluster	CincinnatiCycleClub+HPO@groupspaces.com
☑	Milford Hills Cluster	CincinnatiCycleClub+MilfordHills@groupspaces.com
☑	NE Cluster	CincinnatiCycleClub+NE@groupspaces.com
☑	NKY Cluster	CincinnatiCycleClub+NKY@groupspaces.com
☑	Ride Notifications	CincinnatiCycleClub+Rides@groupspaces.com
☑	Volunteer	CincinnatiCycleClub+Volunteer@groupspaces.com
☑	Warren County Cluster	CincinnatiCycleClub+Warren@groupspaces.com
☑	Westside SIM Cluster	CincinnatiCycleClub+WSIM@groupspaces.com

- Select the email groups that you wish to subscribe to by clicking on the checkbox. A check in the box means you are subscribed.

Step 5: Managing the Frequency of Email Delivery

- Scroll down to the bottom of the membership management page until you see the following section:

- You can establish a default frequency to receive emails from all of your subscriptions by making a selection for Group e-mails. Your choices are 1) Receive all emails, 2) Daily digest, or 3) Never receive an email.
- For each subscription you can then select to use the default frequency you established by selecting "Inherit from the group settings" or you may set a different frequency for each subscription by selecting either 1) Receive all emails, 2) Daily digest, or 3) Never receive an email.

Step 6: Saving Your Changes

- Click on the Save Changes button at the bottom of the page.