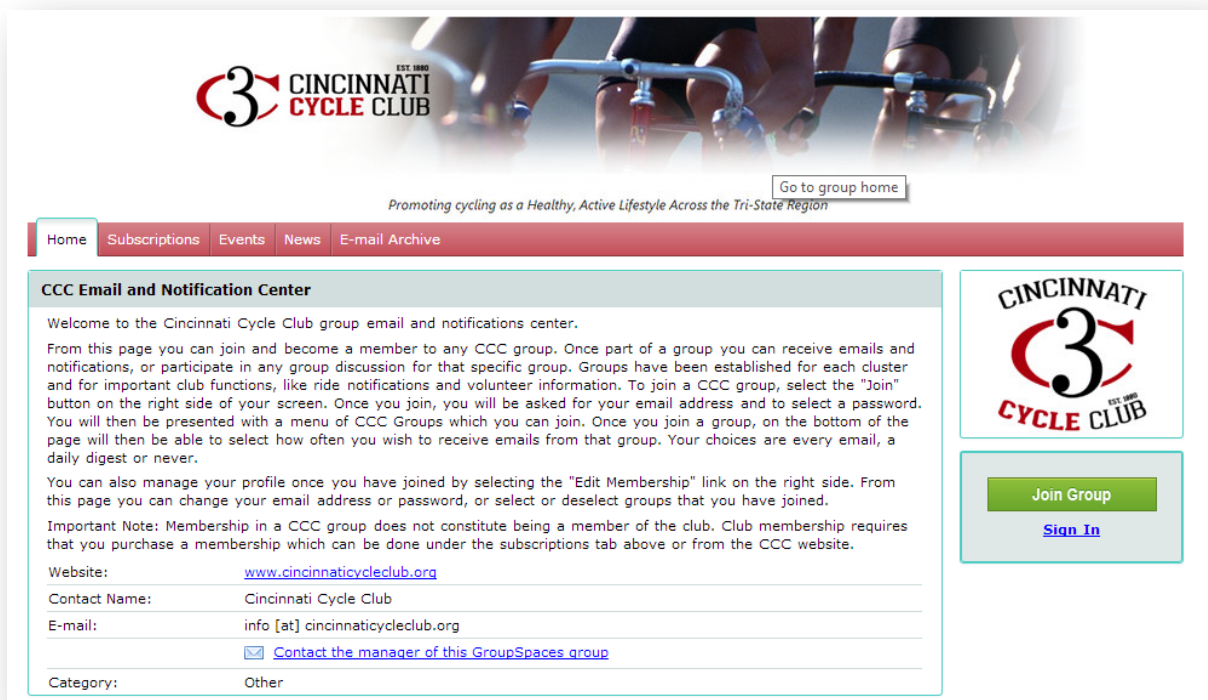


How To Manage Your Cincinnati Cycle Club Email Subscriptions

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 groupsites.com/CincinnatiCycleClub
- The links or web address will take you to the following page:



The screenshot shows the 'CCC Email and Notification Center' page. At the top, there is a navigation bar with links for Home, Subscriptions, Events, News, and E-mail Archive. Below this, the main content area is titled 'CCC Email and Notification Center' and contains a welcome message, instructions on how to join a group, and a list of contact information including the website, contact name, email address, and category. On the right side, there is a sidebar with the club's logo and two buttons: 'Join Group' (a green button) and 'Sign In' (a blue link).

CCC Email and Notification Center

Welcome to the Cincinnati Cycle Club group email and notifications center.

From this page you can join and become a member to any CCC group. Once part of a group you can receive emails and notifications, or participate in any group discussion for that specific group. Groups have been established for each cluster and for important club functions, like ride notifications and volunteer information. To join a CCC group, select the "Join" button on the right side of your screen. Once you join, you will be asked for your email address and to select a password. You will then be presented with a menu of CCC Groups which you can join. Once you join a group, on the bottom of the page will then be able to select how often you wish to receive emails from that group. Your choices are every email, a daily digest or never.

You can also manage your profile once you have joined by selecting the "Edit Membership" link on the right side. From this page you can change your email address or password, or select or deselect groups that you have joined.

Important Note: Membership in a CCC group does not constitute being a member of the club. Club membership requires that you purchase a membership which can be done under the subscriptions tab above or from the CCC website.

Website: www.cincinnati-cycle-club.org

Contact Name: Cincinnati Cycle Club

E-mail: [info \[at\] cincinnati-cycle-club.org](mailto:info[at]cincinnati-cycle-club.org)

[✉ Contact the manager of this GroupSpaces group](#)

Category: Other

**CINCINNATI
3
CYCLE CLUB**

[Join Group](#)

[Sign In](#)

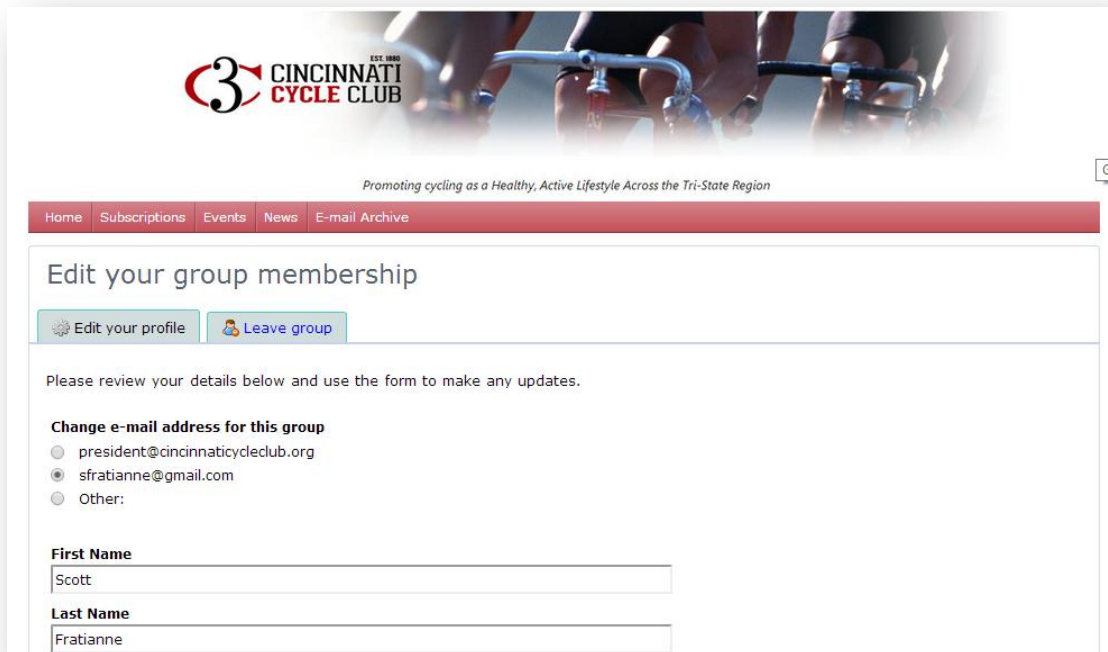
Step 2: Joining the Email Group or Accessing your Existing Account

- 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:



The screenshot shows the Cincinnati Cycle Club website. At the top, there is a logo for the Cincinnati Cycle Club, established in 1980, with the tagline "Promoting cycling as a Healthy, Active Lifestyle Across the Tri-State Region". Below the logo is a navigation menu with links for Home, Subscriptions, Events, News, and E-mail Archive. The main content area is titled "Edit your group membership" and contains two buttons: "Edit your profile" and "Leave group". Below these buttons, there is a section for "Change e-mail address for this group" with three radio button options: "president@cincinnati-cycle-club.org", "sfratianne@gmail.com" (which is selected), and "Other:". There are also input fields for "First Name" (containing "Scott") and "Last Name" (containing "Fratianne").

- 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.	
<input checked="" type="checkbox"/> BABES Cluster	CincinnatiCycleClub+BABES@groupspaces.com
<input checked="" type="checkbox"/> C6 Cluster	CincinnatiCycleClub+C6@groupspaces.com
<input checked="" type="checkbox"/> Charity	CincinnatiCycleClub+Charity@groupspaces.com
<input checked="" type="checkbox"/> Hyde Park - Oakley Cluster	CincinnatiCycleClub+HPO@groupspaces.com
<input checked="" type="checkbox"/> Milford Hills Cluster	CincinnatiCycleClub+MilfordHills@groupspaces.com
<input checked="" type="checkbox"/> NE Cluster	CincinnatiCycleClub+NE@groupspaces.com
<input checked="" type="checkbox"/> NKY Cluster	CincinnatiCycleClub+NKY@groupspaces.com
<input checked="" type="checkbox"/> Ride Notifications	CincinnatiCycleClub+Rides@groupspaces.com
<input checked="" type="checkbox"/> Volunteer	CincinnatiCycleClub+Volunteer@groupspaces.com
<input checked="" type="checkbox"/> Warren County Cluster	CincinnatiCycleClub+Warren@groupspaces.com
<input checked="" type="checkbox"/> 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:

E-mail options	
How do you want to receive e-mail from this group?	
Group e-mails	Receive all e-mails ▼
List: BABES Cluster CincinnatiCycleClub+BABES@groupspaces.com	Inherit from the group settir ▼
List: C6 Cluster CincinnatiCycleClub+C6@groupspaces.com	Inherit from the group settir ▼
List: Hyde Park - Oakley Cluster CincinnatiCycleClub+HPO@groupspaces.com	Inherit from the group settir ▼
List: NE Cluster CincinnatiCycleClub+NE@groupspaces.com	Inherit from the group settir ▼
List: NKY Cluster CincinnatiCycleClub+NKY@groupspaces.com	Inherit from the group settir ▼
List: Warren County Cluster CincinnatiCycleClub+Warren@groupspaces.com	Inherit from the group settir ▼
List: Westside SIM Cluster CincinnatiCycleClub+WSIM@groupspaces.com	Inherit from the group settir ▼
Save Changes	

- 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.