Create Your Online Account for New Adventures
Retrieve Your UserName/Change your Password

To register for classes, receive notifications, and pay fees to New Adventures, you must have an online account.

**Step 1: Create/update your New Adventures online account**

1. **Log on** to the New Adventures [www.newadventures.info](http://www.newadventures.info), click the classes tab, then click the orange button labeled Register/Classes.
2. You will be taken to the page below. Click the link **Forgot password** in the upper right-hand corner or welcome text.

3. In the box **Enter email**, that appears, type the email address that you use for New Adventures and click **Submit**.

4. Open your email account, then open the message from New Adventures. Click on the link provided in that message. The link opens a new page with an assigned Username and two boxes for a password that you create.

   In your email you will get the message:

   To reset your password please click on the link below. Your username will be displayed on the password reset page. If you would like to update your username after changing your password please go to the My Account link at the top of the page.

   **Click here** to reset your password. When you click the link you will be directed to a page like this:
a. Write your Username on this paper. You will need it to log in to your account. (You will be able to change it to something simpler once you have logged in. See Q&A at the end of this document)

**Assigned Username:** _______________________

b. Enter the password that you wish to use for your account. The password must contain at least:
   - 8 characters
   - 1 upper case letter,
   - 3 lower case letters,
   - 1 number and
   - 1 symbol (like @, $, & or #).

   Enter it the first box and then repeat it in the second box.

   This is your permanent password. **Record this password.**

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**Click Submit. Your account is now created or updated.**
Step 2: Log in to your account

On the New Adventures registration site that appears when you click the orange Classes/Registration button

a. Enter your Username in the Username
b. Enter your Password in the password field.
c. Click Login.

When you are successfully logged in, the fields for log in disappear and a cog symbol in a box appears in the upper right corner.

The cog symbol gives you access to your account, a page to change your password and a log out option.
Q & A

1. How do I know if my membership is paid?

Go to the web site www.newadventures.info and click on the Classes tab/link and the Orange button labeled “Register/Classes”

In the turquoise navigation bar there is an option to Select Membership. If, when you log in using your Username and Password, the Select Membership option disappears, you are an active member.

2. How do I change my Username or password to something easier to remember?

When you are logged in, click the cog symbol in the upper right corner to access buttons for My Account and Change Password.

The My Account button will take you to a page where you can change your UserName as well as update phone numbers and mailing addresses and see classes you have taken and classes you are registered in as well as details of your membership status and payments made.

- To change any of the information be sure to click Save to retain your changes. (Save button is at the bottom of the page.)

Click Search (in the turquoise navigation bar) to return to the page with class lists.