

MTL Roster Lookup Instructions

Overview:

Currently, the MTL Roster is located within the Lodge Reservation System. Below are instructions on how to lookup a member.

Instructions:

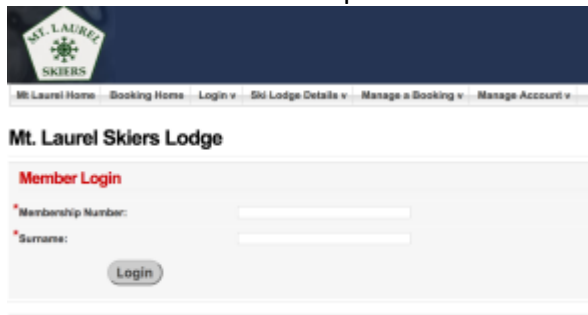
1. Navigate to the MTL Lodge website.

<http://www.mtlski.com/lodgeinfo/lodgeinfo.html>

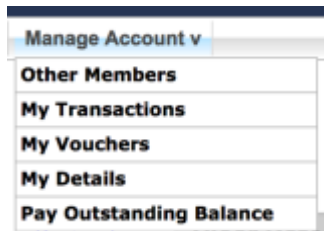
2. Click on the LOGIN button.



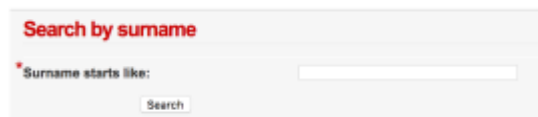
3. Enter "Membership Number" and "Surname", then click on the Login button.



4. Select the "Manage Account" menu, and "Other Members" sub menu.



5. Search through the Current Member listing by scrolling down the screen or type a name in the "Surname starts like" box and click on the search button.



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6. If a member is in a “Household” member class, click on the Member Name link to see additional household information. Click on the back button to return to the roster listing.
7. Note: clicking on the members Email link will open the users default email application.