

**Welcome to CDGS and to our new system Neon One.** Neon One keeps track of our members, their memberships, our events (Zoom meetings and conferences) and their associated registrations. Using this system simplifies transactions for us and puts more control of your information and actions in YOUR hands.

## CURRENT MEMBERS AND GUESTS OF CDGS.

**Member** = dues paying member of CDGS

**Guest** = People who have registered for our Zoom conferences, but who are not paid members of CDGS. Both categories already have accounts, but in order to use that account must update your login and password information. Members will have additional choices after login.

Here are the steps to take the first time you set up your access information:

1. On our website homepage, ([capitaldistrictgenealogicalsociety.org](http://capitaldistrictgenealogicalsociety.org)) you will see a dark green box in the left column that says, “access or create your account”. Click on that box. **Image 1**
2. This will bring you to a page that asks you for a login name and password. You have not entered this information to Neon One before, so for this first entry, click on the green letters under the login “Having trouble logging in? In the future you can use this link to change your own password. **Image 2a**
3. Provide the email address currently associated with your account. This will be the email address you provided in your previous membership registration or renewal document. It may be the email address you use to register for our Zoom conferences. Try emails you normally use, but if none of them work email us at [support@cdgsny.org](mailto:support@cdgsny.org) and we can look it up for you. Submit your email address. **Image 3**
4. The next screen tells you “We have sent you your login information. Please check your email. Open your email (be sure to check spam, ads, promotions, etc. in addition to your inbox). Click on the link in that email. **Images 4, 5, 6**
5. Now you can create your login and password for Neon One. Please enter the information requested on that screen. Your login can be your email address or a different login name of your choice (although your email address will be easier to remember). Your password is whatever you want it to be as long as it meets the eight character/at least one number criteria. **Image 7**
6. Make your selections:  
Choices include checking your membership, renewing your membership, viewing and registering for our events, etc. While our Zoom events are free, our September Conference and renewing your membership do cost money. You can choose to pay by Credit Card, PayPal, or to pay later which means send us a check in the mail. **Image 8**





## Image 4

[Back to Login Page](#)

Neon CRM by **Neon One**

Password Information from Capital District Genealogical Society [Inbox x](#)

contactcdgs@cdgsny.org via [bounces.neonemails.com](mailto:bounces.neonemails.com)  
to me ▾



Dear Mickey Mouse,

You have recently requested login information for your account. Please go to the following page to set up your login name or password:

<https://capitaldistrictgenealogicalsociety.z2systems.com/np/clients/capitaldistrictgenealogicalsociety/setLogin.jsp?securedId=q-Q289A2h5943aScQA/MOMw7aM3HpXxJ8tCF8K6kwtapuz5IQGk4QIHggApXJg&>

If you experience problems, please go to the page below and use the Access Code to continue:

<https://capitaldistrictgenealogicalsociety.z2systems.com/np/clients/capitaldistrictgenealogicalsociety/setLogin.jsp>

Access Code: -qO28r9A2h5943aScQAIMOMw7aM3HtpXxJ8tCF8K6kwtapuz5lQGk4QlHggAP  
x.lg

Capital District Genealogical Society

<http://www.z2systems.com>

Capital District Genealogical Society  
capitaldistrictgenealogicalsociety.org



CAPITAL DISTRICT GENEALOGICAL SOCIETY

PO Box 2175      ESP Station      Albany, NY 12220

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[Conference >](#)

### Set Login/Password

Please select the account for which you would like to reset your password.

Account: Mickey Mouse  
Login Name:  
Individual Constituent User

## Image 7

Please enter a login name you would like to use (at least 4 characters)

Please enter a login password you would like to use (at least 8 characters, including at least one number)

Please re-enter your login password

Submit



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**Welcome Mickey Mouse (Account# 4615)**

## Image 8

What would you like to do? 