**INSTRUCTIONS FOR ACCESSING INFO HUB FOR THE FIRST TIME
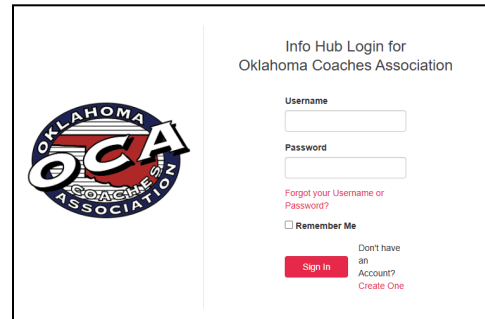(and without any login):**

1.　　　Access the Info Hub website. 2 ways:
   a. Go to https://oklahomacoachesassociation.growthzoneapp.com/MIC/Login directly, or
   b. Go thru the website www.oklahomacoaches.org and click on "MEMBER LOGIN" at the top of the page.

2.　　　At the login screen, if this is your first time, click on the 'CREATE ONE" link (For don't have an account).

3.　　　You will be asked to enter either **1)** your email address that is associated with your school or your account, or **2)** your username (but since this is the first time, you'll probably need to enter your email address).

4.　　　Go to your email and check for an email from OKLAHOMA COACHES ASSOCIATION - Account Reset Instructions.
Click on the link for "... click here to reset your password…" and you will be able to set up your account password.
***NOTE:** if the OCA database has a different email address for you, it probably won't work… and you'll have to contact the OCA main office to check on your member information.*

5.　　　Go back to the login screen (see #1) and type in your information and now you have access to the **INFO HUB!**

From here… to access or edit your Membership information, you'll click on the icon to the left that looks like a person. HERE… you will need to add your Complimentary Guest Pass information (Guest's full name & Guest's email address).

If you have any other login questions, please email me: mike.ocawebsite@gmail.com

Mike