



## 3 HORSE RANCH WINE CLUBS

**Welcome To The Club!** This document serves to quickly educate those new to 3HRV wine club membership on how navigate to and through the Members Section of our website, for account and club management. Questions or Comments? Please email owner Martha Cunningham at [martha@3horseranchvineyards.com](mailto:martha@3horseranchvineyards.com) . Thank You! 🍷🍇👤

### WINE CLUB MEMBER ACCOUNT ACCESS & MANAGEMENT

<b>How Do I Login?</b>	Visit <a href="http://3horseranchvineyards.com">3horseranchvineyards.com</a> and click on "Your Account   Login" at the top right hand corner, OR click on the "MEMBERS" Tab, The "Member Login" .
<b>What Is My Username and Password?</b>	Initially, your member account is set up with your email address as your username as well as your password: <a href="mailto:yourname@aol.com">yourname@aol.com</a> . Sometimes, for initial passwords, we just use the first part of your email address before the @ sign: (ie: "yourname") . Once inside your account, you may customize your username and password to whatever you wish. If you cannot recall or do not know your password, a password reset hyperlink is provide at the Member login page.
<b>EDIT PROFILE</b>	This section allows you to adjust your DOB (we need a 21+ birthdate for selling and shipping alcohol!), First & Last Name (couples may list both first names in the field provided: Bob & Jane), Address & Contact Information, SMS Opt-In/Out (from time to time, we may send a text message with wine release/shipping alerts), Email Opt-In/Out (important to leave as Opt-In for wine release, purchase and receipt info), Username/Password resets, and Newsletter Opt-In (check to receive winery updates).
<b>CREDIT CARDS</b>	Here you may Edit/Delete/Add Credit Card(s) Information, select which card is the Primary for the account, and also designate which card is the preference for Wine Club orders and shipments.
<b>CLUB LIST (EDIT CLUB)</b>	<b>VERY IMPORTANT:</b> This section reiterates your club membership and benefits, AND also allows you to specify your wine selections for the upcoming release. We will pre-select 3 bottles for Ranch allocations and 12 bottles for Equinox allocations. If you wish to receive our pre-selections as your wine allocation, you need not do anything within Edit Club. You will automatically receive our predetermined wines. However, you are most welcome to change wines and quantities from the available wine offering, so long as your choose 3 or more wines for Ranch releases and 12 or more wines for Equinox releases. Navigate to the Wine offerings, and select the drop down list of 0 to 120 bottles for each wine listed. If you wish not to receive a certain wine for release, make certain that wine reads "0" . If you desire 1 or more bottles of a certain wine, simply select the corresponding number from the drop down list (i.e.: "6" for 6 bottles of wine). Double-check your billing details, and provide any NOTES you care to in the space provided. Identify which credit card is preferred for order processing. Specify Shipping Address as the Billing Address, New Address, or Pickup At Winery (FREE pickup and the most popular delivery option). Hit <b>SUBMIT</b> to Save Selections.
<b>ADDRESS BOOK</b>	Add as many custom shipping recipients and addresses as you like for wine club shipments.
<b>ORDER HISTORY (VIEW/ REORDER)</b>	Complete order archives. You may review and/or reorder previous online and tasting room orders.
<b>ALLOCATIONS</b>	"You currently have no wine allocations." (In RED) . This will remain, as we do not mandate that club members take allocated wines. Rather, customers may pick and choose wines from a broad listing.
<b>ALLOCATION HISTORY</b>	"You currently have no allocation history." (In RED) . Our wine clubs are "User-Choice" where customers choose the wines and quantities in each release. We don't allocate any specific wines.
<b>Come And Get It!</b>	Pickup-At-Winery orders will be available in the Tasting Room on the release date, for 60 days. Thereafter, unclaimed pickup orders are shipped to the billing address on file. Members with shipped wines will receive tracking details via email, as well as inside their Order History Section.