

Signing In:

NWPC How-To's for Members

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New Westminster Photography Club

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Logging into the NWPC Web Site

The "NWPC How-To's" articles are intended for club members to step them through common tasks they may wish to perform on our site.

This article covers getting logged into the NWPC web site. Many activities and content on our site is just for our members. To access them, you have to "log on" to our site.

When you join the NWPC, you typically give your dues money to our treasurer as well as your name and at least an email address so we can contact you. The treasurer then typically forwards that information to the webmaster who creates your account on our system.

So we will assume that the process has been done and the webmaster has notified you that your account is ready.

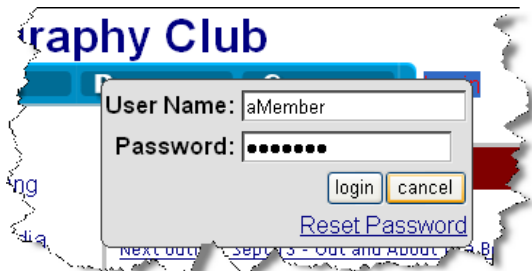
Logging in for the first time

To log into the NWPC web site, click on the "Member login" link that you will see in the upper right of almost every page in our site.



This displays the login dialog where you would enter your login information.

But the first time you log in, you don't know your password (or rather you don't even have one!). You need to set your password before you can log in.



You will notice on the login dialog, under the Login button there is a link: "[Reset Password](#)" Click that link to access the password reset page.

Resetting your Password

In this first step of resetting your password, the Reset Password page shows only a text box and a button. You enter your email address in that textbox (the one you gave to the club). Then click the "Send Reset" button.

Signing In:

Note: Once you send this reset, no one can log into your member account (even if you remember your password) until that reset link in the email is used.

Your membership Email:

What will happen is the system sends an email to your email address. This normally happens within a few minutes, so if you haven't gotten the email after a few hours (and there's nothing wrong with your Internet connection or your mail server), then try the reset again and double check with the site's webmaster that the club has the correct address (mistakes happen!).

That email contains a special link. Click it to return to the Reset Password page (if your email does not support embedded HTML links, you will have to copy and paste that link into your web browser's address box, make sure you get the entire link (some mail clients might break the link over several lines, put all the pieces together with **no spaces**). But this time the Reset Password page allows you to set your password. Enter your email address again (we're paranoid), and your new password (and a confirmation of that password). Then click the "Save New Password" button.

Derek, you can now change your password.

Your membership Email:
Your new Password:
Confirm new Password:

The system will save your new password. You're now a fully active online NWPC member!

You can now log into the site (clicking the Login link, entering your email address and newly set password).

Signing In:

When you are logged into the site, you see a “members only” menu bar that has additional “members only” areas of our site. If you become a member of the club executive, you will see the “Executive” button giving you access to the administration areas of the club site.



Should you forget your password or simply want to change it to a new one, repeat the above steps.

Once logged in, one of your first steps as a new member should be to finish filling out your profile (and double checking any information we entered from your registration sheet). You can change the email the system uses to recognize you in your profile as well.