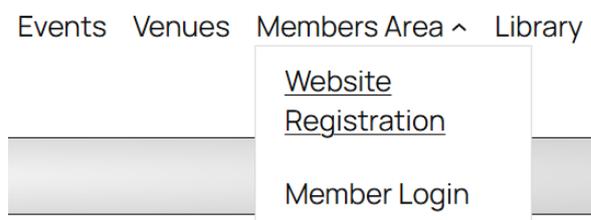# Arun East u3a Website Registration Procedure

This procedure describes the registration of an EXISTING Arun East u3a Member to access the secure areas of the Arun East u3a website.

1. Website Registration Form

The Member selects the Website Registration Page sub-menu from the Members Area main menu;

Events   Venues   Members Area ︿   Library

> Website
> Registration
>
> Member Login

2. …and fills in the form;

Website Registration Form

Arun East u3a Membership Number *

First Name *

…as on your Arun East u3a membership application

Last Name *

…as on your Arun East u3a membership application

Your email address *

Password *

Type password here

Retype password here

Enter the password that you will be using when logging in as a member. Use a [case, numerals and symbol characters. And please REMEMBER IT!

Membership Level

Member

All fields are mandatory, and email address is required so that the website can communicate back to the member.

3. Registration

Once all data is complete and the Register button is clicked, a confirmation message is automatically displayed on-screen;

Your website access registration is complete. When we have validated your membership you will receive an email to confirm your access to the secure areas of the website.
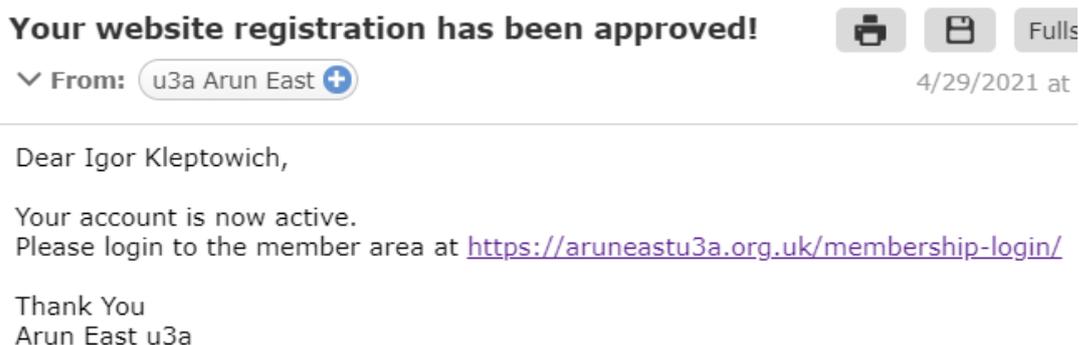
…and a notification email is sent to the Member;

We acknowledge receipt of your application. When we have validated your membership you will receive an email to confirm your access to the secure areas of the website.

4. Confirmation

Once the application has been validated a final email invites the Member to log in;

Your website registration has been approved!

∨ From: u3a Arun East ⊕   4/29/2021 at

Dear Igor Kleptowich,

Your account is now active.
Please login to the member area at https://aruneastu3a.org.uk/membership-login/

Thank You
Arun East u3a

5. Logging In

On clicking the link in the email above, the member is presented with the login page;
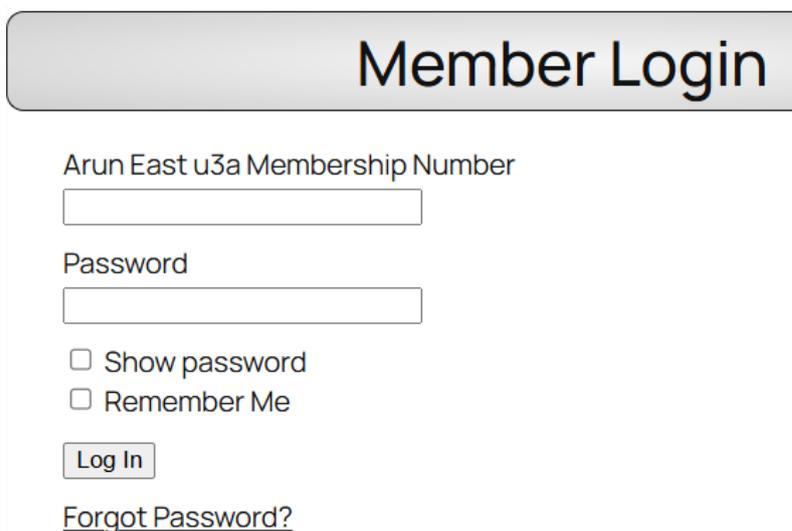
Member Login

Arun East u3a Membership Number

[   ]

Password

[   ]

☐ Show password
☐ Remember Me

[Log In]

Forgot Password?

The Member enters their Arun East u3a Membership Number and password, then selects 'Login'. If successful, the Member will be automatically directed to the Members Area page of the main menu.

The 'Forgot Password' link prompts a password resetting.

At any time, the Login page is accessible from the Members Area sub-page, as above, or the Home page;
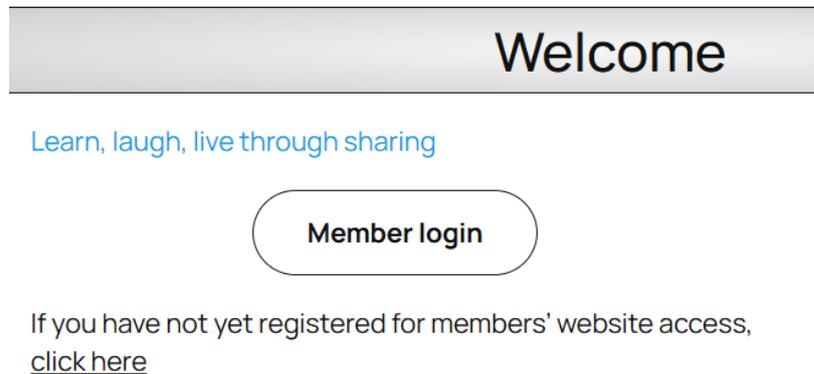
6. Logging Out

To log out the Member reselects the Member Login and selects Logout at the bottom of the form.

The Member will anyway be automatically logged out when closing the browser (e.g. Chrome, Edge, Firefox, Safari…)