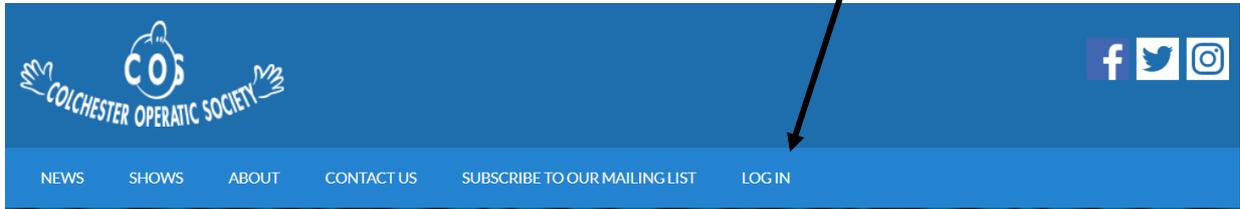


Logging in to the members area of our website

To log in to our members area you click on the “log in” tab on the website.



You should then be taken to this screen:

A screenshot of the WordPress login page. At the top is the WordPress logo. Below it is a white login form with a blue border. The form has two input fields: 'Username or Email Address' containing 'Joe Bloggs' and 'Password' with masked characters. There is a 'Remember Me' checkbox and a blue 'Log In' button. Below the form are links for 'Lost your password?' and '← Back to Colchester Operatic Society'.

You will have been sent your username and password by our webmaster when you became a member. Once you have entered both details into the corresponding boxes, click the “log in” blue button.

NB- Your username is your full name – first and last name with a space in between.

If you don't know your username or password or have not been sent a log in please contact our webmaster on chair@colchesteroperaticsociety.co.uk

Difficulties logging in to our members area?

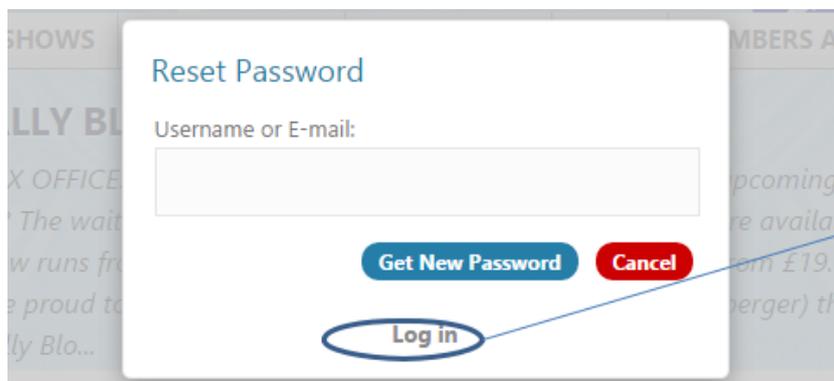
Try these simple steps and this should resolve the issue...

1. Enable Cookies

A screenshot of a WordPress login page. At the top left is the word 'Login'. Below it is a red-bordered error message box that says: 'ERROR: Cookies are blocked or not supported by your browser. You must enable cookies to use WordPress.' The words 'enable cookies' are circled in blue. Below the error message are the login fields: 'Username' with 'Katie Cutmore' and 'Password' with masked characters. There is a 'Remember Me' checkbox, a blue 'Log In' button, and a red 'Cancel' button. At the bottom is a link for 'Lost your password?'.

If after your first login attempt you get a message like this, you need to click on the words “enable cookies” as shown in the image.

You may then return to the screen below OR to the original log in screen.

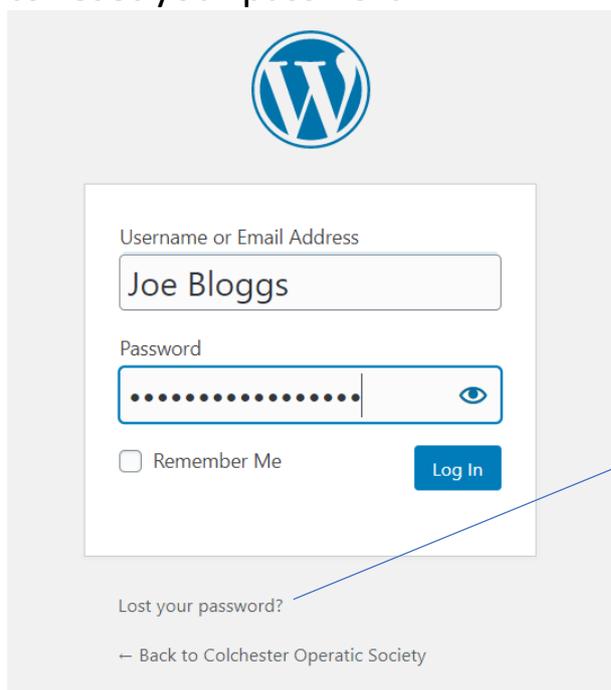


You do not need to reset your password if you return to this screen. Simply click on the words "log in" at the bottom and it will take you back to the log in screen.

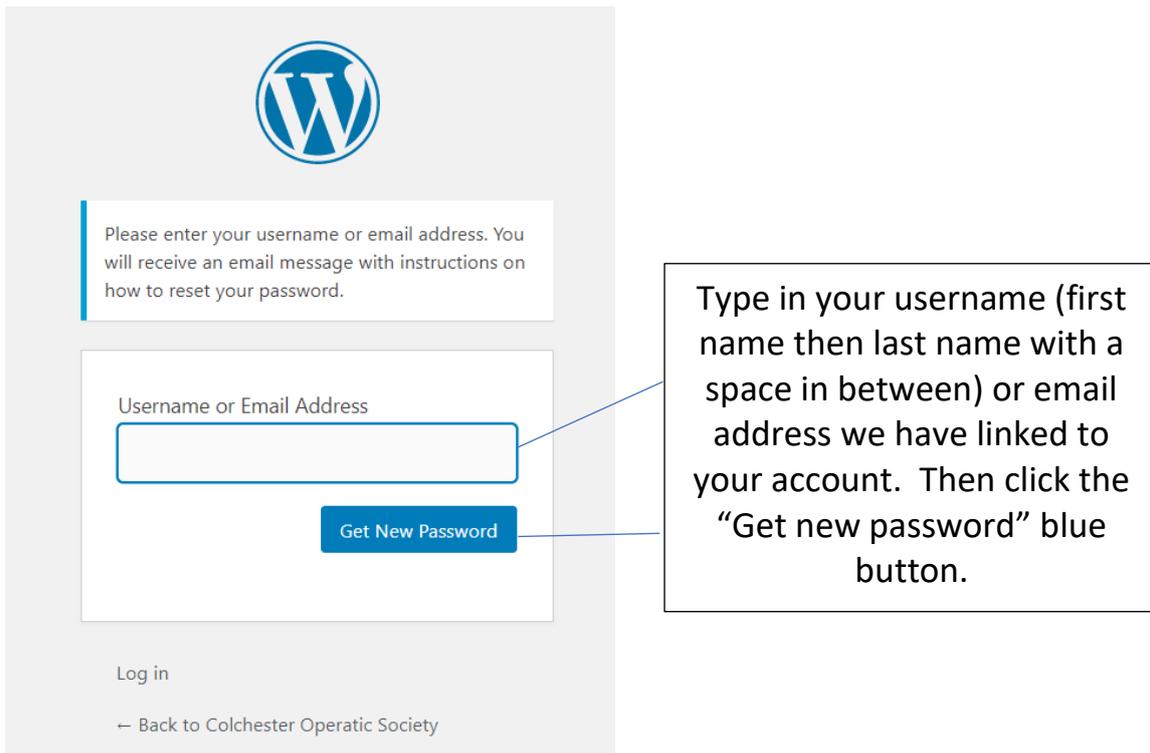
If this doesn't work you may need to reset your password.

2. Reset your password

If you have forgotten your password or are not able to log in with what you think is your username and password then you will need to reset your password.



Click on the words "Lost your password?" at the bottom of the login box. This will take you to the next screen.



You should then receive an email with instructions and a link to click on to reset your password.

There can sometimes be a delay in receiving the email, so be patient. If you click to get a new password again too soon, the first email link sent to you will no longer work.

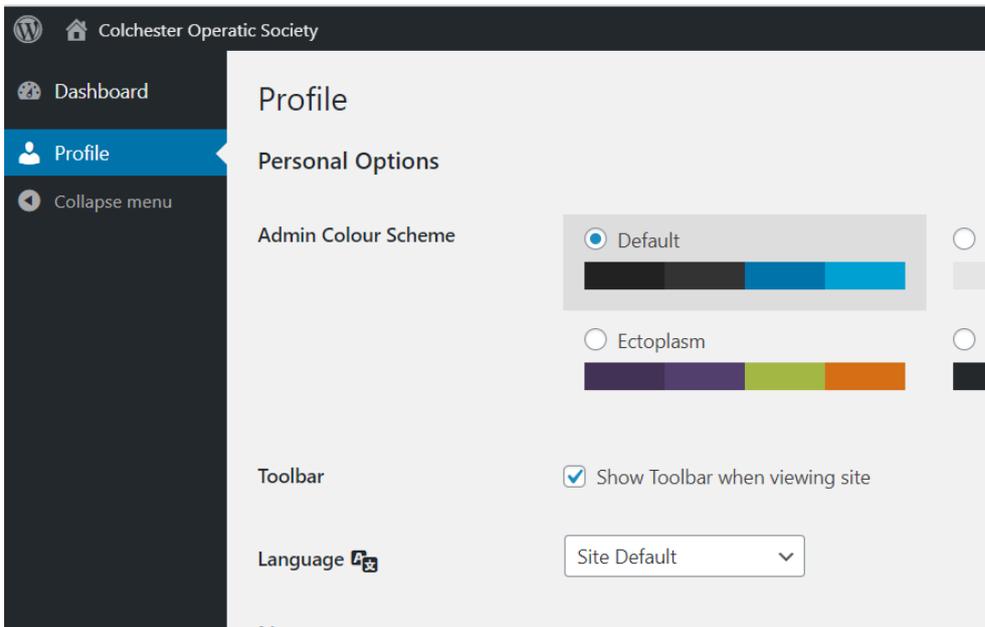
The reset password link in your email will have an expiry date so needs to be acted upon in good time or it will not work.

Once you have reset your password you can log in as before using your new password.

If you still need help please contact our webmaster on chair@colchesteroperaticsociety.co.uk and they can reset your password for you.

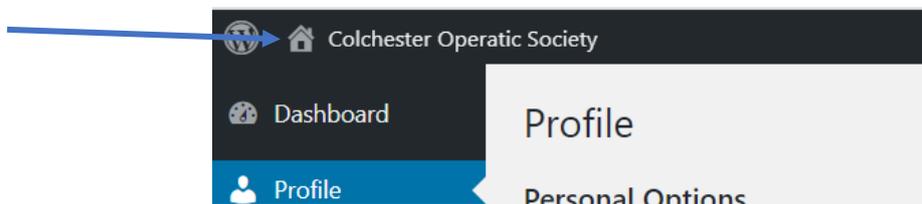
3. Exit your dashboard

Once you have logged in you will be taken to your profile dashboard.

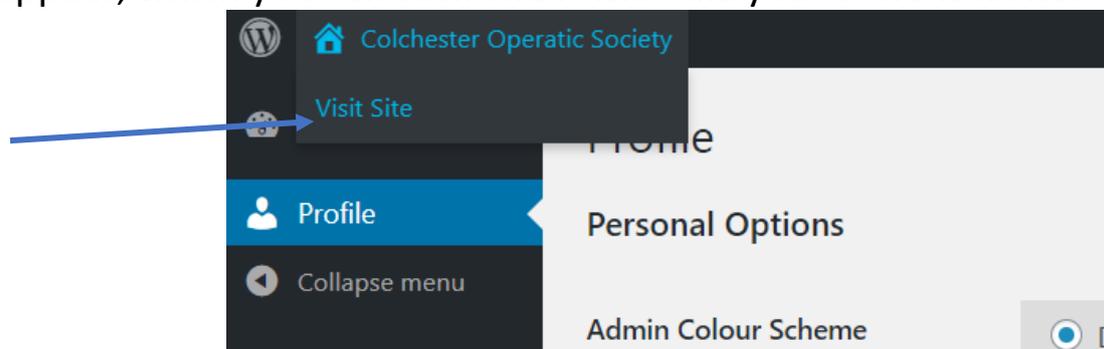


Here you can change your contact details, password and other information.

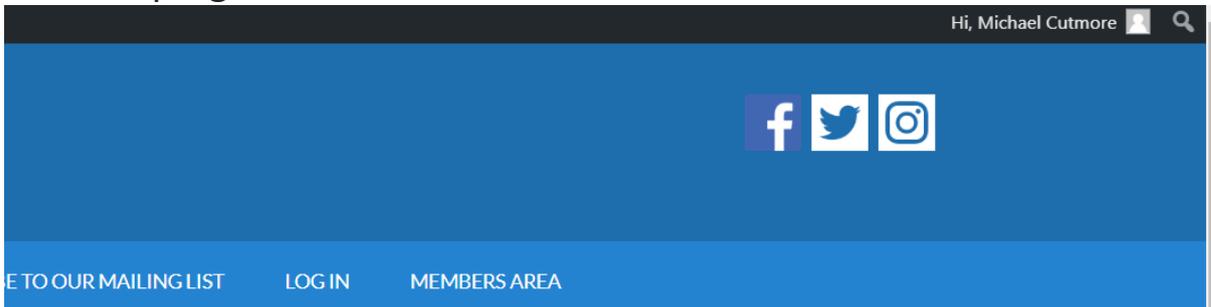
To view the site and the members area pages you need to click on the House (home) icon top left of the page and click.



If you hover over the icon a drop down option of “visit site” may appear, which you can click and it will take you to the website.



Once you are back onto the site after being in your profile area you are logged in as a member and you may be able to see your name in the top right of the screen.



Navigating the Members area

To view the members area pages, click on the members area tab (as seen in the above picture). A drop-down menu will appear if you hover over it and you can select a page you want to visit. If you click on the tab it will take you to a menu page and you can click on a link to the page you want to visit from there.

NB - To return to your profile dashboard follow the instructions under "logging out" but select the "Edit My Profile" option.

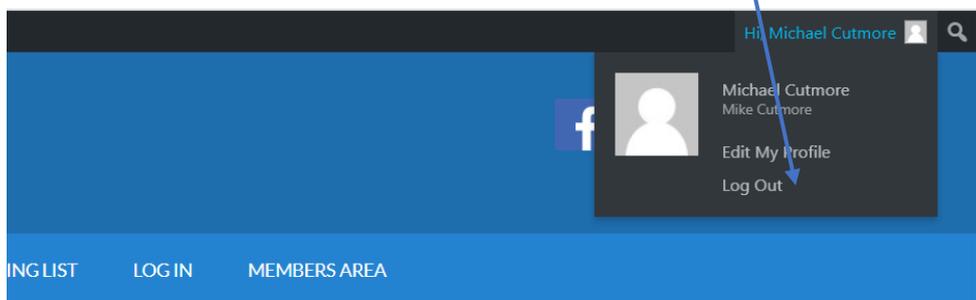
When you have finished you need to log out.

Logging out

To log out find your name in the top right corner of the screen and hover over the person icon.



An options menu will appear. Select "Log out" and it will log you out of the members area.



If you need any further assistance please contact our webmaster on chair@colchesteroperaticsociety.co.uk