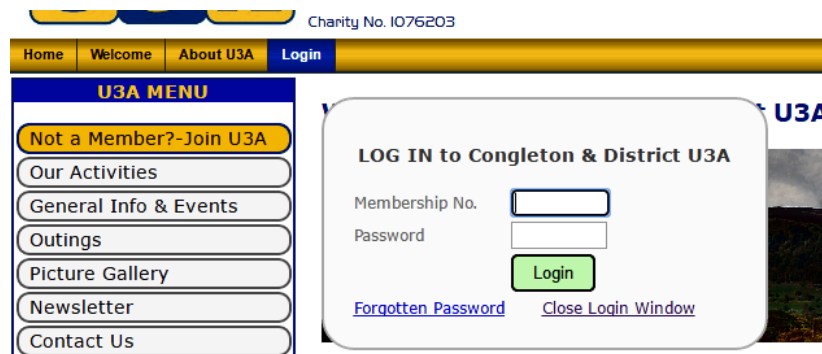


HELP TO ACCESS THE WEBSITE

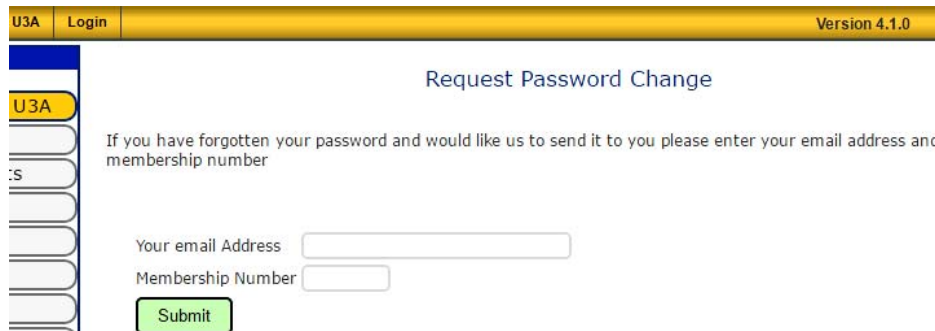
We assume first of all that you have joined Congleton U3A, paid your annual subscription, and (importantly) have an e-mail address. If this is not the case, please visit our Information Desk which is open at the St John Ambulance Headquarters, West Road on the first Monday of each month during term-time (October to May), between the hours of 10.00 am and 12.00 noon.

To login to the website click on **Login** on the gold bar at the top of the page. This will display a small form –



Enter your **Membership Number** in the first box on the form then click in the **Password** box and type in your password. Click on the green **Login** button to complete the process and display the full Member's Menu on the left-hand side of the page. If you have forgotten either your membership number or password then follow the instructions below.

If you have your membership number but cannot remember your password, click on the **Forgotten Password** link shown above to open another page –



Carefully type your e-mail address and Membership Number into the appropriate boxes, then click the green **Submit** button. A new password will be e-mailed to you. This will be a random mix of eight letters and numbers but, once you have used it to login to the website, you can change it to a password of your own choice by clicking on the **Change Password** button which will appear on the gold bar at the top of the page. Type the supplied password into the Previous Password box, enter your new chosen password into each of the two other boxes, then click the green Submit button.

If you have lost or forgotten your Membership Number then you will need to send an e-mail request to the Membership Secretary to send it to you (by return e-mail). Do this by clicking on the following link – [Membership Secretary](#). Please ensure that you include your correct e-mail address in the message, together with your full name and address (or we will be unable to contact you).

Once you have succeeded in logging-in to the website, visit the **Help & FAQs** page for assistance in finding your way around the information available to you about Congleton U3A and its activities.