

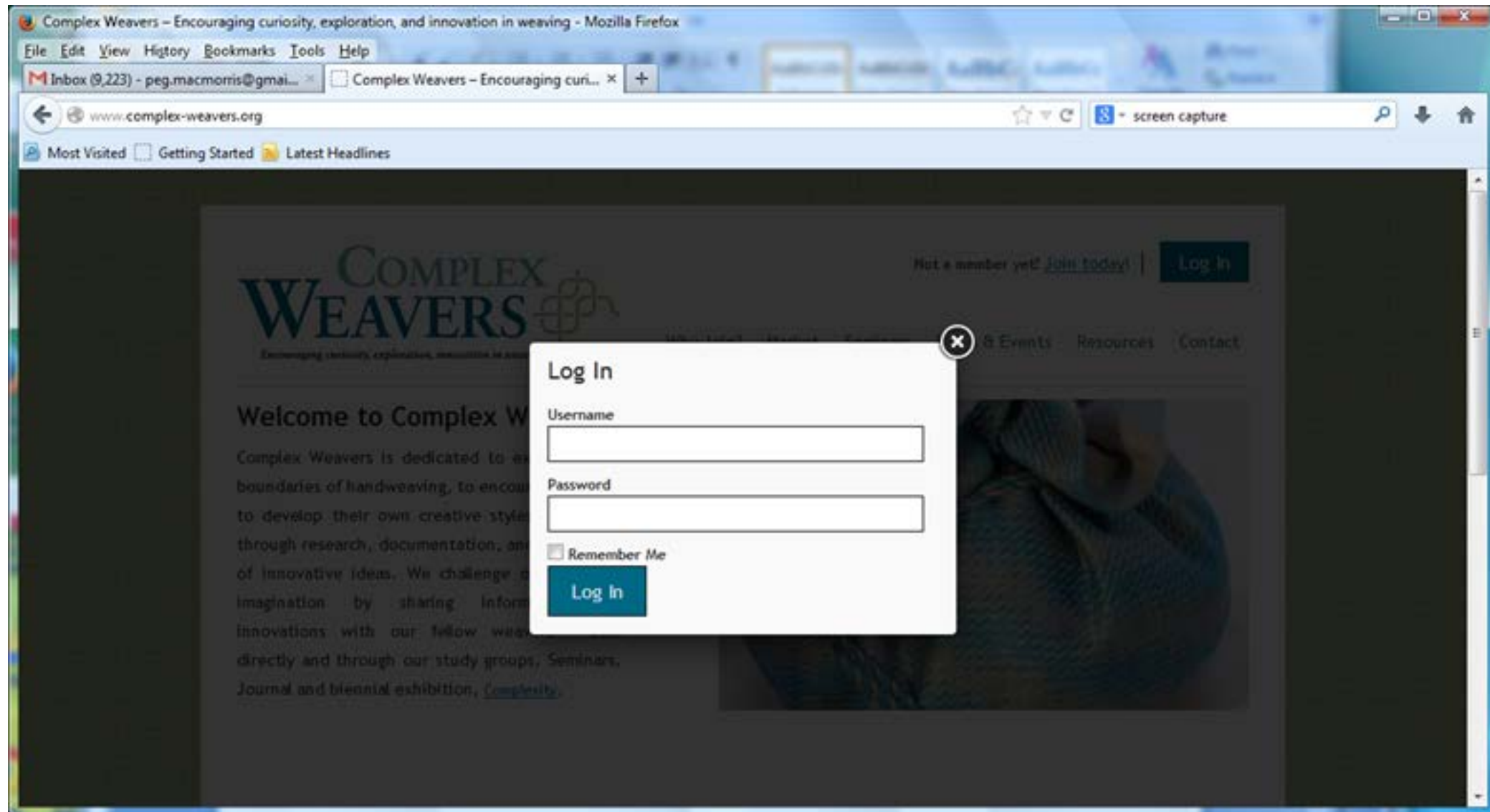
# Navigation Lessons for our new website:

## (How to Log In and Renew Membership)

The new website is GREAT and allows you to access all of your information, such as when you are due for renewal. Furthermore, you can actually accomplish that renewal online. You can also update your information, either the VERY IMPORTANT contact information (email address, postal address, etc) or the interesting stuff like weaving interests, looms and software.

The first step in any of these tasks is to Log In. When we first went live with the website, all of you were sent your login username and a password. By now, many of you will have lost that. If you have them, then it is straightforward. Elect the Log In button from the initial screen on the website shown below.

If you know your username and password, enter them and you will be able to login by hitting the login button. And if you check the box that says "Remember me" you will stay logged in until you decide you need to log out.



Once you log in, you will be right back on the original webpage, BUT now you will see an important change in the upper right corner:

Now, across the top is listed **My Profile**, **Members Directory**, and **Logout**. If you see those choices on the page, you are logged in. From here the best thing to do is click on **My Profile**, which takes you to your information page.



Note that immediately you see your renewal date and there is a button labeled **Renew Now**, the easiest path to renewal.

The next thing on the page is your Username, generally your name all run together without spaces or caps. As you scroll down the page, the rest of your information is available to you – including a place where you can insert a new password, a space for a brief biographical sketch and pulldown menus to indicate the looms and software you currently use. Take a look and update or add to the information in your profile.

Of course, be sure that your contact information is current so that we can get your Journal and other information to you in a timely way. After making ANY changes, be sure that you scroll to the bottom of the page and hit the UPDATE PROFILE button in order to save those changes.



Update Profile

## IF YOU NO LONGER KNOW YOUR USERNAME AND PASSWORD...

... leave both Username and Password blank and then hit the login button. You will now see **Lost Password** at the bottom of the screen. Click on that link. This will open the **Lost Password** dialog shown below.

From here you can enter your email address if you don't know your username and get a new password that will be mailed to you. If you follow the link given in that message, you will get a screen that allows you to set a new password and login with that password. At that point, you will be successfully logged in and you will now see the 'Members only' links, **My Profile**, **Members Directory** and **Logout**.

YOU ARE NOW LOGGED IN and able to proceed to renew your membership or change information in your profile. Of course at this point it would be wise to save your username and password in a place that you can remember to make it easier the next time around.

Of course, if all else fails, you can find the Contact Committee Chairs spot on the webpage and contact me, your Membership Chair, but do give it a try to follow the directions above first.

*Peg MacMorris, Membership Chair*

The screenshot shows the 'Complex Weavers > Login' page. At the top, the 'WEAVERS' logo is on the left, and navigation links 'Why Join?', 'Market', 'Seminars', 'News & Events', 'Resources', and 'Contact' are on the right. The main content area has a 'Login' heading, followed by 'Username' and 'Password' input fields. Below these is a 'Remember Me' checkbox and a blue 'Log In' button. At the bottom left, there is a link for 'Lost Password'.

The screenshot shows the 'Lost Password' dialog. It features a yellow instruction box: 'Please enter your username or email address. You will receive a link to create a new password via email.' Below this is a 'Username or E-mail:' input field and a blue 'Get New Password' button. At the bottom left, there is a link for 'Login'.

The screenshot shows the user profile page after logging in. The 'COMPLEX WEAVERS' logo is on the left. On the right, there are links for 'My Profile', 'Members Directory', and 'Logout'. The main navigation menu at the bottom includes 'Why Join?', 'Market', 'Seminars', 'News & Events', 'Resources', and 'Contact'.