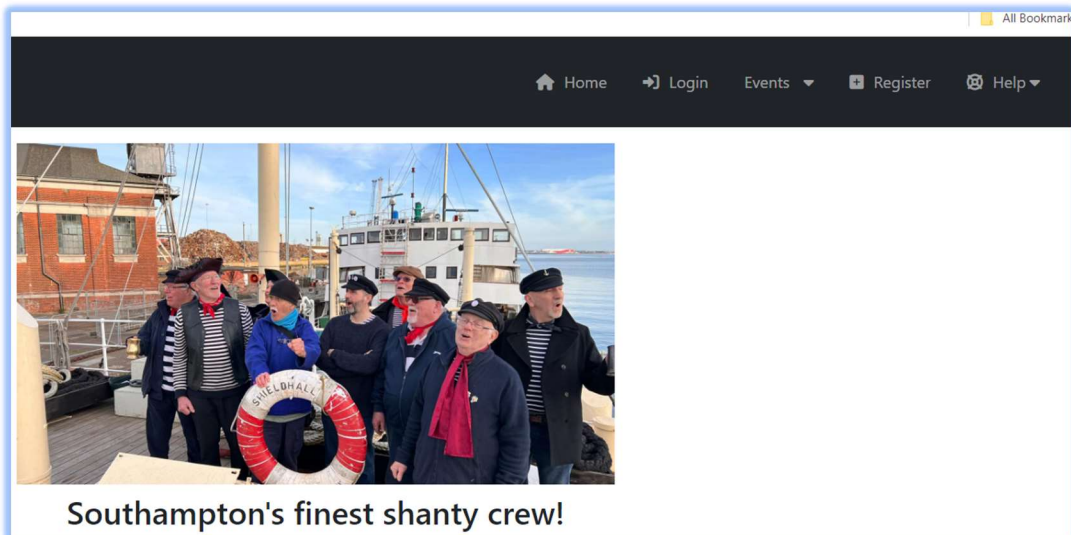
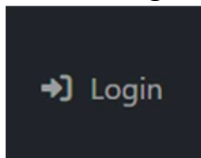


# Using the new Website: A Quick Guide to logging on for the first time

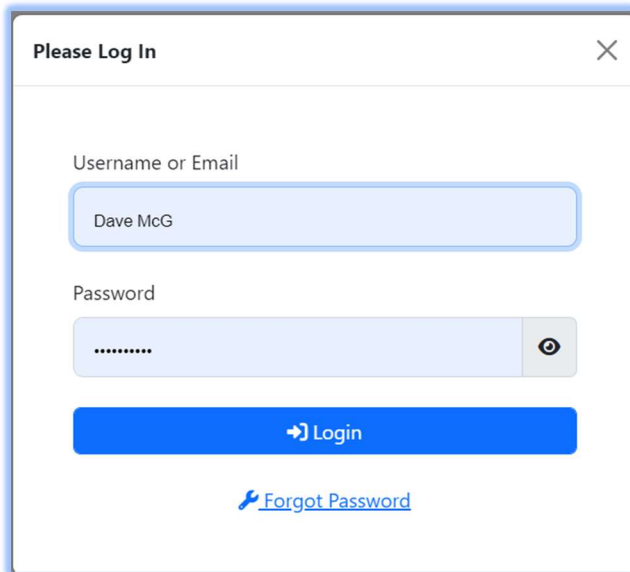
Go to 'www.southamptonstalyseadogs.org.uk' and you will see something like this:



Click the login button in the heading



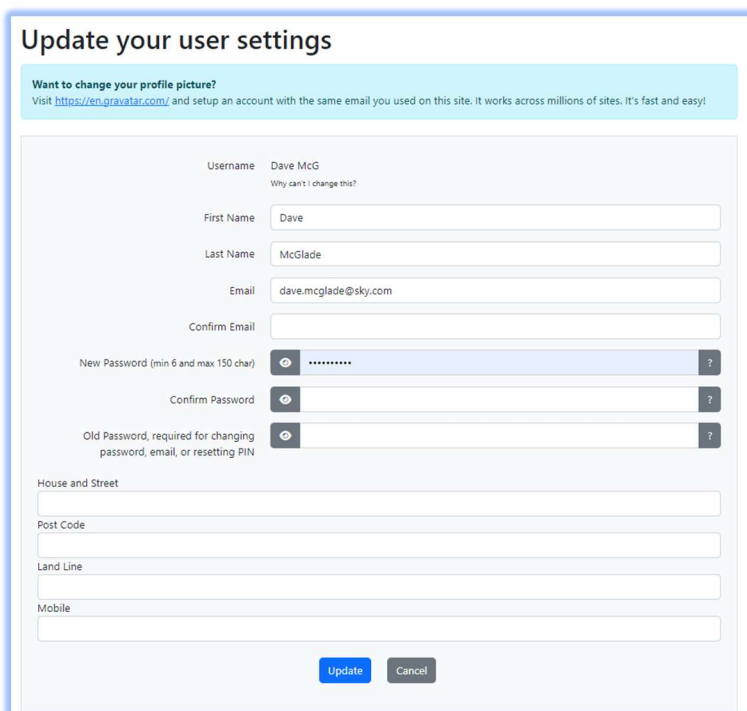
And you will be taken to this



A dialog box titled "Please Log In" with a close button (X) in the top right corner. It contains two input fields: "Username or Email" with the text "Dave McG" and "Password" with a masked password "....." and a visibility toggle icon. Below the fields is a blue "Login" button with a right-pointing arrow icon. At the bottom is a blue link with a key icon and the text "Forgot Password".

We have set up most user accounts with a username of *Firstname Initial*, such as 'Adrian P' or 'John B'. There are a few exceptions, so if your account appears not to work, check with Graham, Paul or Dave McG who each have a list of the account names.

We have also set the accounts up with an expired password 'saltydog'. This means when you first log in, it will require you to change it. You will be taken to a screen similar to this,



A form titled "Update your user settings" with a light blue header. Below the header is a link: "Want to change your profile picture? Visit <https://en.gravatar.com/> and setup an account with the same email you used on this site. It works across millions of sites. It's fast and easy!". The form contains several input fields: "Username" (pre-filled with "Dave McG" and a "Why can't I change this?" link), "First Name" (pre-filled with "Dave"), "Last Name" (pre-filled with "McGlade"), "Email" (pre-filled with "dave.mcglade@sky.com"), "Confirm Email", "New Password (min 6 and max 150 char)" (masked with "....." and a visibility toggle), "Confirm Password", "Old Password, required for changing password, email, or resetting PIN" (masked with "....." and a visibility toggle), "House and Street", "Post Code", "Land Line", and "Mobile". At the bottom are "Update" and "Cancel" buttons.

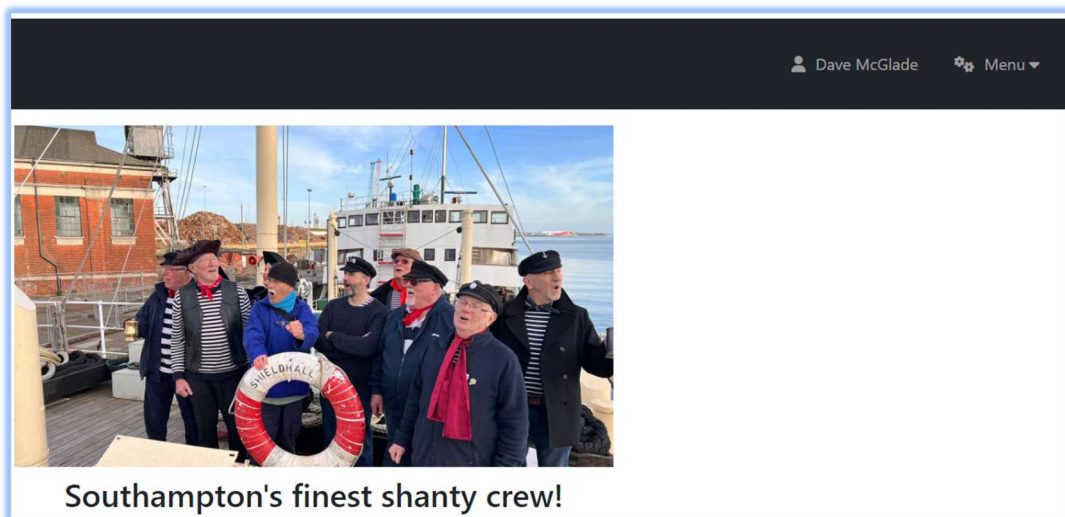
Change the password – you will have to enter it twice – and check the email address is your preferred one – again you will have to enter it twice. We do use this to get in touch, so it does need to be valid.

You can also change your name here. We have created accounts based on the names on the paper forms submitted, but feel free to change your name here, as long as we can recognise who you are. For example, some changes might be to 'Lofty' rather than 'Anthony', or 'Joe' rather than 'Joseph'.

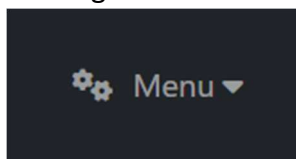
Add as much or as little other information – addresses, phones and mobile – as you wish. There is nowhere this information is used by the system: it is merely a convenient place to record it should we need to get in touch.

Finally, 'Save' the changes.

You can now log on using your new password. The heading on front screen now looks a little different:



Clicking the menu button will reveal all the things you can do!



### Further Reading

On the menu, you will find a "Browse Documents" option. Click that and you will see a list of documents, one of which is called "Use of Webite – General Use." This describes all the menu options in more detail.

