

# THE SIGNALLERS CLUB OF CANADA WEBSITE TUTORIAL October 2015

With the update of the website to a new look and the use of individual usernames and passwords, there will be a requirement to enter your own assigned username and password to view the Members Only and Executive Workspace pages.

Existing members will be emailed a username and initial password which will already have been set up on the web site. An email will be sent to the email address on record. New members will be provided with an username and initial password as part of the Welcome package.

If you do not have an email address but wish to have access through public or friends internet computers, an email address can be set up at the Sigs Club.

This tutorial will walk you through the following:

- 1) [How to navigate the website;](#)
- 2) [How to Log In to see the Restricted Pages;](#)
- 3) [How to Change your Password;](#)
- 4) [How to get a new Password if you have forgotten yours;](#)
- 5) [How to change your Profile settings;](#) and
- 6) [No email address - username and password.](#)

Welcome to our new look:



Figure 1. The Signallers Club of Canada Home Page (month, 2014)

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015

**1) HOW TO NAVIGATE THE WEBSITE**



Navigation Menu      Page you are on folder structure (Breadcrumbs)      Search  
Figure 2. Web Site Navigation Tools

**Log in:**

To access the information on restricted pages, for example Members Only areas, you must log in with your username and password. You do not need to log in to browse the web site. When you require a log in, you will be prompted.

For more details on log in procedure see [How to Log In to see the Restricted Pages](#)

**Search:**

This allows you to search using a word etc. For more details see [Search](#).

**Page You are on folder structure (Breadcrumbs):**

This line will show the folder structure from the Home page to the page you are on. Underlined names are clickable links which will display that page.

**Navigation Menu:**

This is a menu structure that will expand and collapse to show sub menus when required. Clicking (Normally left-click) on a menu or sub item will bring up the web page for that menu item.

The Navigation Menu allows you to choose which sub section of the web site you would like to see. Clicking on a menu category or sub menu item will display the page for that item.

The menu will expand and show sub menu items as required and collapse the current expanded menu when you click on a different menu item. The current menu category item will be highlighted in colour and the sub menu item when selected will also be in colour. As you hover over a menu category item, the background will turn white except for the current displayed menu category page. When hovering over a sub

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015

menu item a black arrow will appear in the lower left of the button except for the current displayed sub menu page.

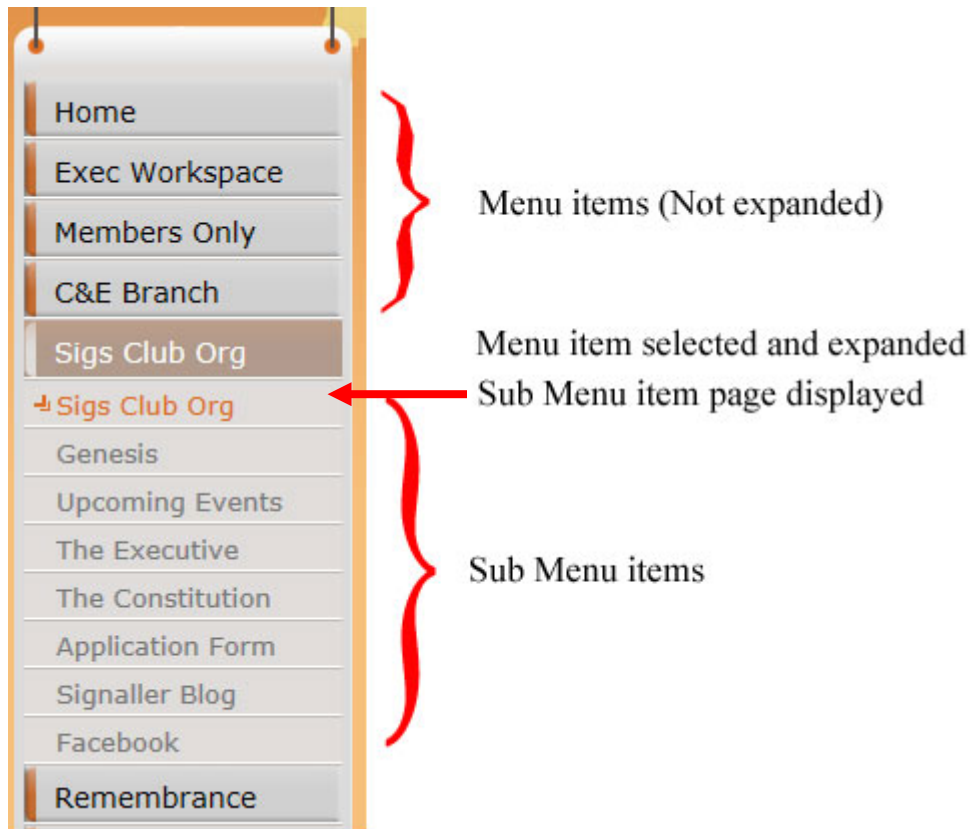


Figure 3. Navigation Menu

When you click on another menu category, the current menu category will collapse and the selected menu category menu will expand as required.

Not all menu category items will expand.

The Page You are on folder structure also known as breadcrumbs will show the folder structure from the Home page to the page you are on. Underlined names are clickable links which will display that page.

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015

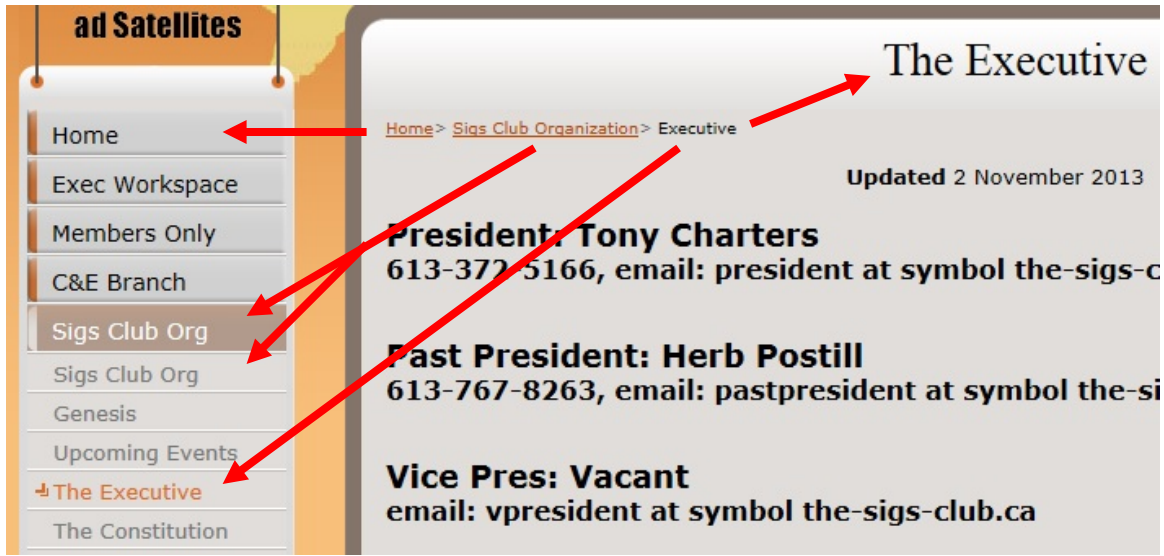


Figure 4. The Page you are on folder structure (Breadcrumbs)

In this example:

Clicking on the breadcrumb **Home** is the same as clicking on the **Home** button in the navigation menu, the Home page will be displayed.

Clicking on the **Sigs Club Organization** breadcrumb is the same as clicking on the **Sigs Club Org** button in the navigation menu, the Sigs Club Organization page will be displayed.

The **Executive** breadcrumb is the page you are displaying as shown in the title of the page - **The Executive** and the **The Executive** button in the navigation menu. There will be no change in the displayed page.

### Search Function:

At present the search function has a limited functionality.

At the top of each web page is a search bar on the right. Type in a word for example executive and click on the **Search** button.

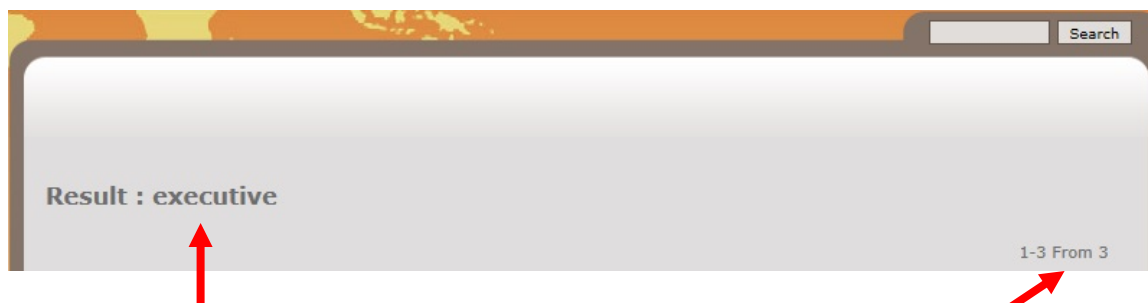


Enter text to search for      Click the Search button

Figure 5. Search Function

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015

The number of results will be returned,



What you were searching for

Number of results found

Figure 6. Number of search results found

Scroll down and a listing of the applicable web pages of the Sigs Club will be listed.



Click on the title to display web page

Figure 7. Search Results Listing

Click on the results title to display that page. (Right Click and Open in New Tab/Window to leave results page and display the web page in a new tab/window.)

## 2) HOW TO LOG IN TO SEE RESTRICTED PAGES

In order to view the web pages that have restricted information for Club or Executive members, you must log in using your individual assigned username and password. The first time you log in you are strongly recommended to change your password from the initial password supplied to a password of your choice. See [How to Change your Password](#).

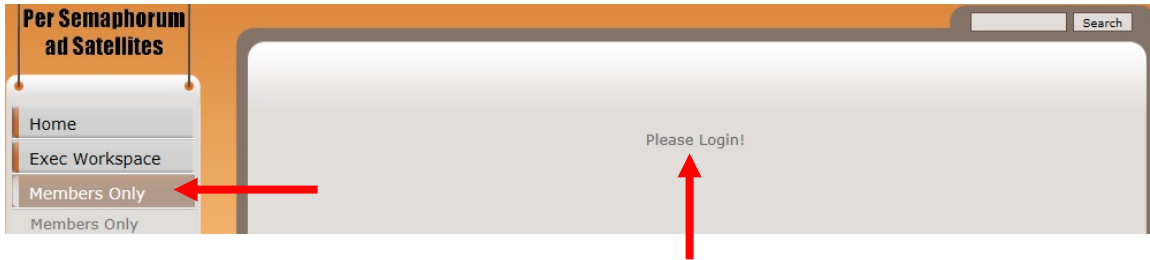


# THE SIGNALLERS CLUB OF CANADA

## HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE

October 2015

If you try to view a restricted access page and have not logged in, you will be prompted to log in. For example if you try to view the Members Only page and are not logged in you will see the following:



Log in prompt

Figure 8. Log In Prompt

Once you have logged in, you can browse the web site pages without having to re-log in to see the restricted pages.

There is no need to log in to see the pages that are viewable to the general public. All current Members with a username and password will have access to view the Members Only areas and Executive members will have access to the Members Only and Executive Workspace.

To log in, click on the log in link at the top of each web page.



Figure 9. Log in tab

If you are not logged in the tab displays Welcome Guest | Log in  
Click on **log in** and the Log in tab will expand



Figure 10. Log In Procedure

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015

Enter your **username** and your **password**, both are case sensitive and click on the **log in** button. Note that you will not see the password as it is being entered, just dots.

To Cancel a log in, click on **Close**.

An unsuccessful log in due to wrong spellings or wrong case will be indicated with a warning:

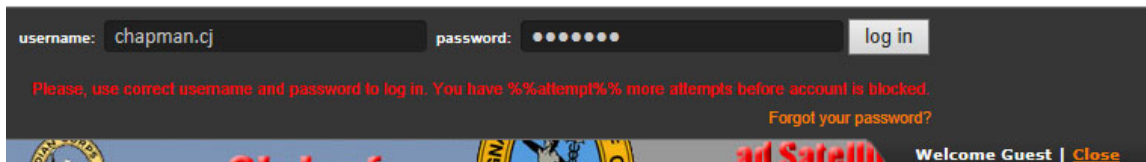


Figure 11. Unsuccessful Log In Attempt

Check spelling and case of your username and fix if necessary. If the username was correct, re-enter your password and click on the **log in** button.

A successful log in results in the Log In tab being displayed:

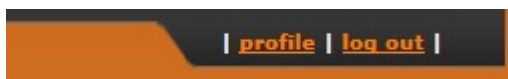


Figure 12. Successful Log In.

The Log In tab now displays **profile**, and **log out**.

The profile link allows you to make changes to your names, email address and change your password. See [How to change your Profile settings](#) for making profile changes.

The **log out** link logs you out and you will not be able to view the restricted pages.

### 3) HOW TO CHANGE YOUR PASSWORD

The first time you log in or after doing a password retrieval you are strongly recommended to change your password to a password of your choice.

To change your password click on the **profile** link once you have logged in.



Figure 13. Profile Link.

The SITEMAP page will be displayed.

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015



Figure 14. Sitemap - Change Password Link

Click on the **change password** link and the Change Password page will display. The Title will read LOG OUT but it is actually Change Password

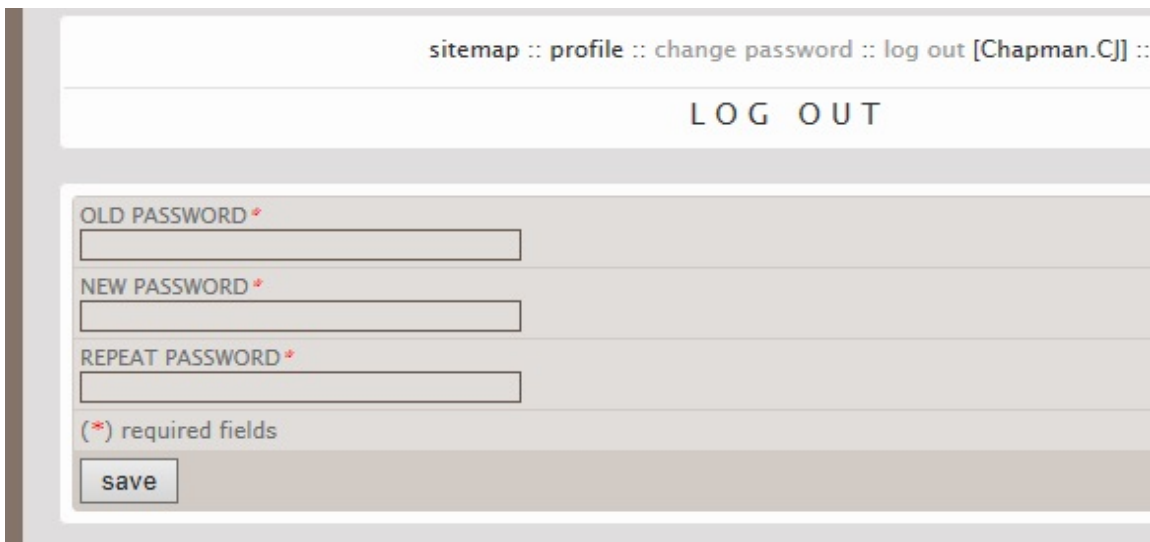
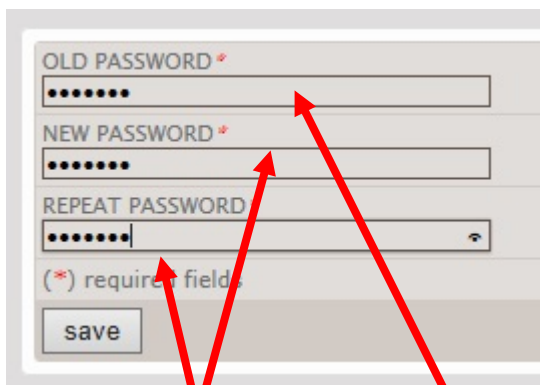


Figure 15. Sitemap - Change Password

Enter your old (current) password and your choice for new password.



**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015



New Password      Old Password

Figure 16. Change Password

Click on the **save** button to make the change. You will see a confirmation screen. If you do not click on the save button your current password will remain in effect.



Figure 17. Successful Password Change.

#### 4) HOW TO GET A NEW PASSWORD IF YOU HAVE FORGOTTEN YOURS

If you have forgotten your password, you can have a new password assigned to you as long as you have a current email address in your profile. See [How to change your Profile settings](#) for changing your email address.

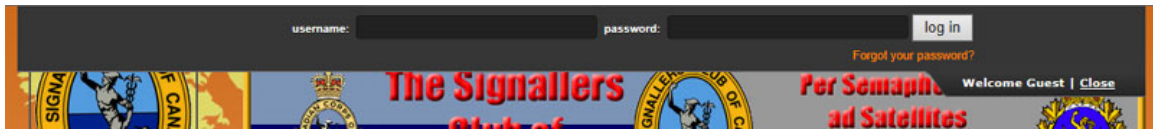
This password retrieval process uses two emails. The first email is a confirmation that you have forgotten your password and want a new password sent to you. The second email will contain your new password.

This assigning of a new password/emails is done automatically by the website.

If your current email address is not in your profile or you do not have an email address see [No email address - username and password](#).

When you click on the **log in** link of the Log In tab you will see a link for **Forgot your password?**

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015



Forgot your Password? link

Figure 18. Forgot Password Link

Click on the **Forgot your password?** link

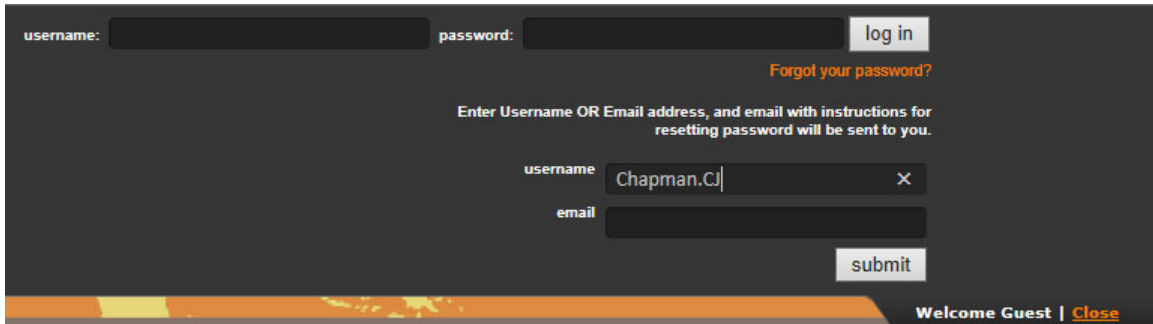


Figure 19. Password Reset Send To

Enter either your **username** (case sensitive) **OR** the **email address** you have in your profile and click on the **submit** button.

You will see a **Check your email to find instructions for resetting password** in the Log in Tab.

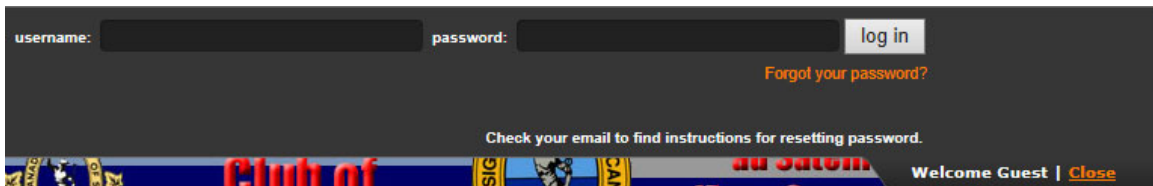


Figure 20. Password Reset Message

Check your email for an incoming message. Note this can take from a few seconds to some time depending on the internet and email settings. Keep rechecking/refreshing your email.

The email will be from "Sigs Club Admin" with a subject line of "**Request for new password for http://www.the-sigs-club.ca/**".

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015

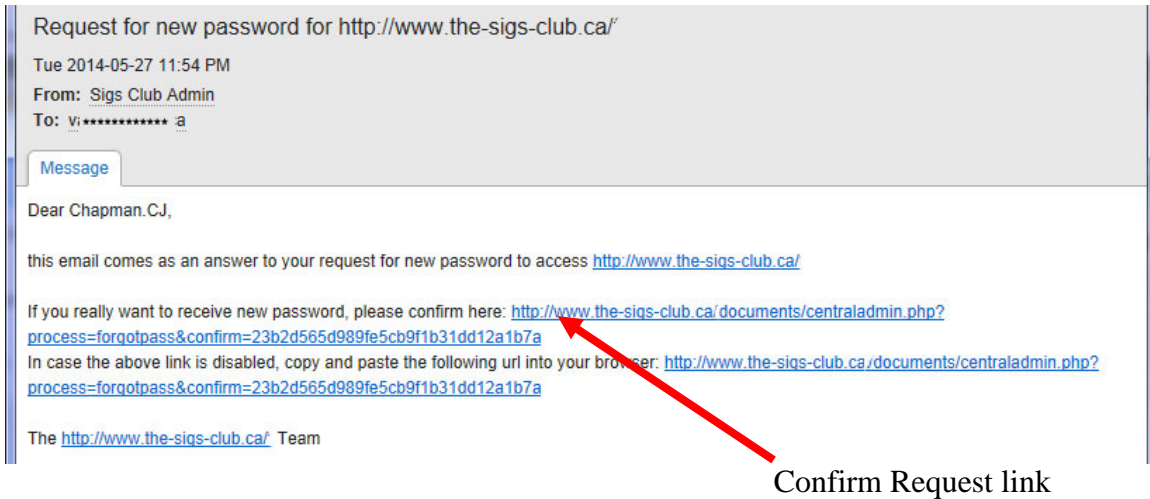


Figure 21. Request for New Password Confirmation email

Click on the **Confirm Request** link to receive your new password. **Note that once you click on this confirmation link your current password is no longer valid!**

You may see the following to let you know that your new temporary password has been sent to you.



Figure 22. Sigs Club Web Page confirmation that password has been sent.

Again you will have to check your email for the second email from "Sigs Club Admin" with a subject line of "New password for http://www.the-sigs-club.ca/"

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015

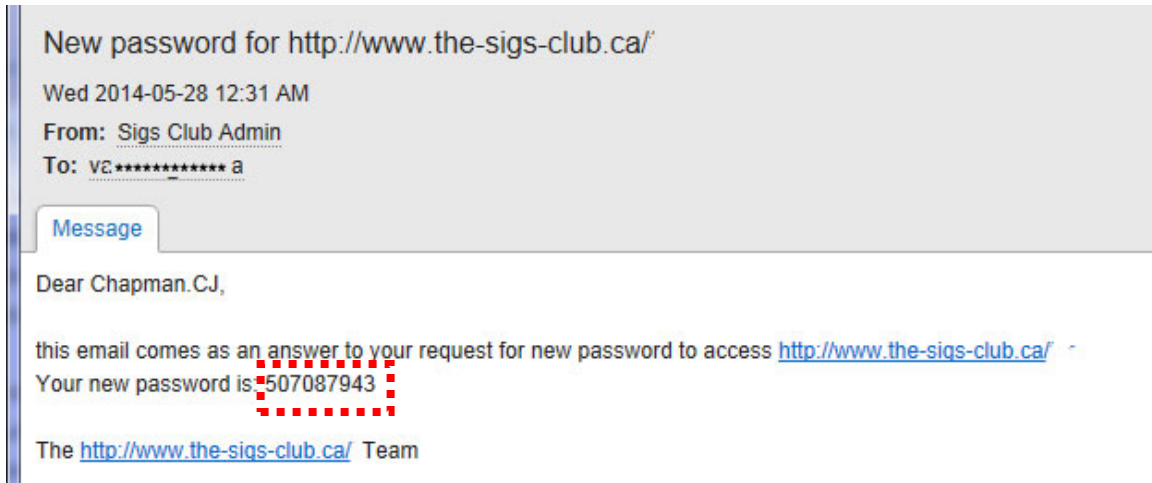


Figure 23. New Password email

Copy this password and go to the Sigs Club web page.  
Click on **log in** and enter your **username** and enter (paste) this **new password** and click the **log in** button.

Once logged in you are strongly recommended to change your password to a password of your choice. See [How to Change your Password](#).

## 5) HOW TO CHANGE YOUR PROFILE SETTINGS

The profile setting shows the Site Map which shows which restricted pages you can view and an Executive member which pages you can edit, change your name, email address and password. Changing the password has been covered in [How to Change your Password](#).

### **USERNAME NOTE: YOU CAN NOT CHANGE YOUR USERNAME**

Your username is a combination of your last name and initials and if there are more than one Sigs Club member with the same name and initials a number as part of the username. If you require a spelling correction send an email to [webmaster@the-sigs-club-ca](mailto:webmaster@the-sigs-club-ca) with the correct spelling, initials. The change will be made. You will not lose your email/password settings. Request for changes of the username to other than **lastname(n).initials** where (n) is a number **will not be entertained**.

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015

To view or change your profile settings log in and then click on the **profile** link.



Figure 24. Profile link

The Site Map page will be displayed.

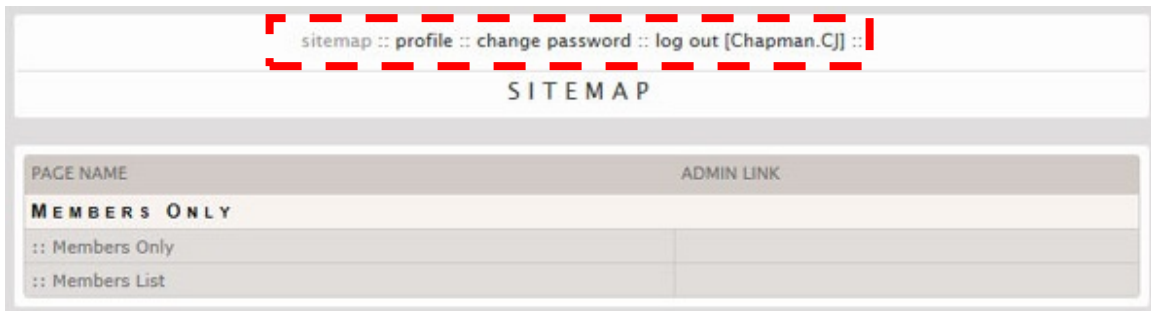


Figure 25. SiteMap

At the top of the window will be the links and username.

The current window you have displayed will be grayed out. For example this is the Sitemap so the sitemap link is grayed out.

**sitemap**

Displays the restricted areas and pages that you have access to, for example in this case Members only area and pages.

**profile**

Allows you to make changes to your name and email address

**change password**

Allows you to change your password. See [How to Change your Password](#)

**log out**

Logs you out and you can only view the non restricted pages. This is the same as the **log out** link on the Log In tab.

**[username]**

Displays your username

**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**  
October 2015

### How to Change Your Name and Email Address

Click on the **profile** link.



sitemap :: profile :: change password :: log out [Chapman.CJ] ::

P R O F I L E

FIRST NAME \*  
Chip

LAST NAME \*  
Chapman

EMAIL \*  
va\*\*\*\*\*@

(\*) required fields

save

Figure 26. Profile Settings

The Profile page is displayed with the current settings for First Name, Last Name, and Email address. The initial settings were taken from the Sigs Club membership roll.

You can change your name by deleting/typing over the existing names. These names are separate from your username.

To change your email, delete/type over the existing email address.

Click on the **save** button for changes to take effect.

**NOTE:** The change of the information on this page does not change the information in the Sigs Club nominal roll. If you change your email remember to send an email to the Membership Officer and Public Relations Officer, so that they can update the nominal roll and email listings for announcements etc.

### 6) NO EMAIL ADDRESS - USERNAME AND PASSWORD

If you change your email address and the old email address is no longer valid but forget to update your email address in your profile, you will not be able to have your password reset if you forget your password.

To have your email address updated if you have forgotten your log in password, send an email to [webmaster@the-sigs-club.ca](mailto:webmaster@the-sigs-club.ca) with your username and email address you will be using.



**THE SIGNALLERS CLUB OF CANADA**  
**HOW TO NAVIGATE THE WEB SITE AND MANAGE YOUR PROFILE**

October 2015

If you are a paid up member and only access the internet through public or your friend's computers and do not have an email account somewhere, an email account can be set up at the Sigs Club.

This will allow you to manage your profile, password, and allow you to have email access through webmail from any internet connected device such as your tablet, computer or smart phone.

Apply for a Sigs Club email address to [webmaster@the-sigs-club.ca](mailto:webmaster@the-sigs-club.ca) with your name, initials, membership number, email address you will be using, and the password you will be using for emails. Once your membership is confirmed the email address and members only area username and password will be set up. This process may take a day or two, but will be done as soon as possible.

When the new look website is online, there will be a form to apply for an email address.