

SIGNALLERS CLUB OF CANADA WEBSITE TUTORIAL

HOW TO LOG IN TO SEE RESTRICTED PAGES

October 2015

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 tutorial.

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:

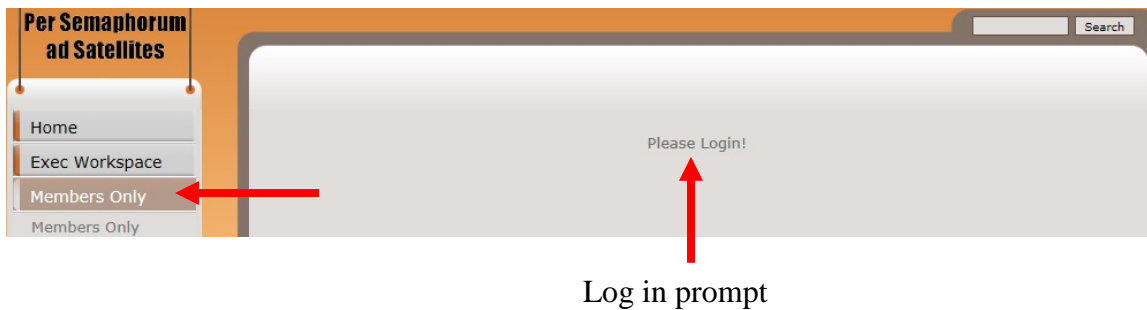


Figure 1. Log In Prompt

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 2. 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

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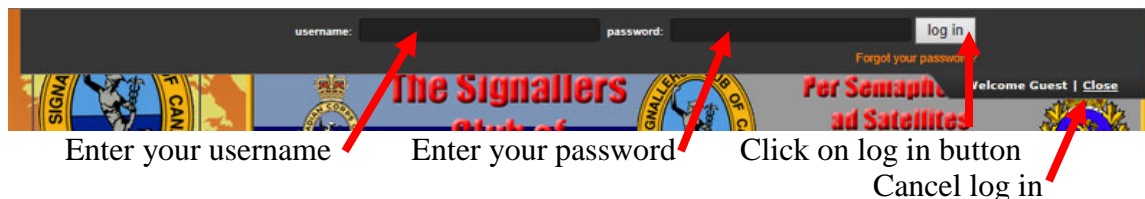


Figure 3. Log In Procedure

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:

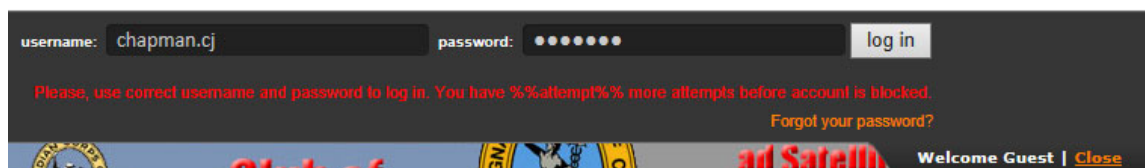


Figure 4. Unsuccessful Log In Attempt

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:

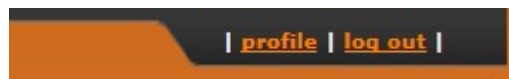


Figure 5. Successful Log In.

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 tutorial for making profile changes.

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