HOW TO ACCESS THE MEMBERS ONLY LIBRARY

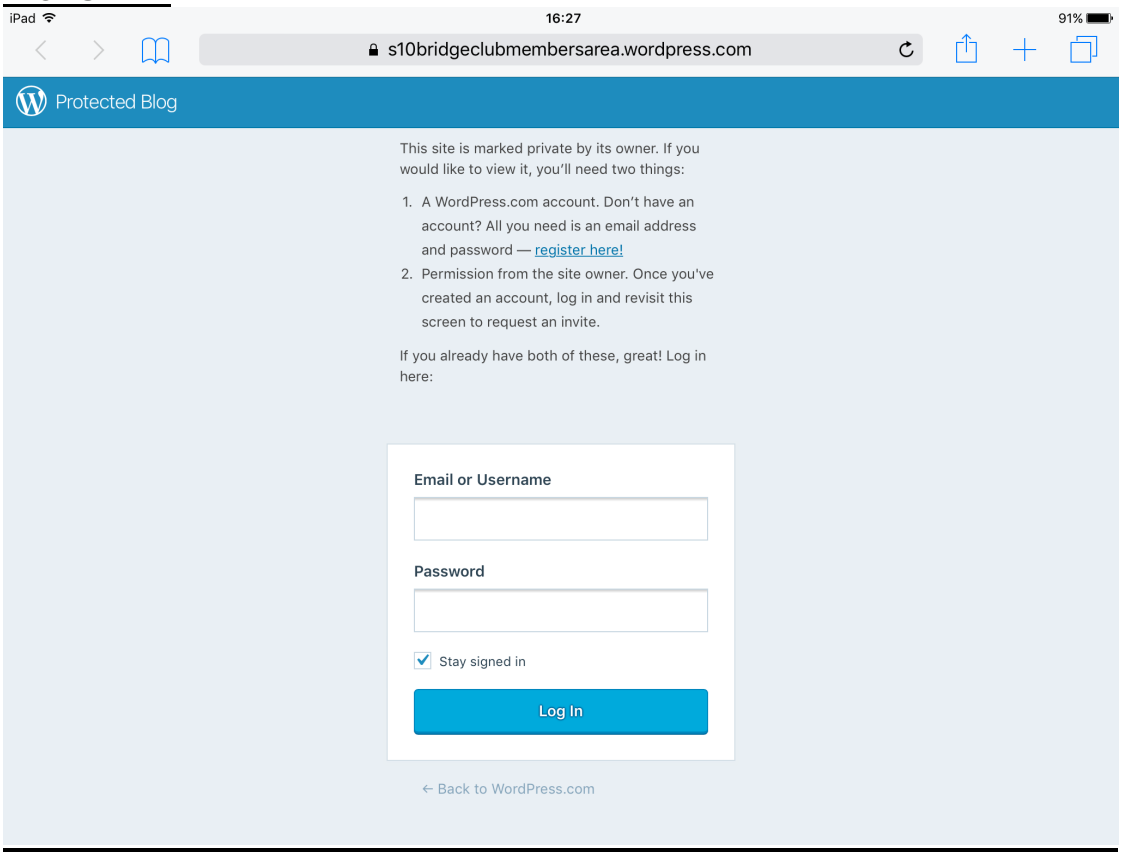
These instructions describe how you can obtain access to the members only library. Please refer to the pictures below of the various screens you may encounter. This isn't the easiest process in the world, but it's the only process provided by the company who run our website.

1. Go to the s10bridgeclub.com website. Select Library from the menu. Click/tap on **Members Only Library** at the bottom of the list of library contents.

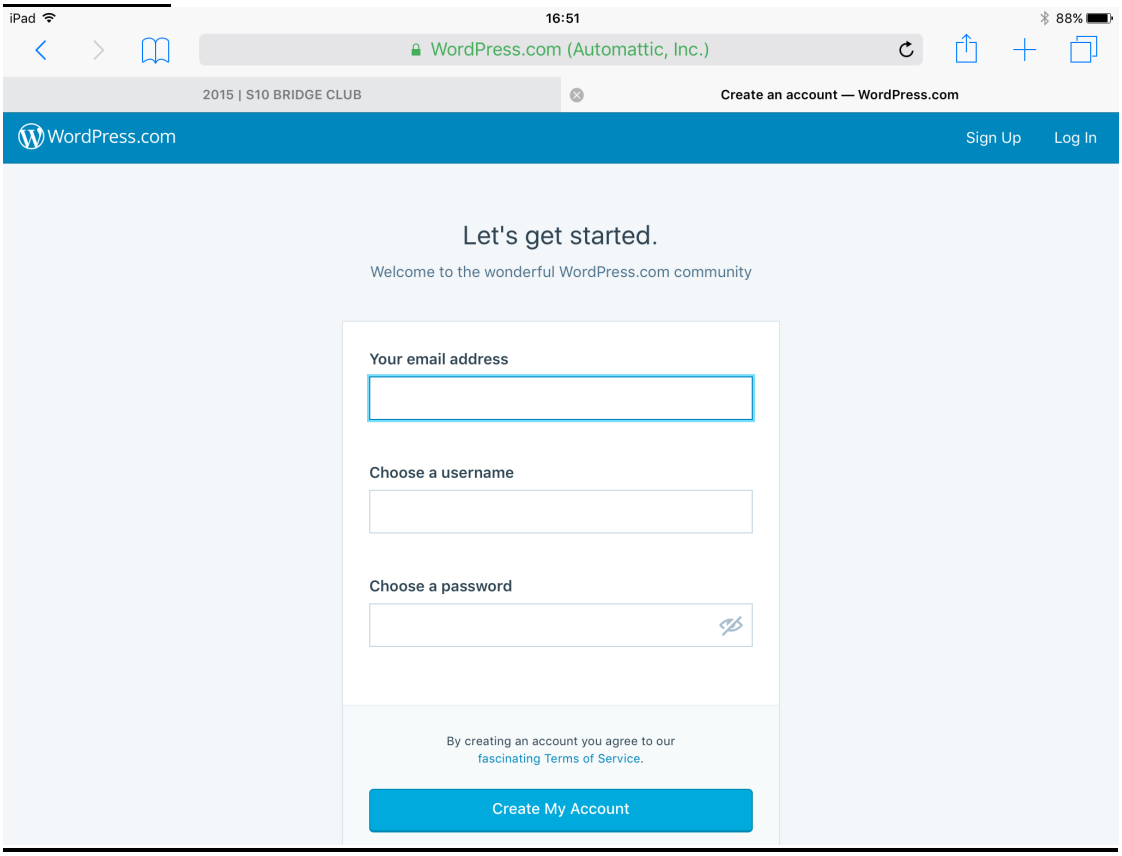
2. First time through you should get a screen asking you to sign in or register (Picture 1 below). Click/tap on register here, which will bring up the registration screen (Picture 2). Then:
    a. on the registration screen:
        i. enter your email address. It should match the one held by the club secretary,
        ii. choose a user name. The user name needs to be at least 5 characters and must be all characters. It would help tremendously if the user name you choose looks a bit like your actual name, so that in f) below the administrator can recognise who is asking for access and therefore know who to telephone,
        iii. select a password,
        iv. DO NOT FORGET THESE DETAILS - they are the details you will need in future when you log in to the member-only area; write them down if necessary, then
        v. click/tap on Create My Account.
    b. when registered, you will see screen Picture 3.
    c. Go to your email, open the mail from Wordpress and click/tap on the Confirm Now button in the mail. You should get to a screen with the message "Email confirmed" in a green box.
    d. Now close that browser window and follow the instructions detailed in step 1 again.
    e. When you get the screen in Picture 1 again, there is no need to repeat the registration process. Instead, enter your email or username (either will do) and the password then click on Log In.
    f. You will then be told you are trying to access a private area (Picture 4). Click/tap on Request an invite. This will send an email to the site administrator (Rick). It may take a day or two for the administrator to process your request. You will be notified by email when your access has been granted. As an extra security measure, the administrator may telephone you to check it really is you asking for the access.

3. Once access has been granted, you should finally be able to access the members' area by again following the instructions described in step 1.

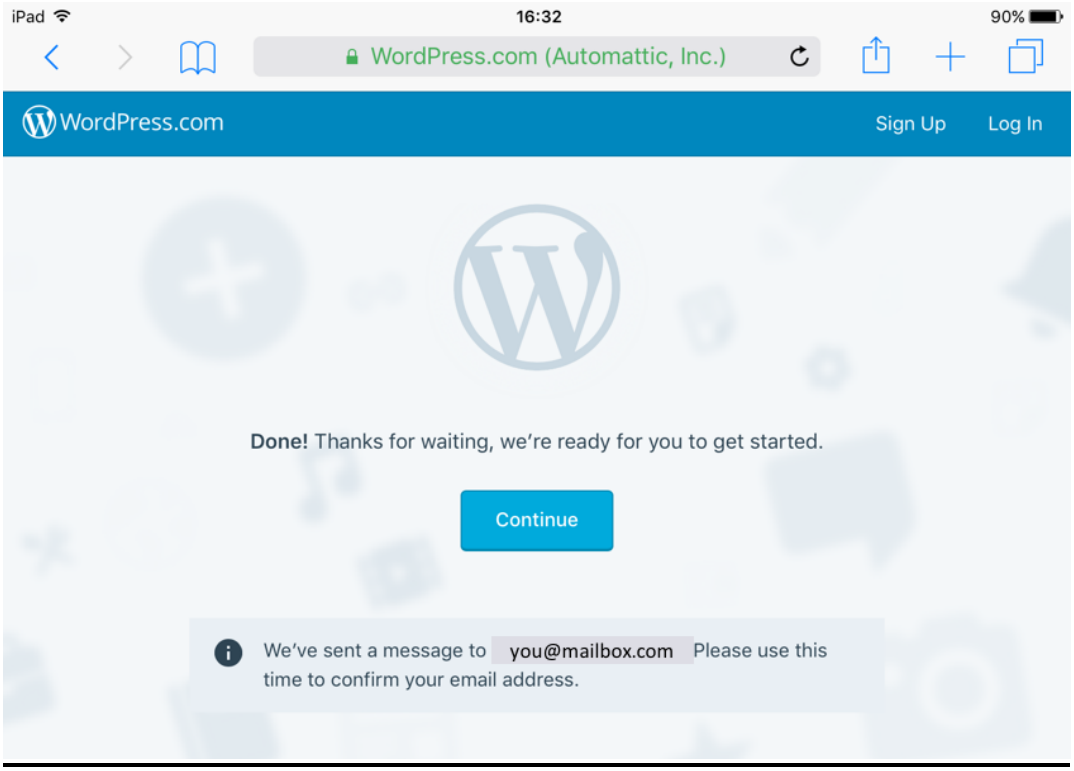
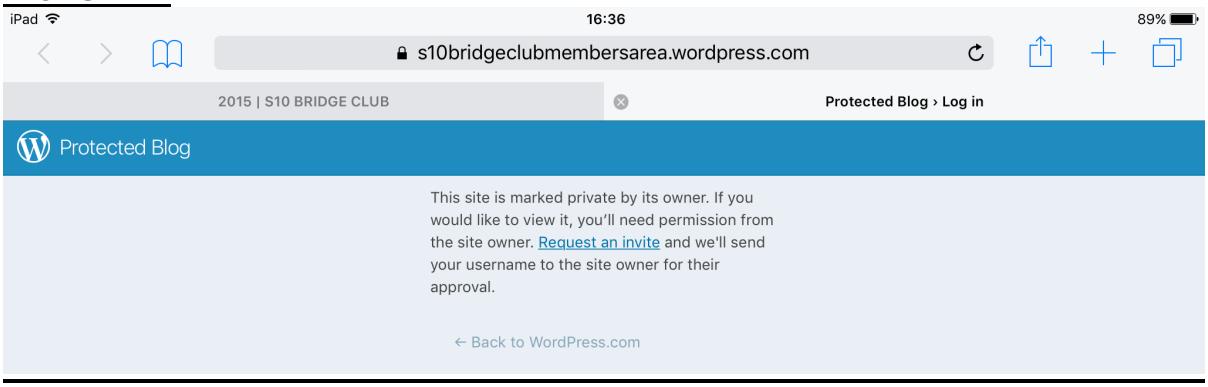
PICTURE 1



PICTURE 2



PICTURE 3



PICTURE 4