

Updated: August 30, 2017

To: Cape Fear Garden Club Members

How to access the members area of www.capefeargardenclub.org:

Your User ID for the member's area of capefeargardenclub.org is your email address.

When your access to the member's area of CapeFearGardenClub.org is set up you will receive an email with a temporary password.

The email will be from WordPress and look like this:

WordPress [Cape Fear Garden Club, Inc.] Your username and password -
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Open the email that contains the password and copy the password

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Go to the www.capefeargardenclub.org and select one of the entry points (links) to the member's area. You will find the links at the top right, on the left hand side and in the center of the bottom of every web page.

Selecting any of these links will take you to a page that looks like this:

Existing Users Login

Username

Password

Remember me

Enter your email address as the 'Username' , enter the temporary password you received via email in the 'Password' box. **Please note that the password is case sensitive.** You may find it works best to cut and paste the password into the screen.

Also note that if the box 'Remember me' is checked you will not be logged out of the member's area when you leave the site or log off your computer unless you go to the top right hand corner hover over your displayed email address and select Log Out.

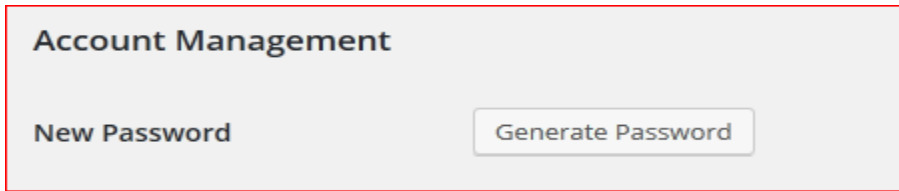
When you enter your email address as your username and the password you received via email you will reach the 'Welcome Member' page. Please 'Click here to Edit your Profile' to go to your profile page and immediately change your password to something you can remember.

Note that the fields in Contact Info' and 'About Yourself ' other than your email address are NOT required at this time.

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Once on your profile page, please **scroll down to Account Management** area of the profile page and complete the 'new password' option to change your password to a secure password of your choosing.

Click on 'Generate Password', a highlighted 'generate password' will pop up but by hitting the backspace key 'generate password' will be removed and you will be able to enter a password of your choosing.



The screenshot shows a grey rectangular box with a red border. At the top left, the text 'Account Management' is displayed in a bold, dark font. Below this, on the left side, is the text 'New Password'. To the right of 'New Password' is a button with the text 'Generate Password' inside it.

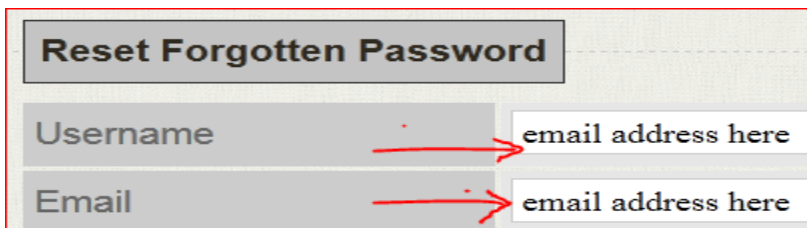
Once you log in the members' area will expand to include the following categories:

- ❖ Cape Fear Clippings
- ❖ Calendar & Programs
- ❖ 2015 - 2016 Yearbook
- ❖ Current Updated Directory
- ❖ Bylaws
- ❖ Policies & Procedures
- ❖ Documents & Forms
- ❖ CFGC Message Board

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If you forget/lose your password you can reset it by going to the second option on the member login page:

Enter your Username in the Username field and email address in the email field then click the box that says "reset password".



The screenshot shows a form titled 'Reset Forgotten Password' in a grey box. Below the title are two rows of input fields. The first row has a 'Username' field on the left and an 'email address here' field on the right. The second row has an 'Email' field on the left and another 'email address here' field on the right. Red arrows point from the 'Username' field to the first 'email address here' field, and from the 'Email' field to the second 'email address here' field.

A new password will be emailed to you by WordPress. If you do not see it in a matter of minutes please check your spam/junk mailbox. Once you receive your new password (it is case sensitive) be sure to login in and change your password following the previous directions.

Logon: Copy the new/temporary password. Return to the member login page, use the top section. Once again your Userid is your Email address; paste the new/temporary password into the password field.

If you have any questions or issues or would like to change your UserID please email Rahel Haley at rahel@rhoriginals.com