

## 316 Club Website Usage Instructions

### 1. Introduction

The website can be accessed by putting this link into your internet browser: [www.316club.org.uk](http://www.316club.org.uk)

It has been designed to be viewed using any of the popular web browsers e.g. Internet Explorer, Mozilla Firefox and Google Chrome on PCs, tablets and smartphones.

### 2. Website Description

Most of the website is in the public domain, i.e. anyone can view the pages anywhere and it has been designed to be simple and intuitive to navigate. There is also a Members Area.

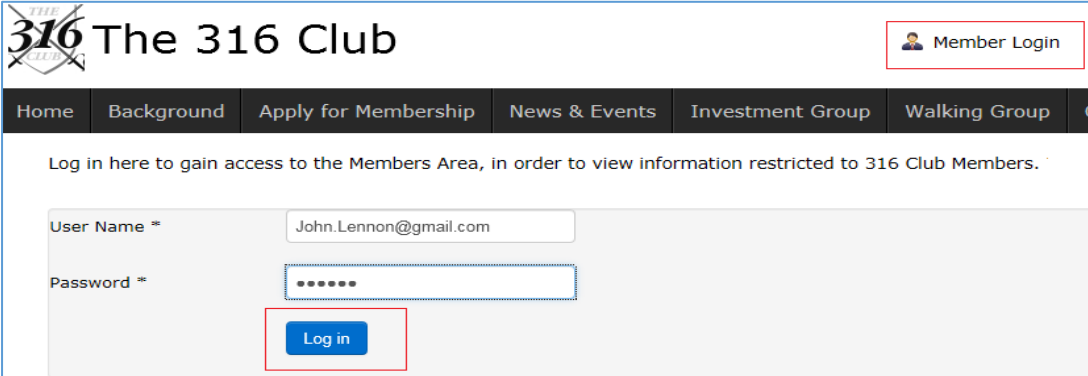
### 3. Requesting a Login Account

The Members Area has been created to house detailed information, such as the newsletters, forthcoming events, club walks and pension information, for Members only.

All members will need a login account to gain access. To request a login account, please email the Website Administrator at [webmaster@316club.org.uk](mailto:webmaster@316club.org.uk).

### 4. Logging in to the Members Area

Once you have an activated login account, the Members Area is accessed via the “Member Login” link, which is you will find at the top of each web page.

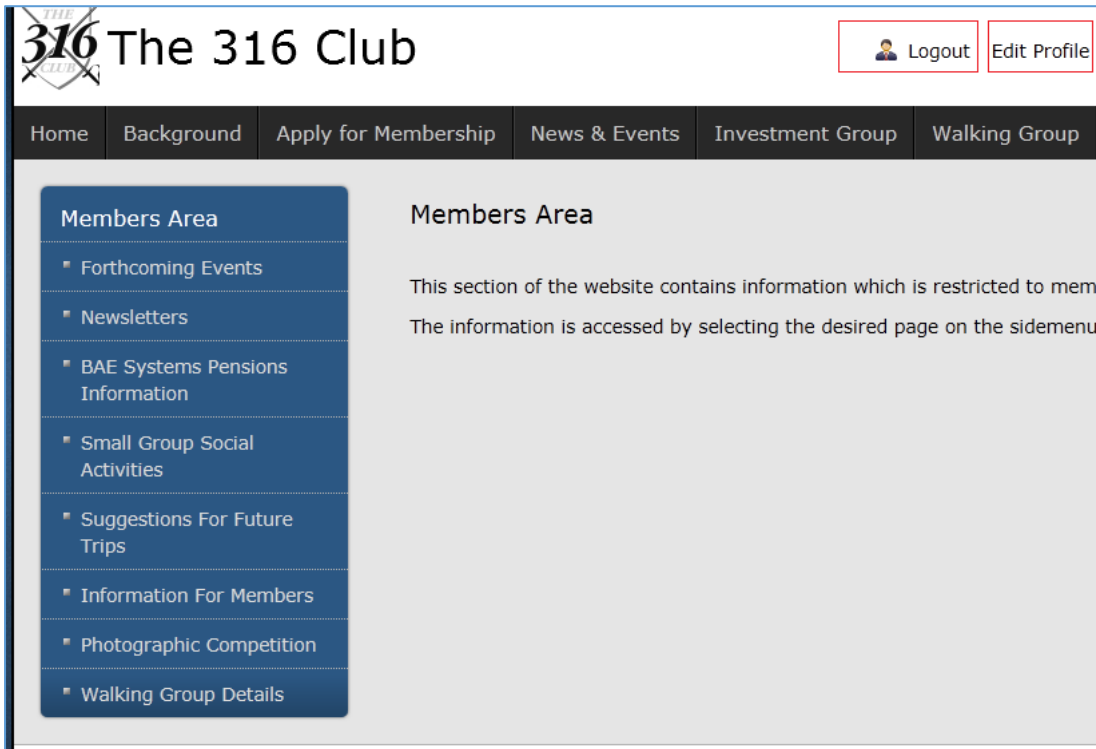


The screenshot shows the login interface for 'The 316 Club'. At the top left is the club's logo. To its right is the text 'The 316 Club'. In the top right corner, there is a 'Member Login' button with a user icon. Below this is a dark navigation bar with links: Home, Background, Apply for Membership, News & Events, Investment Group, Walking Group, and C. The main content area has a heading: 'Log in here to gain access to the Members Area, in order to view information restricted to 316 Club Members.' Below this is a login form with two input fields: 'User Name \*' containing 'John.Lennon@gmail.com' and 'Password \*' with masked characters. A blue 'Log in' button is positioned below the password field.

Add your User Name and Password and you will be able to see the Members Area of the site.

Once logged in, you will also see that you can Logout and Edit Your Profile from this area of the site.

## 316 Club Website Usage Instructions

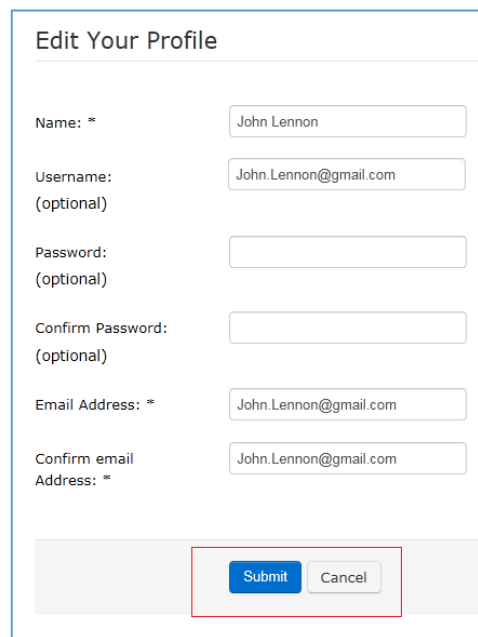


The screenshot shows the website header with the logo 'THE 316 CLUB' and 'The 316 Club' text. Navigation links include Home, Background, Apply for Membership, News & Events, Investment Group, and Walking Group. A user is logged in, with 'Logout' and 'Edit Profile' buttons. The main content area is titled 'Members Area' and contains a sidebar menu with options like 'Forthcoming Events', 'Newsletters', 'BAE Systems Pensions Information', 'Small Group Social Activities', 'Suggestions For Future Trips', 'Information For Members', 'Photographic Competition', and 'Walking Group Details'. The main text area states: 'This section of the website contains information which is restricted to members. The information is accessed by selecting the desired page on the sidemenu.'

### 5. Changing Your Login Details

If you wish to change your profile details such as password and email address just click on the 'Edit Profile' Link – note you will only be able to see this if you have already logged into the Members Area. Your current profile is now displayed and you can now change the appropriate fields. Note that you are not allowed to change your Username.

When complete, either click on "Submit" to submit the data or "Cancel" to abort.



The 'Edit Your Profile' form contains the following fields:

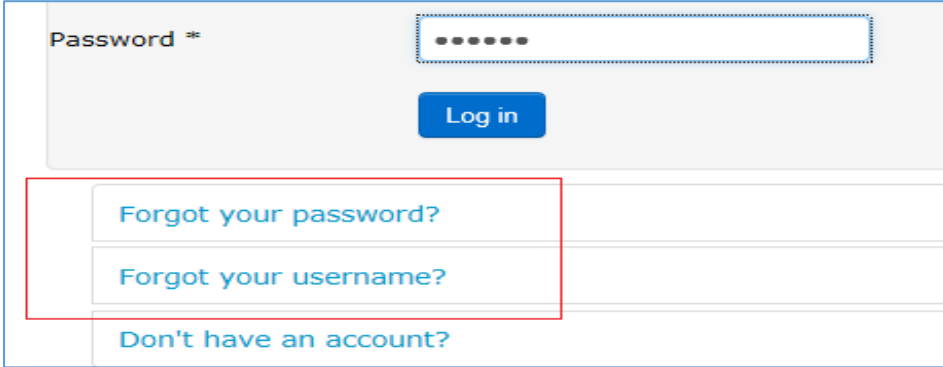
- Name: \* (John Lennon)
- Username: (optional) (John.Lennon@gmail.com)
- Password: (optional)
- Confirm Password: (optional)
- Email Address: \* (John.Lennon@gmail.com)
- Confirm email Address: \* (John.Lennon@gmail.com)

At the bottom, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red box.

### 6. Forgotten Your Login Details?

If you have forgotten your User Name or Password, there are links on the login page to resolve this.

## 316 Club Website Usage Instructions



The image shows a login form with a password field containing six dots, a blue 'Log in' button, and three links: 'Forgot your password?', 'Forgot your username?', and 'Don't have an account?'. The links are highlighted with a red box.

Just click on the link “Forgot your password?” or “Forgot your username?” as appropriate and follow the instructions to receive a new password or username.

### 7. Logging out from the Members Area

When you have finished using the Members Area, please click on the “Logout” link at the top of any page. Then click on the “Log out” button to confirm this request.

For security reasons, the system will log you out of the Members Area after a period of inactivity of 15 minutes.

### 8. Website Comments

Comments, corrections and suggestions for improvement to the website content or layout are welcome. Please use the form on the Contact Us webpage of the site to submit your comment to the website administrator.

**John Page**

**08-May-2017**

**webmaster@316club.org.uk**