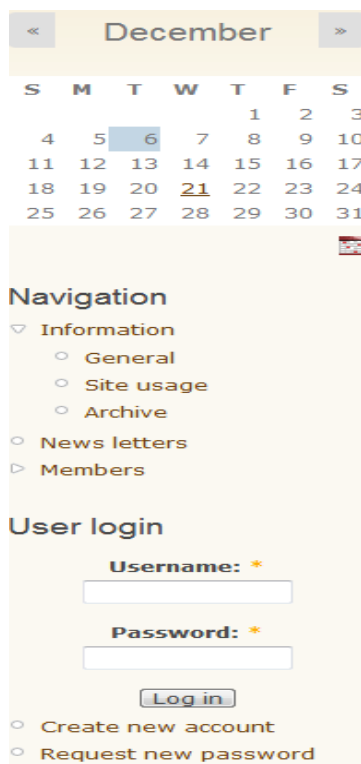


How to register as a club member on the Woodchuck's WEB site.

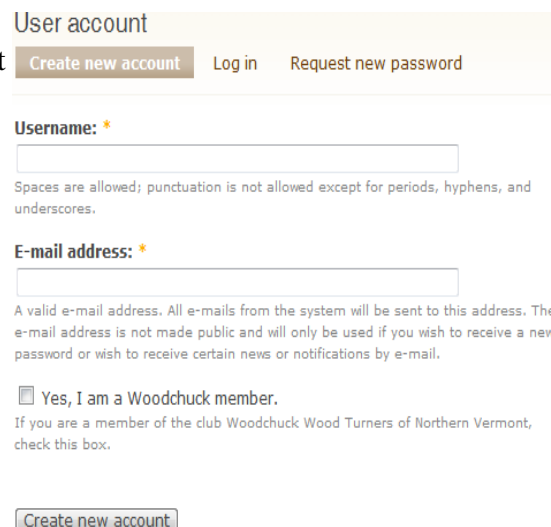
When you first come to the site you will see the screen shot of the home page as seen above. This article contains the information you need to register on the site as a woodchuck (or an interested visitor). Below is a description with screen shots taken from a mixture of my development machine and hostgator.com. Those of you that have been following us, the site shown here is a follow on to the original site that was created during 2011. Most



of the information from the old site was transferred to this new site. You will notice that the screen does have a different layout. Basically there is the header, a navigation pane (shown here) on the left and the main body on the right. A small calendar is above the main navigation menu. What you can see on the site depends on if you are logged in or not and your association with the *Woodchuck Turners of Northern Vermont*

club. This will all become clear but for now, here is what you can see as an anonymous user (i.e. not logged in). As more is added to the WEB site, the navigation menu will change as it grows.

The first time you visit the WEB site the navigation pane looks like the image on the bottom left of this screen. Below the calendar, you see the Navigation menu. Near the bottom of the Navigation menu there is a *Create new account* link. Follow that link and you come to a page with a main body that looks like this.



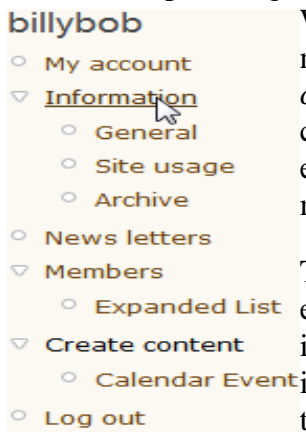
Fill in your choice for a *Username* and your *E-mail address*. Both of these need to be unique. Notice at the bottom of the screen is check box to indicate you are a woodchuck member. (This screen shot is off my development machine, the public site has a captcha image that is not shown. We have all seen these – type in the characters in the image kind of thing. This helps get rid of the spiders that

spammers and scammers use). When you then click personal page and make it visible to everyone. on the *Create account* button several things happen automatically. First, you will shortly receive an e-mail with a one-time login and password. When you login, the system will take you to your account page (you can get back to your account page anytime by clicking on *my account* in the Navigation menu). On your account page, enter your password and click *Save*. If you forgot to check the Woodchuck membership box earlier, you can always come back to this page and click on the *Woodchuck Login Profile* tab at the top of the screen, check the box and click *Save*.



When you check this box and save, a note is sent to the membership administrators (initially just me) that you need to be verified. If no action is taken within two days, a reminder e-mail is sent to the admins to get busy. You will receive an e-mail each time an admin is notified . When you are verified, you will automatically have full woodchuck membership privileges and an empty personal page will be created. You will also receive an e-mail letting you know how to find your personal page. If at any time you think something is amiss, like a missing e-mail, please feel free to contact me.

Here is a sample navigation menu for a



Woodchuck. Notice some new items here, like the *create content* button you can use to enter a calendar event and the Expanded membership list.

The screen shot for the expanded membership list is not shown here. This information is sensitive and therefore is not shown.

You, as a woodchuck, should edit your own list entry to be sure the information you want in the list is there and current.

One last thing. You can now view more pages in the Information section. These pages contain information that is relevant to Woodchucks. For example is an article on how to create your