

How to Login and set your notification preferences on Sherburn and Villages U3A Website.

Open the website, at www.sherburnu3a.org

On the home page click on **Member Login** at the top right corner, to take you to the **Login to access your options** page.

Login as an existing user

Fill in your **User ID and Password** in the boxes and click on **Member Login**, to open your **Profile Settings** page.

Now go to **Profile Settings** lower down this page

Login as a new user.

On the website home page click on **Member Login**

A new page opens up: click on **Need or Forgot Password?**

Another page opens up: insert your email address in the **Email Address** box and click on **Submit**

An email will be sent to you with your **User ID and Password**

Go to your email and note the **Used ID and Password**

Go back to the home page and click on **Member Login**

Fill in your **User ID and Password** in the boxes and click on **Login** underneath the boxes

You will be logged in and your **Profile Settings** page will open

Profile Settings

On this page you can set your **Group Subscriptions and Change Password** to one of your choice. Tick or un-tick the group boxes as you wish, but don't forget to click on **Save Changes**. Continue to browse the website from the **Navigation Bar** at the top of the page.

Notes

- 1). **Your User ID is your First Name** then an **underscore** and then your **Last Name** exactly as sent to your email address. (For example: **john_smith**)
- 2). We recommend that you change the automatically randomly generated **Password** sent to your email address to a new one of your choice.
- 3). You can **use the Change Password** at any time. 4).

You don't need **Login** to browse the website.

5). When you are **Logged in** you can click on **Show my personal programme** to see only your chosen groups activity in **The Week Ahead** on the home page

6). Help is available by emailing
login@sherburnu3a.org