## **Members Only**

## **Getting Started Guide**

The Members Only page is your portal to past speaker videos. The page is accessible to BPG members only, utilizing a user ID and password. The Members Only page is accessed through our website <u>https://boothphotographyguild.org</u>.

You will find the Members Only link on the menu. If you are not already logged in you will be taken to this login display. See page 7 of this guide for a sample of the display once logged in.

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## LOGGING IN THE FIRST TIME

You must login with a user name and password in order to access the Members Only page. Your user name is the <u>your</u> email address used when you receive email from BPG. If you have not chosen a password and instead are logging in for the first time, or any time you wish to change your password, click the 'Lost your password?' link on the page shown above.

## Lost your password?

The next screen will look like this. Fill in the appropriate user name and click the 'Reset password' button.

Lost your password? Please enter your username or email address. You will receive a li new password via email.	1k to create a Calendar
Username or email	SEE DETAILED CALENDAR HERE
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	Coffee & Critique
	March 23, 2019 @ 10:30 am - 12:30 pm
	See more details
	BPG Advisory Group Mtg
	April 4, 2019 @ 1:30 pm - 4:30 pm
	See more details
	Coffee & Critique: Digital
	April 6, 2019 @ 10:30 am - 12:30 pm
	See more details
	Photoshop SIG
	April 6, 2019 @ 1:30 pm - 3:30 pm

This will generate and email that looks similar to this. The email is a way to validate that you are authorized to use the email account. Follow the directions and click on the provided link.

From: WordPress > To: \* Arnold Abelman > Hide **Password Reset Email: Booth Photography Guild** Today at 2:07 PM Someone has requested a password reset for the following account: SiteName: Booth Photography Guild Username: rossingtoninvest@gmail.com If this was a mistake, just ignore this email and nothing will happen. To reset your password, visit the following address: https:// boothphotographyguild.org/wplogin.php? action=rp&key=035udSmk3jSHW1 rF6l6t&login=rossingtoninvest@g mail.com Thank You!

This will result in you being taken back to the website with the following entry form displayed. You don't need to use the password that is suggested but you <u>must pick a strong password</u>. Once you replace the suggested password with the one you chose DON'T FORGET TO REMEMBER IT! Then click on the 'Reset Password' button.



After you click 'Reset Password' you will be presented with the following screen. Click the 'Back to Booth Photography Guild' link to take you back to the home page.



Here you can select Members Only from the menu and proceed to login with the normal login process using your assigned user name (email address) and your chosen password.

Username or email address *	
rossingtoninvest@gmail.com	
Password *	
	•••
Remember me	Login
Lost your password?	

6

Once logged in, you will see a list of available videos.

