1. Go to westsurreycatenians.org website and click Log In/Sign Up shown by 1 below.



1. On the Log In screen, click “Sign Up” indicated by 2 below.



1. After clicking 2 above, the Sign Up screen below will be displayed. Enter your email address at 3, then enter the password that you would like at 4 (note you won’t be able to see the password you are entering as each character will be masked by a dot), then click button 5.



1. The screen below will be displayed next. This confirms your request has been sent to me for approval. Click 6 which will take you back to the website.



1. What now happens is that I receive an email; I check that I recognise the email address as someone in the Circle and I approve it. I will only approve people with email addresses that I recognise. When I approve it, you will get an email from W. Surrey Catenians like the one below. Click on the button “Go to Site” indicated at 7 in the picture or just go back to our website westsurreycatenians.org.
2. Click on the Log In/Sign Up link as show at 8 in the diagram below.



1. Fill in your email address (9) and password (10) that you used in step 3. Click on the “Remember Me” box (11) and then click on Log In (12).
2. That’s it! You should now be logged-in and see the first part of your email address (13). You should now be able to get to the pages in the circle members area.
3. Finally if you should ever forget your password, just click on the “Forgot Password” link on the Log In page – you will then be able to reset it. NB I do not have any access or am able to see users passwords as they are encrypted.