

The new St John's Church Website and database launches this weekend. You can now visit the new look website and log-in for extra features.

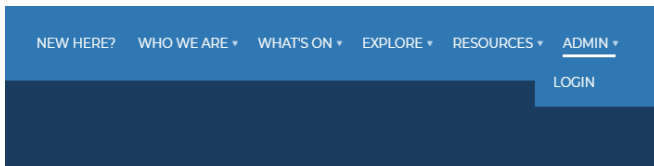
Once registered and logged in you will be able to:

- 1) Amend your profile
- 2) Control what contact information other church members can see
- 3) Choose whether to receive rota email reminders or not
- 4) See additional content throughout the website
- 5) Book for events online without having to re-enter your information!
- 6) Look up contact details for other church members (assuming they have given permission for their details to be shared).

### How to log in for the first time and get a User name and password


1 Visit the new web site at [www.stjohnstw.org](http://www.stjohnstw.org)

2 On the top menu, find "Admin" and then click "Login"



3 Click on "Get an account / reset password" and follow the on screen instructions

If you get stuck, then follow the "Help" link as shown below.

*Click here for help ->* 

A screenshot of the 'LOGIN' form. The form has a white background with a blue border. At the top, the word 'LOGIN' is written in blue. Below it, there are two input fields: 'Username:' and 'Password:'. To the right of the 'Password:' field is a dropdown menu with 'no' selected. Below these fields is a checkbox labeled 'Remember password on a shared computer'. To the right of the checkbox is a 'Login' button. Below the checkbox is a red link that says 'Click here for help' followed by a red arrow pointing to a blue circular help icon with a white question mark. At the bottom of the form, there is a text box containing the text 'Get an account / reset password...' and 'I have a confirmation code...'. To the right of this text box is a 'Cancel' button.

4 You should then be sent by email a confirmation code. Remember to check in your spam box in case a confirmation code has been sent there!

*If you experience any difficulties, please email Phil at [phil.jones@stjohnstw.org](mailto:phil.jones@stjohnstw.org)*