Registration of a new user

Each member of the association has the right to view the member pages, which are not accessible by the public. For this, the member has to log into the member web pages with a username and a password.

Steps for a member to get access to the members' web pages

1. In the main web site of the association (http://www.francobrits84.fr) click on **Member Access**

2. Under the form on the next page, click on the link « form on the following page ». A new page opens with a form into which the member has to insert the data necessary to get access to the member pages. These are last name, first name, email address. The member has then to specify a username and indicate in which language the member wishes to see the member pages.
3. These data are sent to the president of the association and to the webmaster, with a copy to the email address of the member. The president will decide on the request and normally approve it.

4. Having the approval given by the president of the association, who will approve the request, if it is done by a member of the Association. This member will then be informed of the approval in another email that includes a link to a page allowing to define a password.
5. The new user (member) will then within a delay of maximum 2 days have to define a password to access the member pages, using the link provided in the email.
6. After this, the member can access the membership pages with the username and password.

In case of a forgotten password, the following steps should be carried out:

1. After having entered the username on the first member access page, a new page opens to insert the password. Here, a link is provided for a forgotten password: "Should you have forgotten your password, you can **request a new password**."

In case, a wrong password is entered, a new page opens with a link to go back to the password form.

2. Having clicked on the link to request a new password, a new page opens to enter the email address for security reason.

3. After this, an email is sent to the user with a link. Clicking on the link in the email, a page opens with a form to define a new password. Having correctly defined the password, it can immediately be used. The new password has to be provided within a delay of maximum 2 days.

It is essential to create a good password. The password should have between 6 and 10 characters, there must be at least one number, one uppercase letter and one lowercase letter; special characters are allowed.

It is essential to memorise the password and not to allow to anybody else to access the password. Passwords should be changed from time to time.