REDGRAVE COMMUNITY SOCIETY WEBSITE
(redgravecommunitysociety.com)
REGISTERING FOR MEMBERS PRIVATE ACCESS

Members of Redgrave Community Society Limited now have a private section of the redgravecommunitysociety.com website, where documents will be made available by the RCSL Management Committee for access by approved members only. Any member will be granted access upon request to the administrator.

The following guidance describes how access to the members area can be requested. As the site is developed in a tool called Wordpress, you will initially be required to create a Wordpress account which will require your email address only.

1. To access the private Members Section

from redgravecommunitysociety.com, select “Members” from the right of the top menu.

2 options are available:

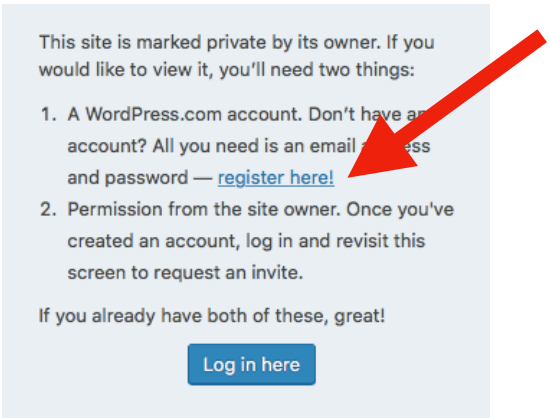
- Guidance Notes
- Login

Guidance Notes is this document which describes how to register and gain access to the area.

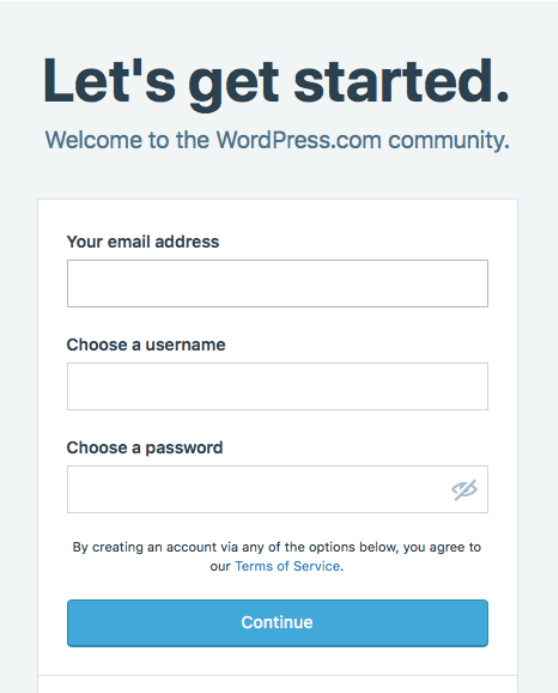
Once you have registered and been notified that access has been granted, select “Login”. You will either be presented with a login page requesting the username and password you have provided during registration or take you directly to the site depending upon your computer settings.

2. Initial Registration

To gain access, press “Register here”



3. Create Wordpress.com account



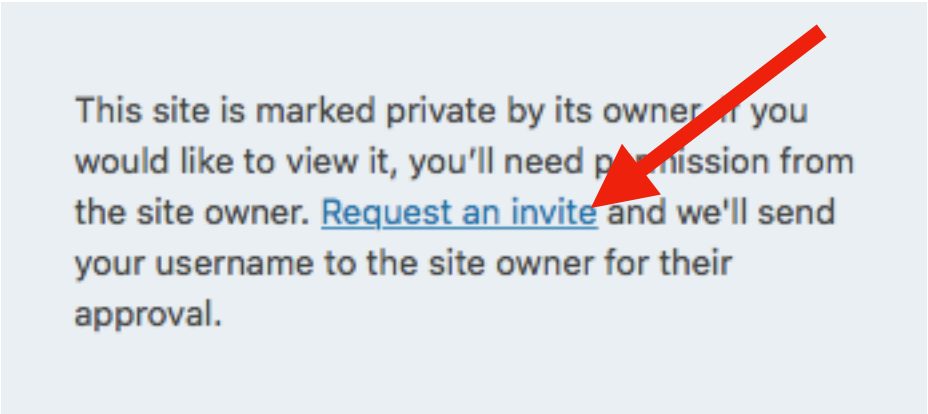
Please select a username that will enable the administrator to verify that you are an RCSL member and approve your request.

Please also use the same email address that is currently held by the RCSL Secretary for member communications.

Note - it is advisable to remember your password as the site administrator will not be able to help you with your Wordpress account

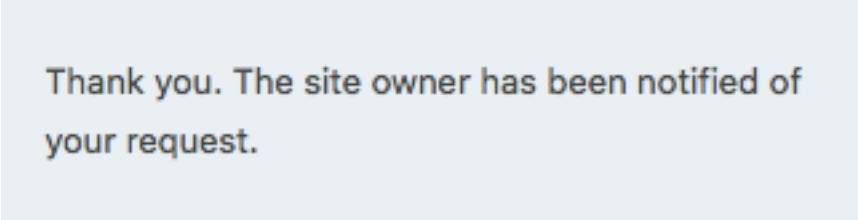
4. Request permission to access the site

Again, select “Members” and “Login” from the main menu, when you should see this screen:



Select “Request an invite”. This will send an email to the administrator who will verify that you are a register member and grant you access.

You will receive the following acknowledgement:



5. Confirmation of access

Once access has been granted, you will receive the following email:

Howdy,

You've been granted access to view https://redgravecommunitysocietyshareholders.wordpress.com/ by the site owner.

Cheers,

The WordPress.com Team

To gain access to the site, you can either press the link in the email or select “Members” and “Login” from the Redgrave Community Society main menu. You may be requested to login using the username and password given at registration, depending upon your computer settings.