

## Instruction for registering with the new WAW website

The new website will allow you as an individual to edit your town's contact details for the WAW organisation. You can also add your own news, events and towns profile for the general public to see\*. Any details you add will go through a second level of authentication so do not expect to see instant uploading of new information.

\* Profile page will be launched in January 2018.

### Please follow the following steps:

1. You will receive an email similar to the example below.
  - Username is your town and cannot be changed
  - Temporary password is shown in brackets
  - Click on the link and enter the password

Your town has been activated on the new Walkers are Welcome website. There are two important steps you need to do as soon as possible.

1. Login using the password supplied. We recommend you change it to an instantly recognisable password of your choice. Your fellow committee members will need to use it to access the Members area.
2. Please complete the User Profile filling in all the fields. You will be able to login and change this at any time. WAW need this information to keep their records up to date.
3. Before the 31st January 2018 we need the Town Profile complete. In early February the "Active WAW Towns" page will go live.

Your registration information is below.

You may wish to retain a copy for your records.

username: **username**

password: **H1k1ng17**

2. Fill in your Members Account and change the password, entering your unique password.  
*We suggest an easily recognised password should you wish to share content editing with another.*

Click "update password"

3. Log out

### Members Account

This is where you can change your website account details and update your password

#### Edit Your Information

Username

First Name\*

Last Name\*

Address 1\*

Address 2

Town / City\*

Postcode\*

Day Phone\*

Email\*

[Update Profile](#)

\*Required field

#### Change Password

New password

Confirm new password

[Update Password](#)

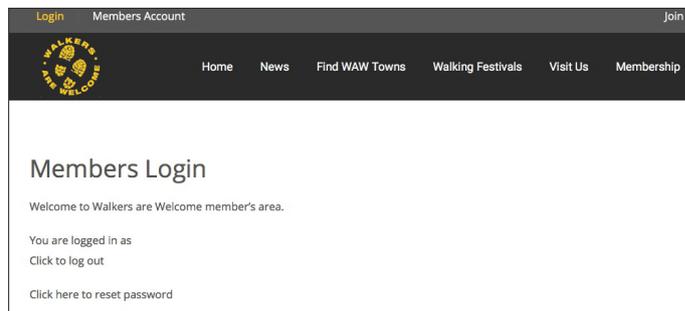
If unsure of login details, please contact your town's chairman.

[Edit this post.](#)

4. Click on "Login"



5. Enter your new password followed by the login button

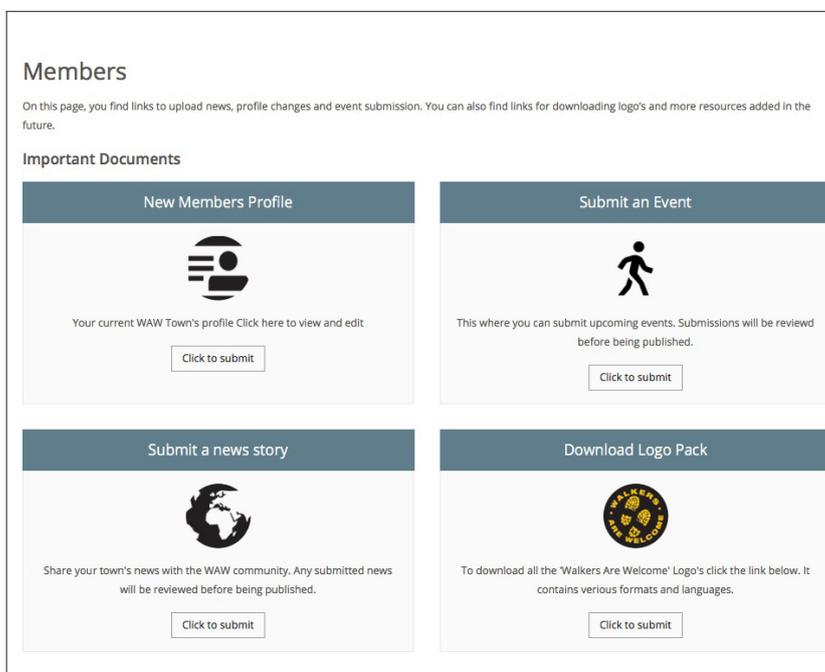


6. Members page - here you can click and enter:

**News** - we implore you write it as a third party - do not use "we" as it will appear as though coming from the National WAW. Also keep to the point of the article.

**Events** - please add date, name of event, a short description and the website for further details.

**Profile** - this is your chance to market your town/village. Short description about your town. Short description e.g. what your WAW group is involved in.



To access the "Members" page when already logged in- click on "Members Area"