Instructions for Getting a Password to Log In to the Private Area of the Website

These instructions are for new members who have never logged into the LCSLGA website before and existing members who have forgotten their password and have to apply for a new one.

If members follow these instructions the whole process should be straight forward, but there is a reason why it could be problematic and this is covered at the end of these instructions.

This document is easier to read if you increase the size of the print on your screen.

Go to the LCSLGA website (www.lcslga.org.uk). Click on Log in on the right hand side of the menubar shown below.

Lancashire County Senior Ladies' Golf Association



You will be taken to the Log on page of the secure Members' Area.

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		Sign In				
Forgotten	Password					
Change P	assword					

Input your email address. This email address must be the email address which you have given to LCSLGA when you applied for membership. Once you have entered your email address you will be asked to enter your password. If you have forgotten your password or never entered the Member's Area before click the box entitled click the "Forgotten Password" link on the **Log on** screen above. Re-enter your email address in the Forgotten Password screen below.

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Please enter your email address in the box below and press the Forgotten Password button. An email will be sent to you with a new password.									
Email add	ress	aother449@gr Forgott	mail.com en Password						
Back to Lo	ogon Screen								

You will see the following message. Your password needs to be changed – a new temporary one has been sent to your email address, please login using that (temporary password). YOU SHOULD ALLOW UP TO ONE HOUR FOR THE EMAIL TO ARRIVE. SOME EMAIL PROVIDERS ARE CLASSING THE RESET PASSWORD EMAIL AS SPAM SO PLEASE CHECK YOUR SPAM FOLDER.

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Forgotten Password						
Please enter your email address in the box below and press the Forgotten Password button. An email will be sent to you with a new password.						
Email address aother449@gmail.com						
Forgotten Password						
Back to Logon Screen						
Your password needs to be changed - a new temporary one has been sent to your email address, please login using that. You should allow up to one hour for the email to arrive, some email providers are classing the reset password email as spam so please check your spam folder.						

Go to your email account where you will see an email from infolcslga@gmail.com allocating you a temporary random password. Highlight the temporary password which is shown in the email below.

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	All Mail Spam		Your new temporary password to log onto the Lancashire County Senior Ladies' Golf Association online system is LC6IIHIY Your temporary password is case sensitive, therefore you may find it easiest to Copy and Paste it from this email into the password field on the lo	gin scree	n.		8	
Î	Trash	If you wish to change your password to something that you may find easier to remember, click the Change Password link towards the bottom of the login screen and enter the password provided in this email in the existing password field. You will then be required to enter your preferred new password twice (in order to verify that				+		
Mee	t		you have typed it correctly).					
	New meeting This is a automatic message generated by the system - please do not reply to this email.							
	Join a meeting							
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Go back to the Forgotten Password screen above and click Back to Logon Screen. You will be returned to the Log In screen where you input your email address again and then copy and paste the temporary password into the Password field. Click the Sign In button to be directed to the Private Area of the website where you can browse all the Members' information. Once you have finished browsing click the Log Out button on the menu bar.

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Email address	aother449@gmail.com			
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You can subsequently change your password if you wish using the Change password option as shown below.

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	Change Password								
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Enter your email address, and then paste or copy the temporary password into the "Current Password" field. Then create a password of your own choosing and confirm it. Once you have changed your password to one that is memorable WRITE IT DOWN!!!

Click "Change Password" and you will be directed to the Members' Area of the website, where you can browse all the Members' information. Once you have finished browsing click the Log Out button on the menu bar.

The biggest problem that members have is that they click the Forgotten Password box, go to their email account and after 5 minutes if there is no email in the inbox or spam they hit the forgotten password box again, and again, and again!!! All that happens is that each password request is invalidated by the next one and by the time that members have applied for 5 passwords 4 of these are invalid and they feel so frustrated

that they give up.

So save the frustration. Make one request and go and have a cup of tea! If the password hasn't arrived within an hour and is not in Spam or All Mail, email Gill Jolleys at gillir61@gmail.com and she will reset your password and email you back when she has done it.