

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 LCLSLGA 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 LCLSLGA 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

Home About Us Membership Competition Entries Championship Richardson Trophy Rules and AGM

Log In



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

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🔒 pumasoftware.co.uk/PumaSeniors/LVLogin?AcceptsCookies=OK 🔍 ☆



Lancashire County Senior Ladies' Golf Association

Email address

Password

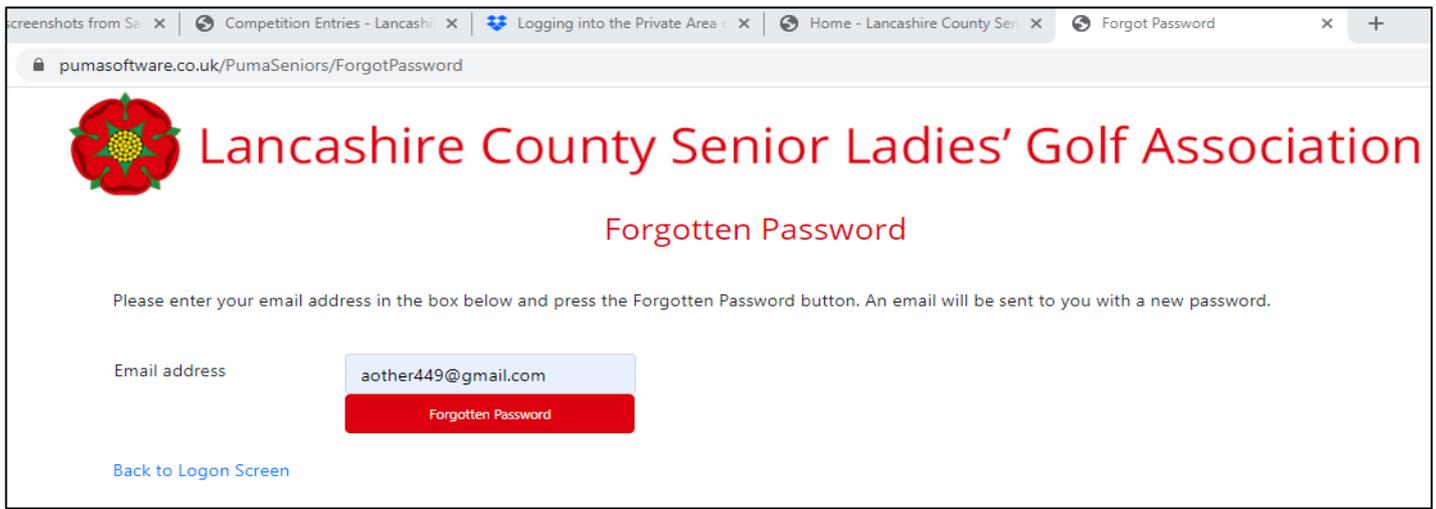
Sign In

[Forgotten Password](#)

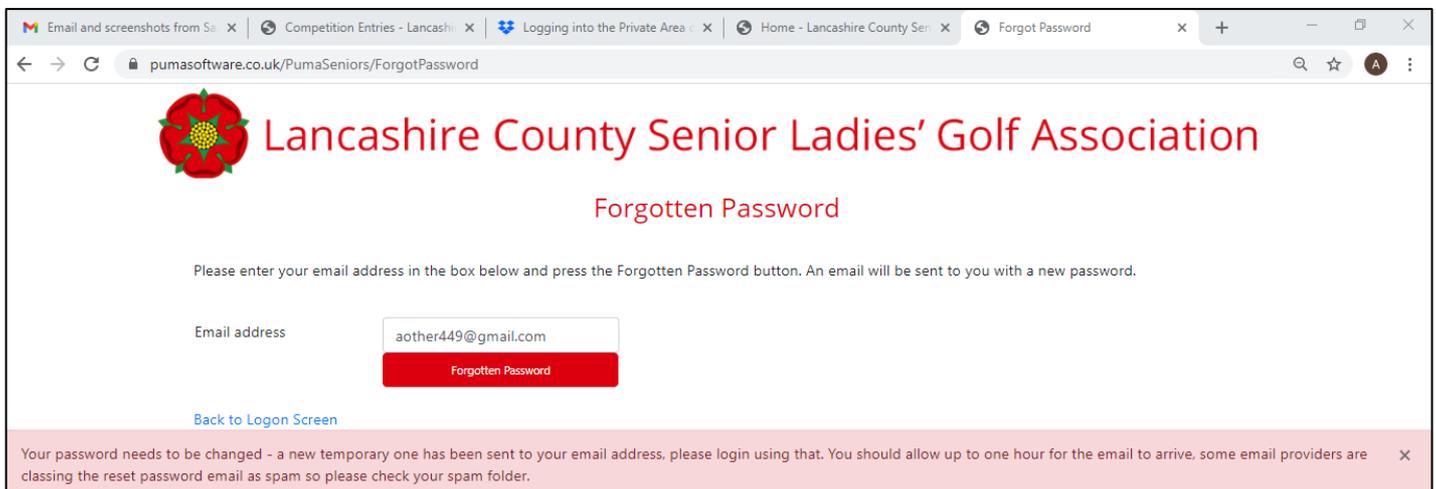
[Change Password](#)

Input your email address. This email address must be the email address which you have given to LCLSLGA 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.

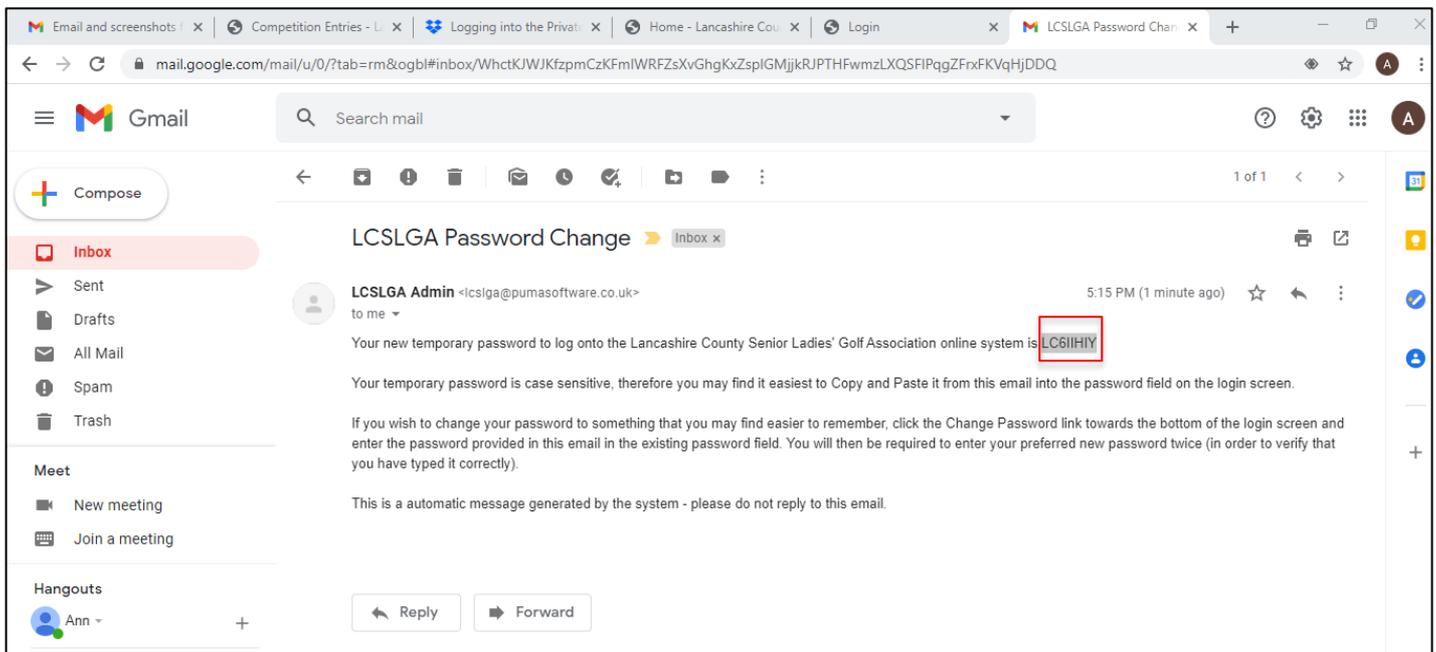
Re-enter your email address in the Forgotten Password screen below.



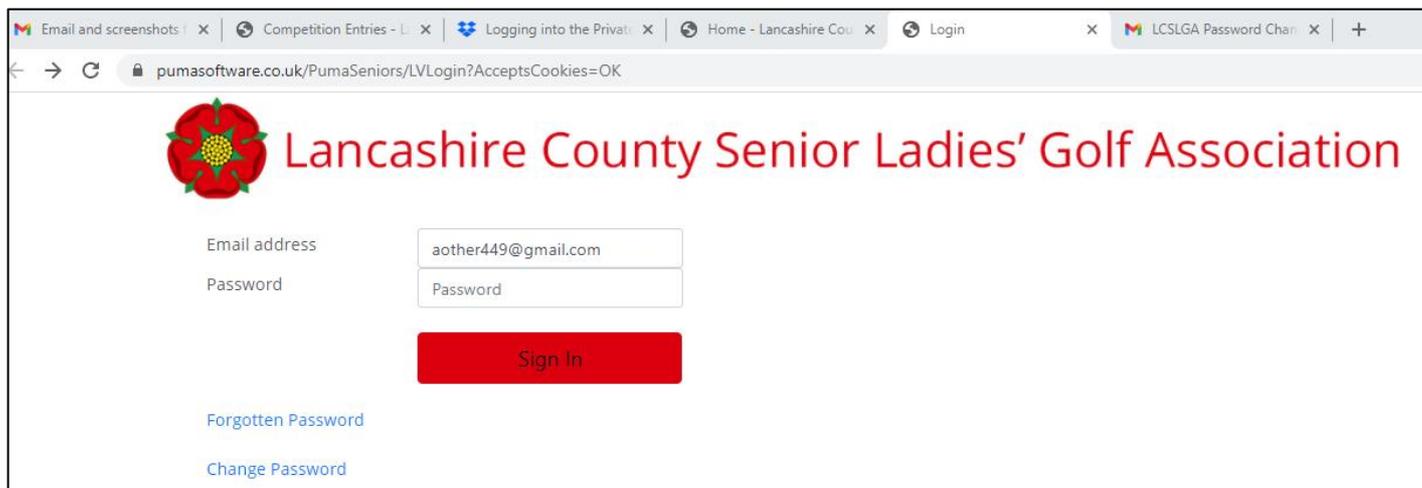
You will see the following message. Your password needs to be changed – a new temporary one has been sent to your email address, please login using that (temporary password). YOU SHOULD ALLOW UP TO ONE HOUR FOR THE EMAIL TO ARRIVE. SOME EMAIL PROVIDERS ARE CLASSING THE RESET PASSWORD EMAIL AS SPAM SO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



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.



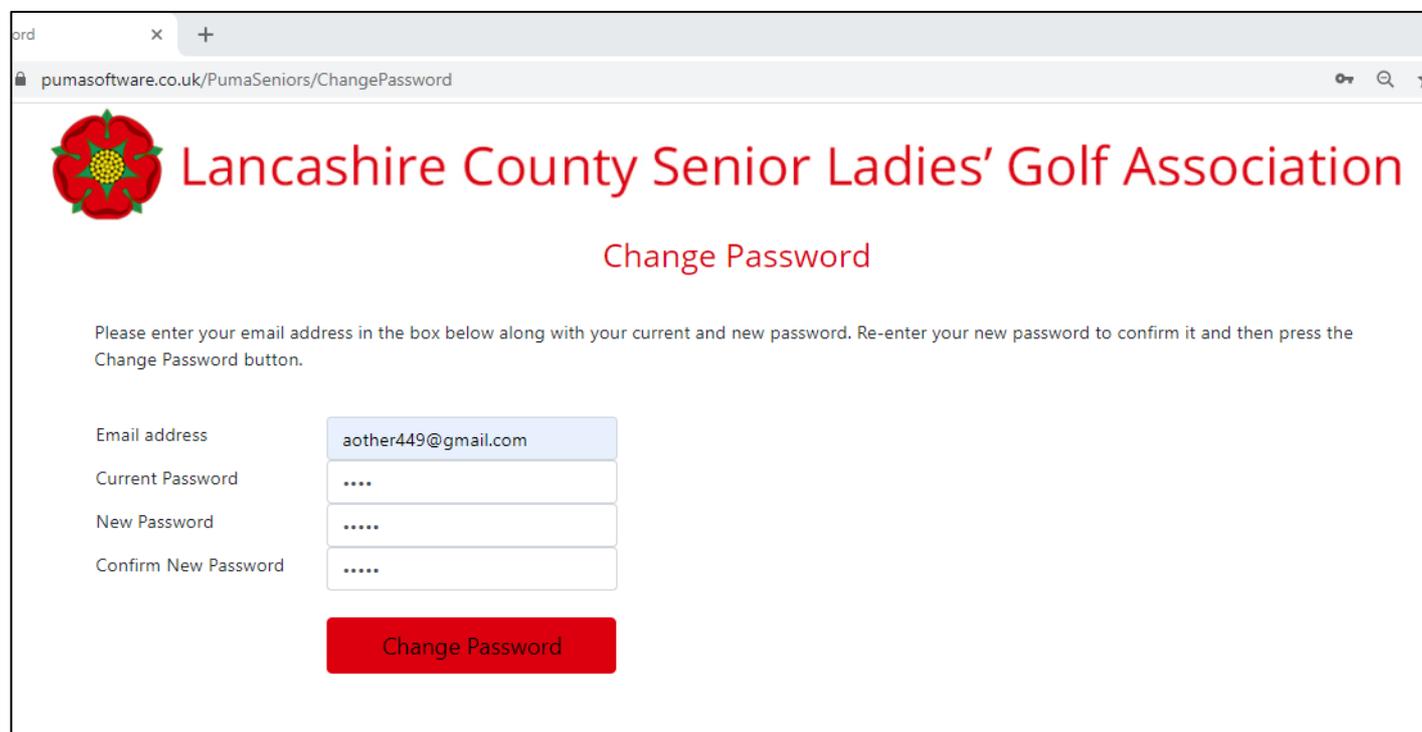
Go back to the Forgotten Password screen above and click [Back to Logon Screen](#). You will be returned to the Log In screen where you input your email address again and then copy and paste the temporary password into the Password field. Click the Sign In button to be directed to the Private Area of the website where you can browse all the Members' information. Once you have finished browsing click the Log Out button on the menu bar.



The screenshot shows a web browser window with the URL `pumasoftware.co.uk/PumaSeniors/LVLogin?AcceptsCookies=OK`. The page features the Lancashire County Senior Ladies' Golf Association logo (a red rose) and the title "Lancashire County Senior Ladies' Golf Association". Below the logo, there is a login form with the following fields and elements:

- Email address: `aother449@gmail.com`
- Password: `Password`
- Sign In button (red)
- [Forgotten Password](#) link
- [Change Password](#) link

You can subsequently change your password if you wish using the Change password option as shown below.



The screenshot shows a web browser window with the URL `pumasoftware.co.uk/PumaSeniors/ChangePassword`. The page features the Lancashire County Senior Ladies' Golf Association logo (a red rose) and the title "Lancashire County Senior Ladies' Golf Association". Below the logo, the heading "Change Password" is displayed. The page contains the following instructions and form fields:

Please enter your email address in the box below along with your current and new password. Re-enter your new password to confirm it and then press the Change Password button.

- Email address: `aother449@gmail.com`
- Current Password: `....`
- New Password: `.....`
- Confirm New Password: `.....`
- Change Password button (red)

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.