# Registering for Access to our Full Website

Once you have signed up as a member of our school you will then be able to register for access to the main working area of our website. (Rather confusingly, our web hosting service uses the term 'member' for anyone who has registered for website access, so once you have completed this website registration process you will be a member of our school and a member of our website community).

1. Click on 'MEMBERS AREA'
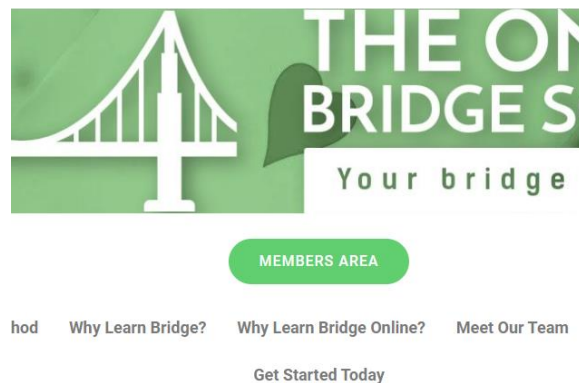
This next window should appear:

Enter your email address and create your own personal password.
MAKE A NOTE OF YOUR PASSWORD!!

Then click the 'Sign Up button. The next window will appear:

Success! Your member login request has been sent and is awaiting approval. The site administrator will notify you via email (joebloggs2@gmail.com) once your request has been approved.

Our site administrator will check that you are a school member. Once this has been confirmed you will receive an email confirming that your website membership has been approved. You will then be able to log in to the onlinebridgeschool.org website.

Logging in

If you have registered **and** are logged in then the top right of all web pages should look like this:

If instead you see this image you are **either** not registered **or** you are registered but not logged in.

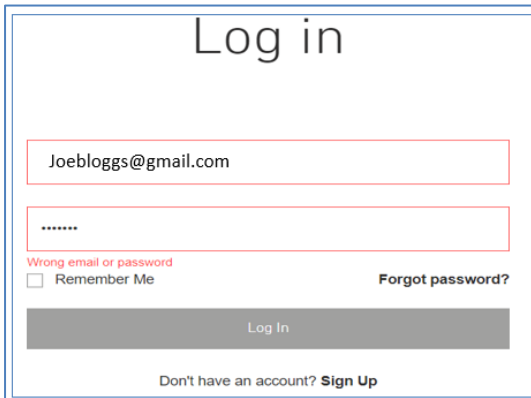If you click the 'Log in' link this window appears:

If you are registered and remember your password just complete the log in and click 'remember me' so that next time you won't need to enter your password. **However do make sure you make a note of your password and keep it somewhere where you won't forget it.**

Forgotten your password?

If you have just forgotten your password or have never registered then this next window will pop up.

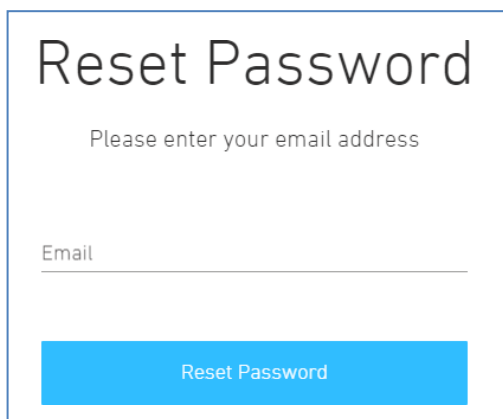Click the 'forgot password' link. You will be asked to enter your email address:
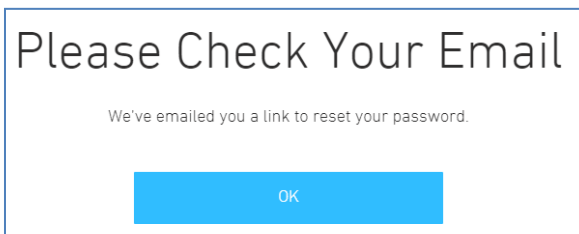
When you click the 'reset' button this next window will appear:
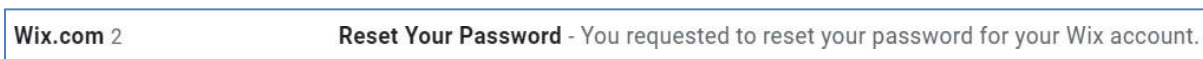
Check your mailbox. You should get a message like this:

This will open this next window:

Reset Your Password

You requested to reset your password for your Wix account.

Reset Password

Click the reset button. This next window will appear:

Select your new password:

Enter new password

Retype new password

Save New Password

Enter your new password and click the 'Save' button. You should now be able to log in.

WRITE DOWN YOUR PASSWORD AND KEEP IT SOMEWHERE SAFE.