



Help with logging in

The first time you log in to the Guild website you will need to create your own secure password. To do this you will need an email address that is in our database. **If you haven't registered an email address with us, or if you're not sure which address you have registered, please email membership@knittersguildnsw.org.au with your full name.**

The process of creating a password is quite simple.

1. Put the username on your membership card into the User Name box on the front page of the Website (lower right-hand side), then click on Forgot your password?

User Name
Password
Remember Me ☐
Log in
[Forgot your password?](#)
[Forgot your username?](#)

2. You will then see a screen in which you will be asked to enter your email address, When you have entered your email address, click submit. **If this is not the email address that you provided to the Guild it will not work (see above).**

Knitters' Guild NSW
HOME ABOUT THE GUILD MEMBERS
CONTACT US

Please enter the email address for your account. A verification code will be sent to you. Once you have received the verification code, you will be able to choose a new password for your account.

Email Address: *
Submit

3. The screen will change to this:

Knitters' Guild NSW
HOME ABOUT THE GUILD MEMBERS
CONTACT US

An email has been sent to your email address. The email contains a verification code, please paste the verification code in the field below to prove that you are the owner of this account.

Username: *
Verification Code: *
Submit

4. Check your email – the email usually only takes a minute to arrive. If it hasn't arrived after a few minutes check your spam folder. If it doesn't arrive, email membership@knittersguild.org.au and we will help you.
5. The email will look like this, and you will need to highlight the characters in the code.

NB: You need to select the code very carefully, making sure you have collected every character but no spaces at the end.

Hello,

A request has been made to reset your Knitters' Guild NSW Inc account password. To reset your password, you will need to submit this verification code in order to verify that the request was legitimate.

The verification code is **ac01aa1fcaddc22e6696c8451b4ff50e**

Click on the URL below to enter the verification code and proceed with resetting your password.

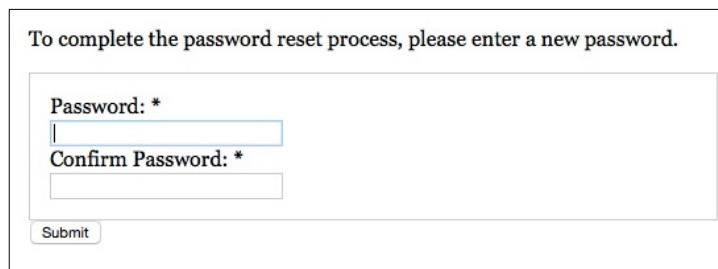
<http://www.knittersguildnsw.org.au/forgotpassword?layout=confirm>

Thank you.

6. Copy the code, then either click on the link in the email or return to your browser window, enter your user name again (the one in the picture is just to demonstrate), and paste the code. Click submit.



7. The screen will change again, and the final step is to enter your new password twice, and again click submit.



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When you have done this and are logged into the site, we would suggest that you click on the link you will now be able to see on the right-hand side of the front page, My Account, and check that all the details we have recorded for you are correct, including the options for receiving or not receiving the newsletter and other Guild publications by email.