

Logging into the site

General

This document gives details on how to log into the site.

Once logged in you will be able to perform other tasks such add posts.

Contents

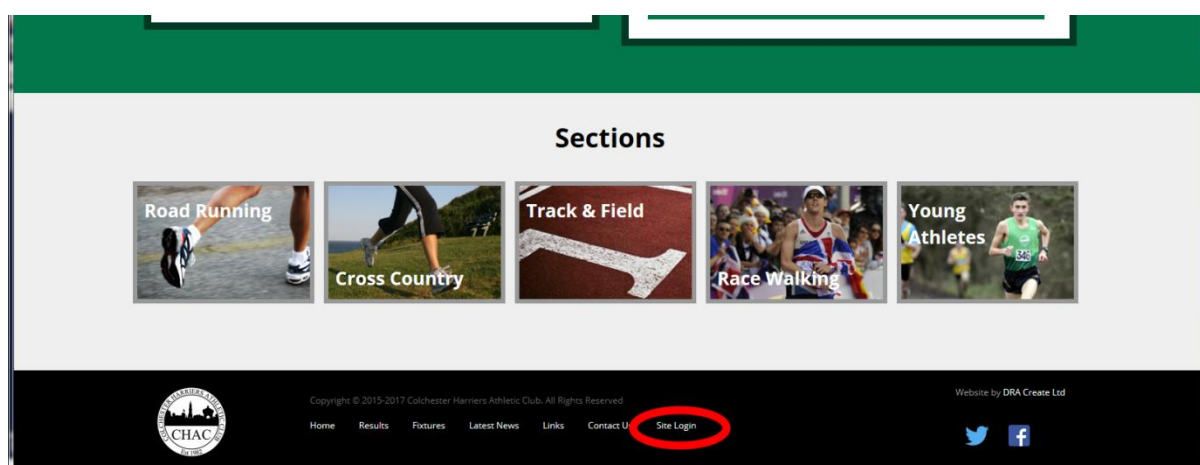
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Accessing the Login page

The main login page can be accessed at the following link

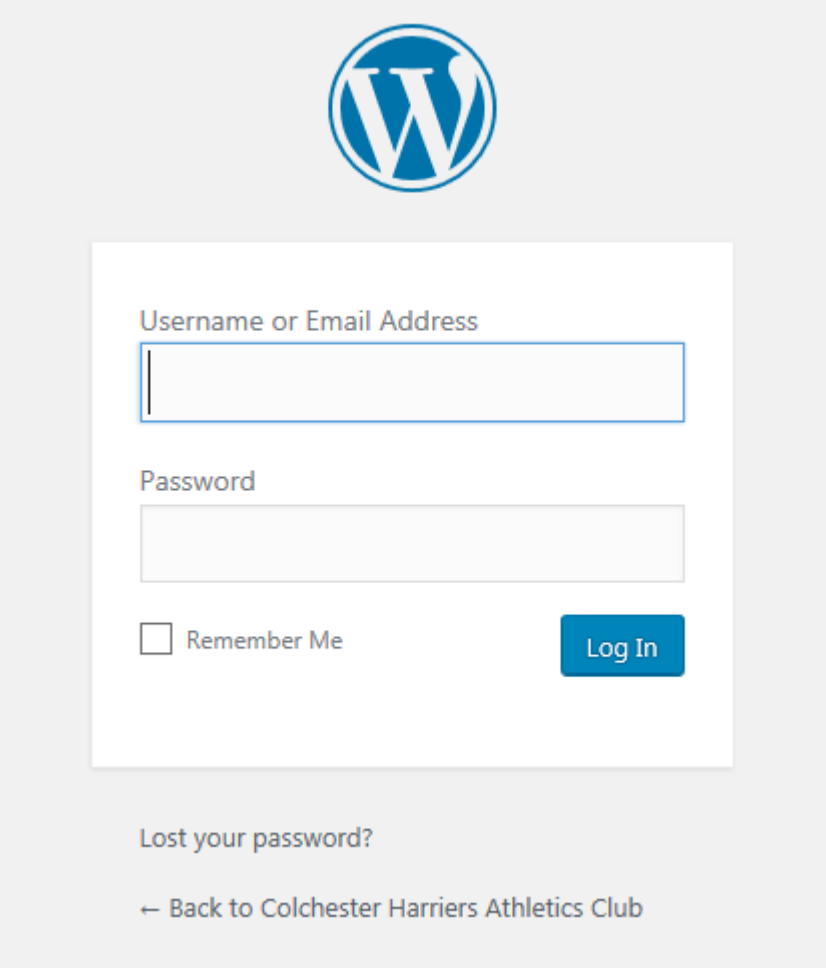
www.colchesterharriers.co.uk/wp-login.php/

This link is also available at the bottom of every page of the website. Simply click on the “Site Login” menu text as shown below



Logging In

When you access this link you will see a page similar to the following



The image shows a WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white rectangular box containing the login fields. The first field is labeled 'Username or Email Address' and has a text input box. The second field is labeled 'Password' and has a text input box. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In'. Below the white box, on a light gray background, is the text 'Lost your password?' and a link that says '← Back to Colchester Harriers Athletics Club'.

Enter your user name and password and you will be taken to the Colchester Harriers administration dashboard.

Your user name will normally be the initial of your first name and your surname. So if “Anthony User” was a user of the site his login would be “auser”. You can also use your register email address as your login name

Forgotten password

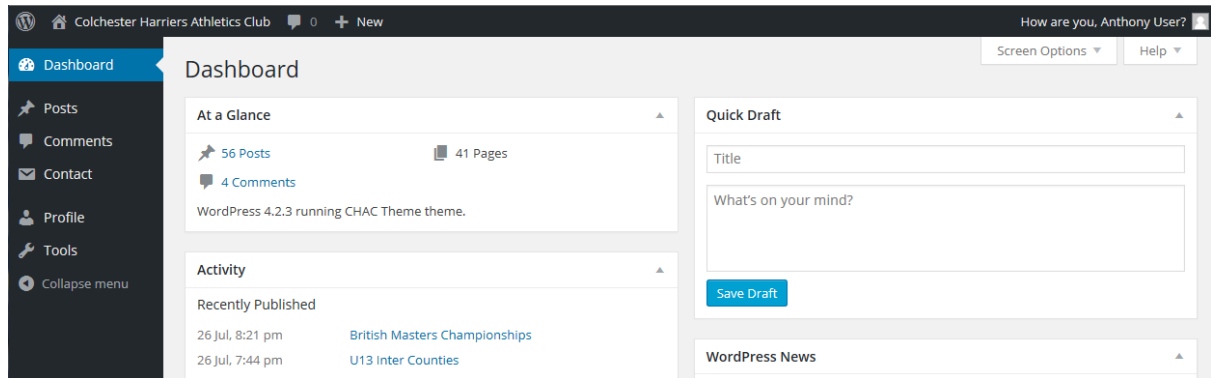
If you forget your password simply click on the “Lost your password?” link and follow the on screen instructions. If the user account you provide is valid then you will receive an email with instructions on how to unlock your account and set up a new password

For your security and the security of the site please don’t share your password with anyone, we can easily add additional users to the site

The Dashboard

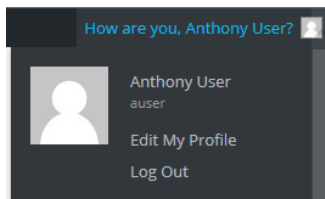
When you first login you are normally taken to the site dashboard. This gives access to all site configuration options.

PLEASE NOTE: For most users most of these options are inaccessible or heavily protected. It is difficult if not impossible for most users to break the site, so please take care but don't be too afraid of what might happen.



Please see other site admin documents on how to perform specific tasks

Logging out



When you have finished what you are doing it is best to logout. The site will automatically log you out when all sessions have been closed but it is a good practice to log out manually. In the top right hand corner of the screen you will see “How are you <your username>?”. Click on this and select “Log Out”