TWG Website User's Guide   Updated 1/28/2022

<u>Your First login to the new website</u>

You can log into the new website with your old website username and password.
You will immediately be asked to change your password. The new website has more strict password rules. Passwords must be at least 8 characters, at least one capital letter, at least one lower-case letter, at least one number, and at least one symbol (examples include ! @ # $ % ^ & *).

Your Username for the old website is first name initial + Last name + Last 4 digits of your phone number (all letters are lowercase). There is a "Forgot your Password" feature that will allow you to reset your password. You will receive an email with a link. Selecting the link will take you to a page guiding you to enter a new password (following the new rules). Your email address in the TWG member database will be the address used for this email. If an email does not seem to arrive, please check your spam folder.

Passwords are encrypted so no one can see your actual password. The "Forgot your Password" is the only mechanism for recovering if you forget your password.

<u>What is different from the old website?</u>

1. Login Passwords have more strict rules. Passwords must be at least 8 characters long, contain at least one capital letter, at least one lower case letter, at least one number and at least 1 symbol (examples include ! @ # $ % ^ & *).

2. TWG family memberships include one primary family member, one or more social family members, and/or one or more carving family members.

   a. The **Primary Family Member** can login to the website, receive TWG emails, update their profile, register for seminars, **pay fees online, add carving family members, add social family members, and delete family members.**

   b. **Carving family members** have a member profile in the member database. They can login to the website, receive TWG emails, update their profile, and register for seminars. <u>They cannot pay fees online or add family members</u>. Students pay seminar fees to the instructor directly.

   c. **Social family members** are named family members but they do not have their own member database entry. They cannot login to the website. **They cannot register for seminars (carving or non-carving).** Event badges can be produced for social family members if they attend the event. If there is any chance a family member might in the future want to take a carving or non-carving seminar, it is best to add them as a carving family member from the beginning.

3. Primary and carving family members must register for their own seminars (**both carving and non-carving seminars**).

4. The roles assigned to members specify what features of the website members have access to. For example, instructors see website content, and capabilities that non-instructors do not.

Website Overview

Website users are classified in one or more categories. Categories include Public, non-logged in members, and logged in members. Members can have one or more roles. Member roles include Member, Instructor, Vendor, and Leader

- **Public**, these users can view public web pages that do not require them to be members or logged in if they are members.
- **Logged in Member**, these users can access all pages a public user can access plus those restricted to TWG members only.
- **Logged in Instructor**, these users can access pages public users and logged in members can access. In addition, they can access pages restricted to logged in instructors.
- **Logged in Leaders**, these users can access all website pages. Leaders access administrative tools to generate, modify, and manage website content.
- If a member is browsing the website without being logged in, they only have access to public web pages. If they select the member area they will be asked to login.

If a member is browsing the website without being logged in, they only have access to those pages classified as public. If they select one of the member pages they will be asked to login.

Special considerations for Social Family members

Social family membership is intended for family members who accompany a primary family member to events but do not participate in carving or non-carving seminars. This can restrict social family members from doing things they may want to take part in. Examples include:

- Take a carving or non-carving seminar
- Receive TWG emails
- View Member only pages of the website

The primary family member can remove these restrictions by deleting the social family member and adding them as a carving family member (they will need a unique email address for the carving family member).

When a carving family member is added to the family. The carving family member receives a welcome email. The email has a link to the login page of the website. The carving family member's Username is their email address (email address assigned by the primary family member when adding the carving family member to the family). A temporary password is supplied in the welcome email. When the carving member logs in using the credentials provided

in the welcome email, they will be immediately asked to reset their password to a value conforming to the website password rules.