

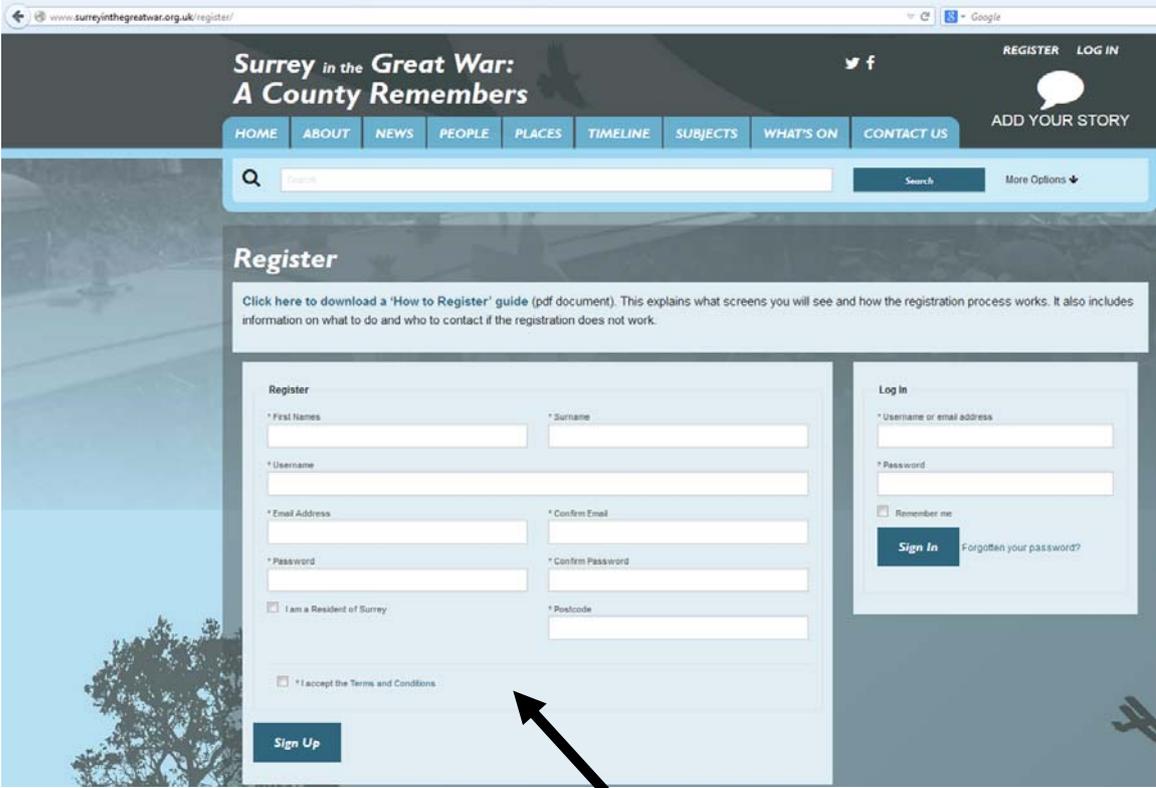
Surrey in the Great War: A County Remembers

Registering to Add a Story

In order to Add Your Story to the *Surrey in the Great War: A County Remembers* website it is first necessary to Register. Having registered once you will then be able to return and Log In to add Stories.

Requests are processed quickly but you may need to wait a short while before being able to Log In.

To start the registration process click on the Register link at the top right of the screen (above the speech bubble). This will take you to the following screen:

A screenshot of the registration page on the website. The page has a dark header with the site name "Surrey in the Great War: A County Remembers" and navigation links like "HOME", "ABOUT", "NEWS", "PEOPLE", "PLACES", "TIMELINE", "SUBJECTS", "WHAT'S ON", and "CONTACT US". There are also "REGISTER" and "LOG IN" links. Below the header is a search bar. The main content area is titled "Register" and contains a form with two columns. The left column has fields for "First Names", "Surname", "Username", "Email Address", "Password", and "Confirm Password". There are checkboxes for "I am a Resident of Surrey" and "I accept the Terms and Conditions". A "Sign Up" button is at the bottom left. The right column has fields for "Username or email address" and "Password", a "Remember me" checkbox, and a "Sign In" button. A link "Forgotten your password?" is next to the "Sign In" button. A black arrow points to the "I accept the Terms and Conditions" checkbox.

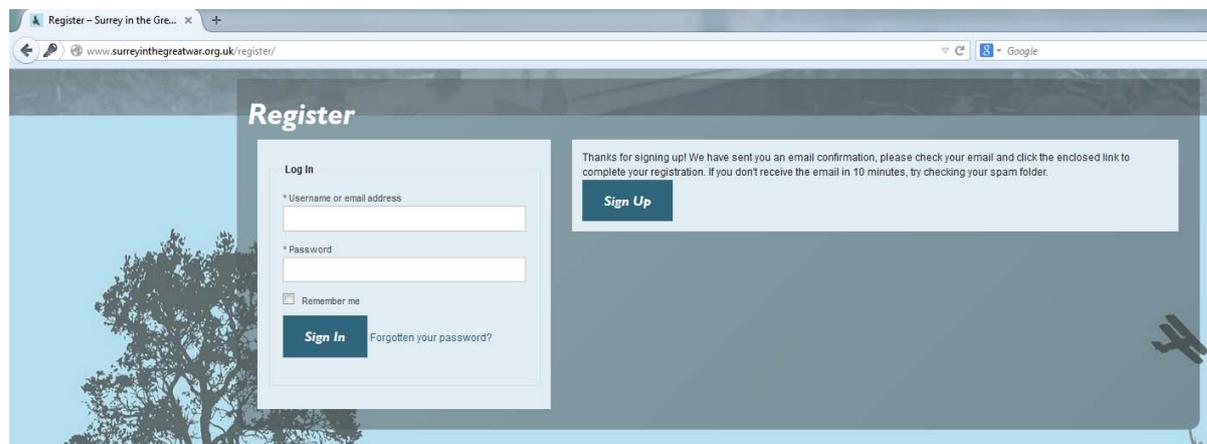
When registering for the first time, complete the left hand section of the form. All the fields need to be completed and remember to tick the "I accept the Terms and Conditions" box.

Please be aware the User Name must not be longer than 15 characters. If it is you are likely to see an error message.

All details submitted are stored securely and no personal details will be given out to anyone outside Surrey County Council without your prior permission.

Having completed all the fields on the left hand side of the form click the Sign Up button.

You should see the following confirmation message:



You should receive an e-mail which contains a link to complete the registration process. Please check your e-mail inbox (and Junk/Spam folder) for an e-mail from wordpress@surreyinthegreatwar.org.uk entitled "Surrey in the Great War:: Please verify your email address"

If you do not see this message or you do not receive an e-mail from wordpress@surreyinthegreatwar.org.uk entitled "Surrey in the Great War:: Please verify you email address" please contact the Administrators for further help (see below for the type of information they will request).

Clicking the link in the e-mail will take you back to the main *Surrey in the Great War: A County Remembers* website where you should see a green bar above the Latest Contributions and Search bar with the message "Email verified, please log in!".

You should now be able to Log In (this button is at the top right of the screen above the speech bubble), with the User Name and Password you chose.

What to do if your registration does not work?

Please contact the site Administrators via e-mail: surreyinthegreatwar@surreycc.gov.uk, or telephone: 01483 518737 (Surrey History Centre reception – explain the issue and you will be put through to one of the Team).

In order to find the cause of the issue the Team will need to be able to reproduce the problem. Many things affect the way websites work and to reproduce the problem the Team will need to be able to follow exactly the same steps that you have taken.

Taking screen shots is an ideal way of showing what is happening or what you are seeing but we realise that this is not always possible. (Not all computers work in the same way but generally a screen shot of a web page can be taken by pressing the Ctrl and PrtSc buttons at the same time when the web page is open on the screen. To copy this into an e-mail, have a new e-mail open

and, with the cursor in the text area, either press Ctrl and V together or right click on the mouse and select paste. The image of the web page should appear in the text area of the e-mail.)

Information we are interested in is likely to include:

The browser you are using,

The e-mail address you are using to sign up,

Any messages that have appeared on your screen while you are completing the registration process,

Any webpages that have appeared that are different to the ones shown above (keeping a record of the web address (i.e. the www.xxxxx at the top of the screen) would be helpful).

Our aim is to try to find and correct 'bugs' in the software so any feedback is welcome.