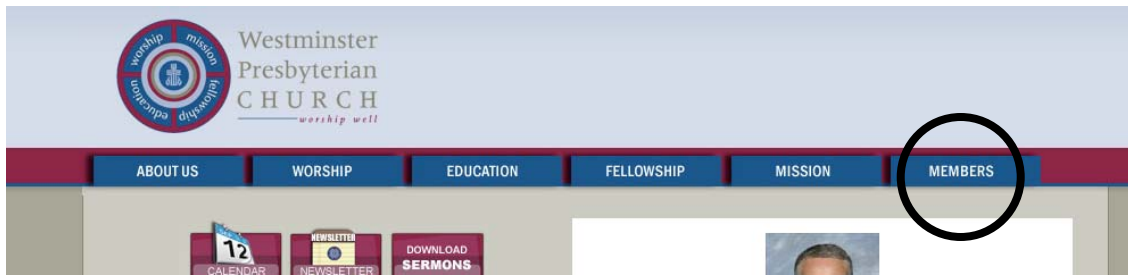




## Accessing the Member Page

As a member of Westminster, you have online access to the latest events, contact information of other members, and the ability to update your personal information.

1) Go to <http://www.wpc-alex.org>  
and click on “MEMBERS”



2) Log In

a) Previously registered members sign in here with email address and password

The image shows a "Sign In" form. It has a title "Sign In" at the top. Below the title, there are two input fields: "E-mail Address or User Name" with the text "member@wpc-alex.org" and "Password:". Below the password field is a checkbox labeled "Remember me" which is checked. To the right of the checkbox is a blue "Sign In" button. Below the button is a link that says "Forgot your [password](#) or [user name](#)?"

b) First-time users, register here.

The image shows a "Sign In" form, identical to the one above. It has a title "Sign In" at the top. Below the title, there are two input fields: "E-mail Address or User Name" with the text "member@wpc-alex.org" and "Password:". Below the password field is a checkbox labeled "Remember me" which is checked. To the right of the checkbox is a blue "Sign In" button. Below the button is a link that says "Forgot your [password](#) or [user name](#)?". At the bottom of the form, there is a link that says "Need a login? [Click here](#)" which is circled in black.

### 3) Main Page

#### a) Check on today's events

The screenshot shows a website interface with a blue header containing navigation tabs: **Home**, **Directories**, **Groups**, and **Calendar**. Below the header is a grey box with a maintenance notice: "We will be having a maintenance window on December 7, 2010, from 10:00 PM EDT to De... You may experience intermittent unavailability during that time." Below this is a blue box titled "I Want to View..." with two links: "Available Small Groups" and "My Complete Profile". The main content area is titled "My Calendar" and shows the date "Sunday, December 05, 2010". It contains a table of events for the day:

Time	Event	Location
8:30 AM to 9:30 AM	Worship	Chapel
9:45 AM to 10:45 AM	Church School	
11:00 AM to 12:00 PM	Worship	Sanctuary
12:00 PM to 1:00 PM	Alternative Giving Bazaar	Fellowship Hall
4:00 PM to 4:30 PM	Youth Bells	Sanctuary
4:30 PM to 6:00 PM	Middle School Fellowship	Rm 401
7:00 PM to 8:30 PM	Senior High Fellowship	Rm 405

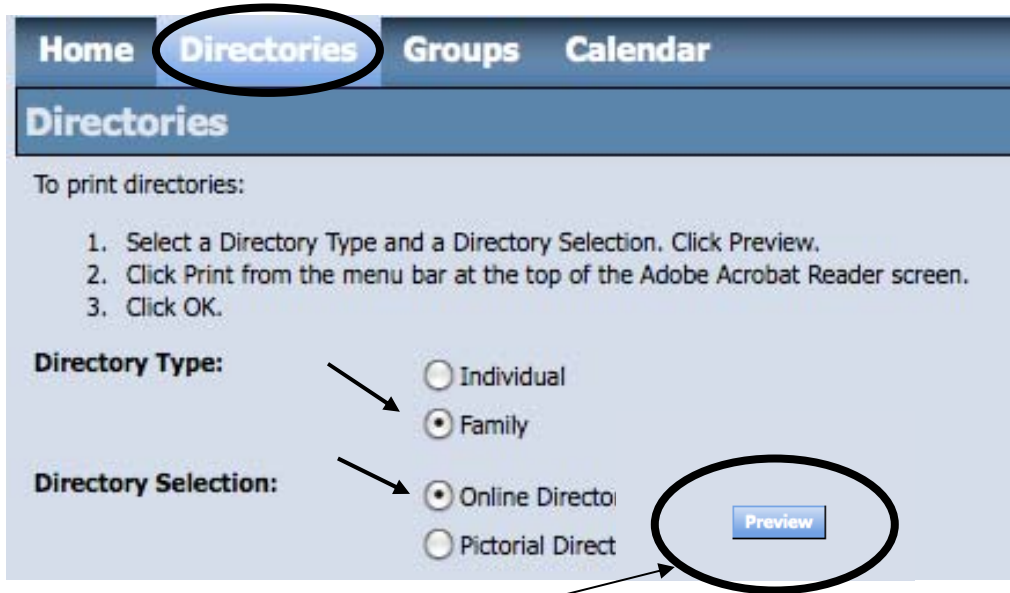
Below the event table are navigation links: "<< Previous" and "Next >>". At the bottom is a calendar grid for December 2010 and January 2011. The current date, Sunday, December 5, 2010, is highlighted in the grid.

#### b) Do a quick search for other members by last name for addresses, phone, & email

The screenshot shows a search form with a blue header titled "Search". Below the header are two input fields: "Last Name:" and "First Name/Goes By Name:". To the right of the "First Name/Goes By Name:" field is a blue "Search" button.

#### 4) Directories Tab

a) Select Individual or Family, and Online or Picture



b) Then click Preview

#### 5) Calendar Tab

Check out all the latest Westminster events

