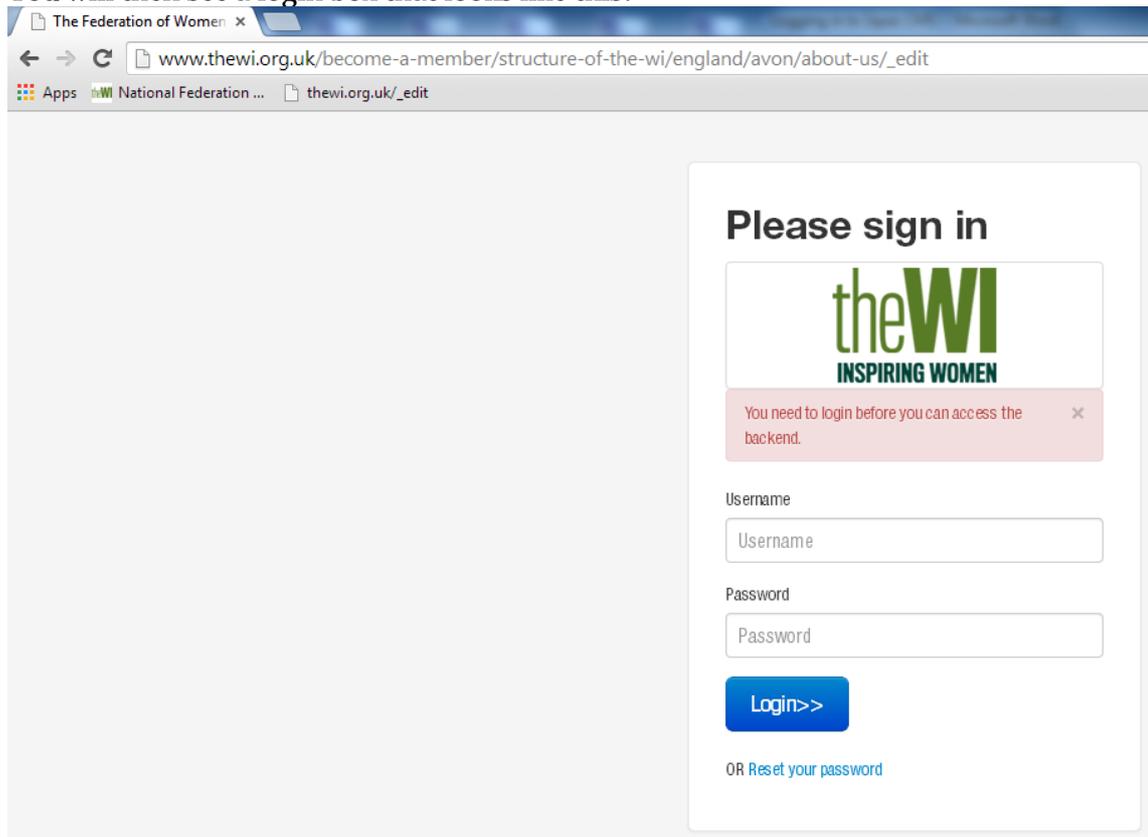


How to log in to the Squiz CMS – Federation Web Editors

1. Go to your federation page on the NFWI website, for example <http://www.thewi.org.uk/become-a-member/structure-of-the-wi/england/avon>
2. You will notice that the address changes to <http://www.thewi.org.uk/become-a-member/structure-of-the-wi/england/avon/about-us>. This is because your Federation page is a redirect page that redirects visitors to your federation 'about us' page.
3. At the end of the URL (web address) type '/_edit' for example http://www.thewi.org.uk/become-a-member/structure-of-the-wi/england/avon/about-us/_edit
4. You will then see a login box that looks like this:



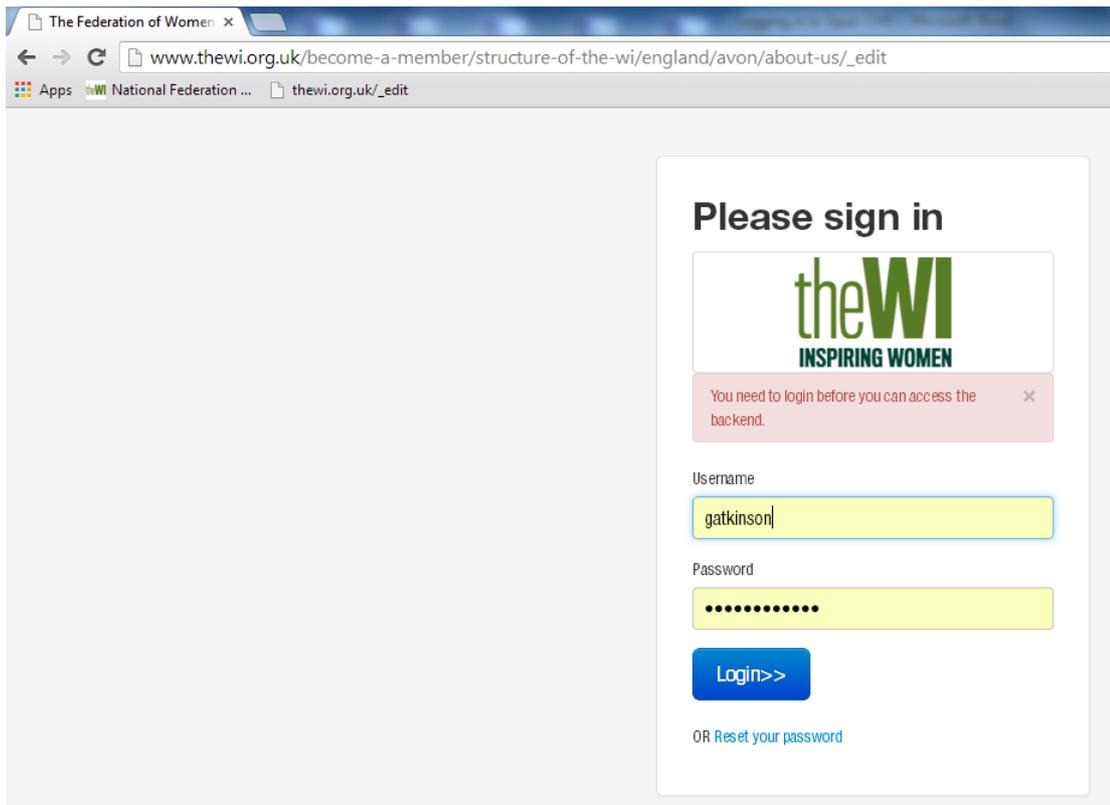
5. Enter your Username and Password in the spaces provided (see image below) and click the blue 'Login' button. If you have forgotten your password, please click the 'Reset your password' link and follow the instructions. You will be sent an email notification once you have done this.

NB: If you have not got an email associated with your account you will not receive an email.

If your email address has changed recently and you have not notified the NFWI website administrator, you may not receive an email.

If your email settings are such that emails from unknown email addresses are sent to your junk or spam mail folders, please check these for your notification email.

If you have forgotten your username, please contact the NFWI website administrator and he will let you know what it is.



How to log in to the Squiz CMS – WI Web Editors

1. Go to your federation page on the NFWI website, for example <http://www.thewi.org.uk/become-a-member/structure-of-the-wi/england/avon/find-a-wi/abbots-leigh>
2. At the end of the URL (web address) type ‘/_edit’ for example http://www.thewi.org.uk/become-a-member/structure-of-the-wi/england/avon/find-a-wi/abbots-leigh/_edit
3. You will then see a login box as per 4. above
4. Follow the same step as 5. Above

You will know you have been successful logging in when a black toolbar appears along the top of your internet browser as follows:

