



# WEBSITE MEMBER USER GUIDE

# Table Of Contents

**03    Become a Member**

**06    Events Calendar**

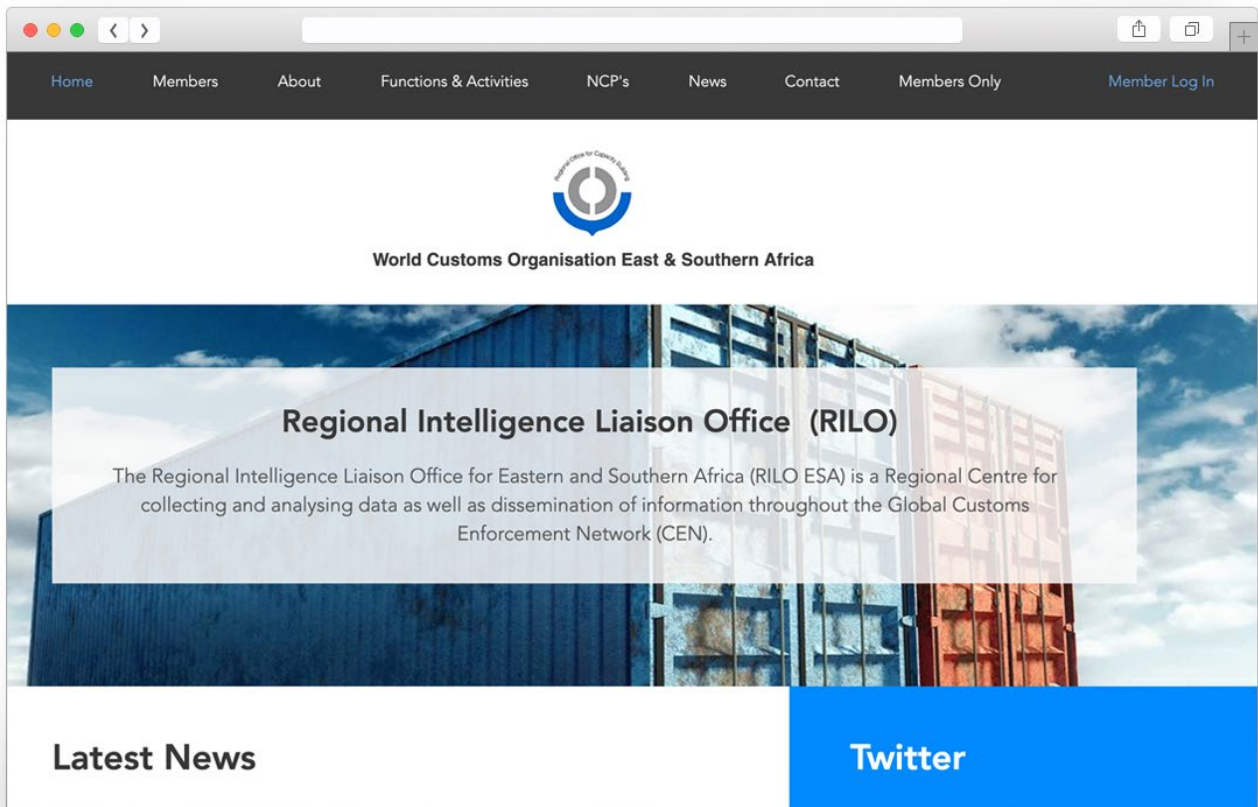
**07    Forum**

**10    Reports**

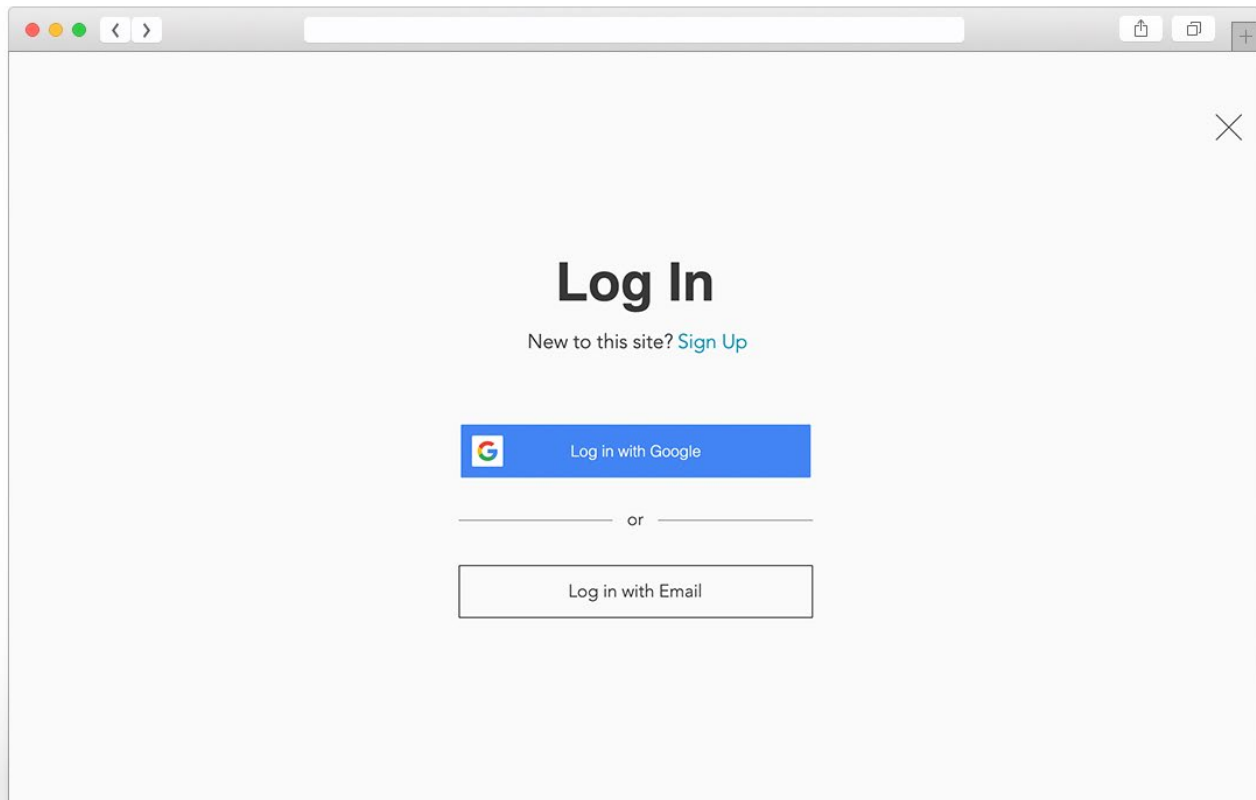
**11    Contact**

# Become a Member

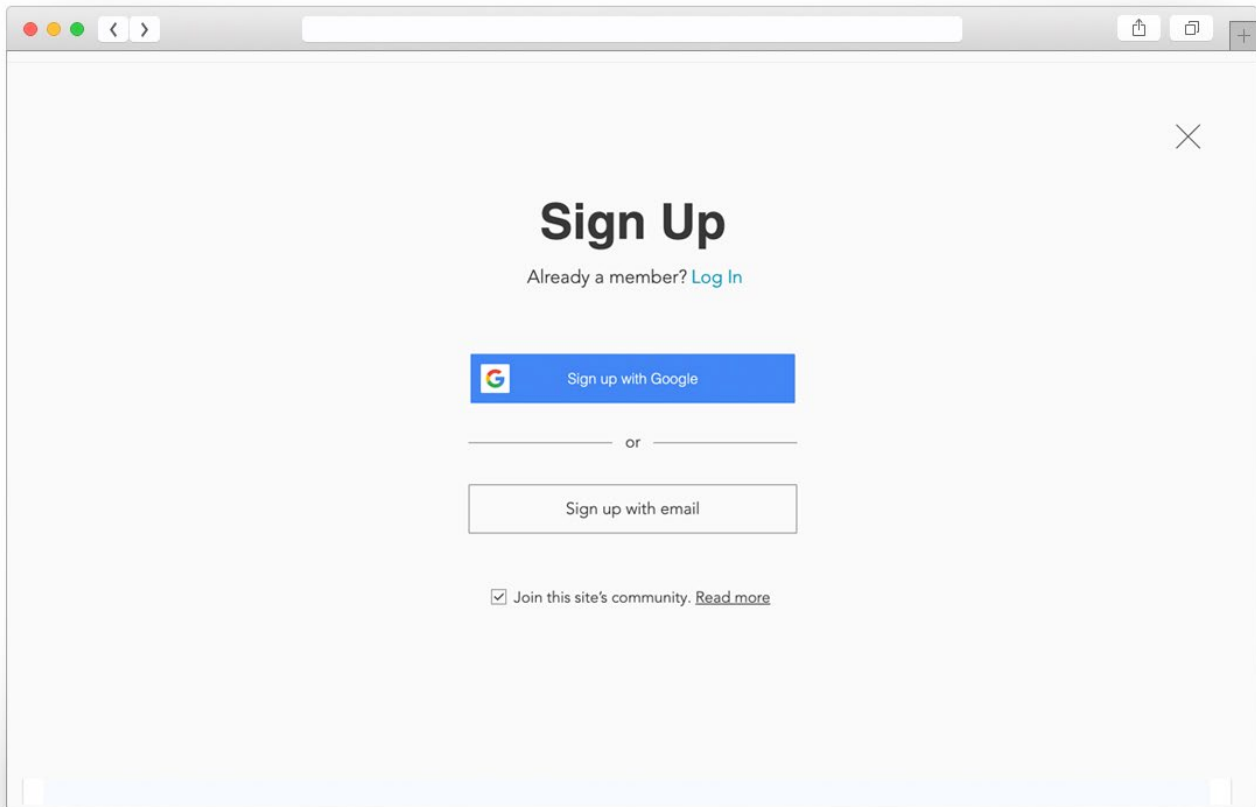
> From the [home page](#) click on '[Member Log In](#)' in the top right corner of the page.



> Click on '[Sign Up](#)' under Log In.

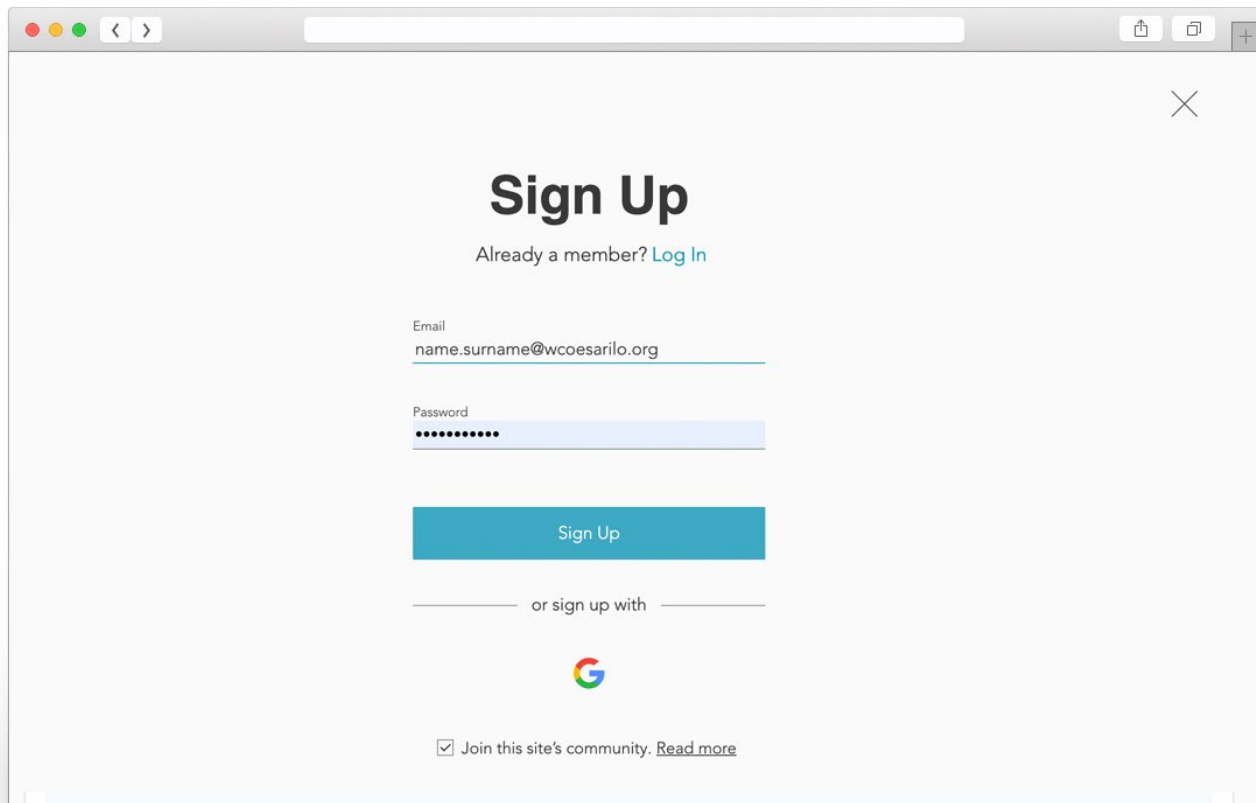


> Select 'Sign up with email'



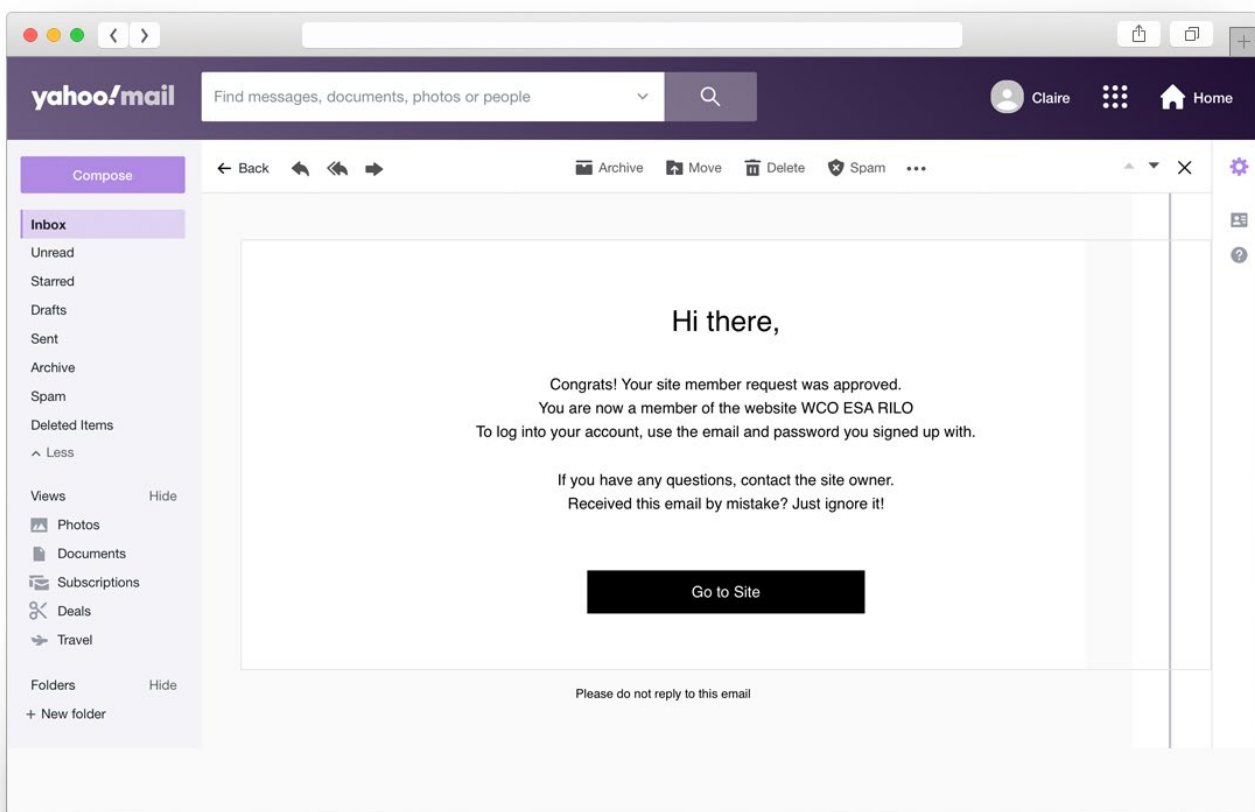
A screenshot of a web browser window showing a 'Sign Up' page. The page has a light gray background and a white content area. At the top right of the content area is a close button (X). The main heading is 'Sign Up' in a large, bold, black font. Below it is a link 'Already a member? Log In' in a smaller, teal font. There are two main buttons: a blue button with the Google logo and the text 'Sign up with Google', and a white button with a gray border and the text 'Sign up with email'. Below these buttons is a checkbox labeled 'Join this site's community. Read more'. The browser window has a standard macOS-style title bar with red, yellow, and green window control buttons on the left and a search bar on the right.

- > Use your [@wcoesarilo.org](mailto:@wcoesarilo.org) email address to sign up and create your own password.
- > Click 'Sign Up' button.

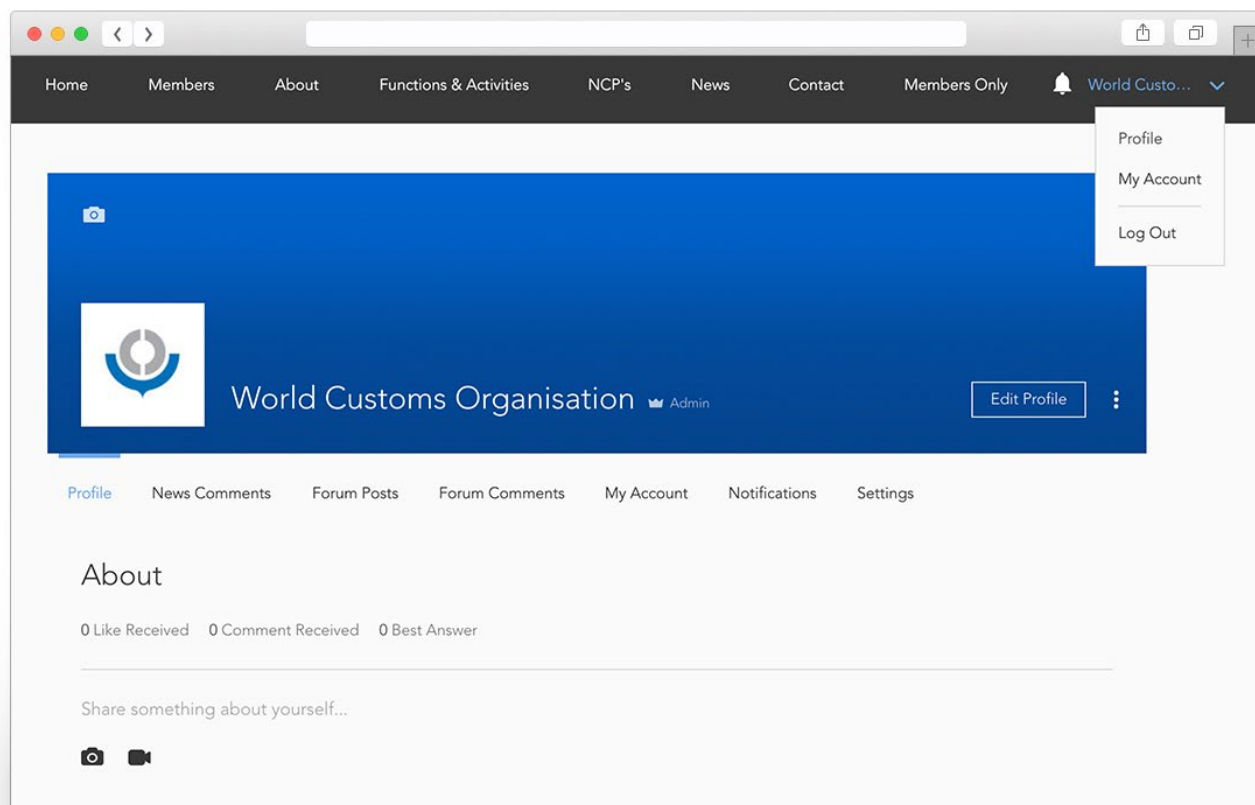


A screenshot of the same 'Sign Up' page, but now with the email and password fields filled out. The email field is labeled 'Email' and contains the text 'name.surname@wcoesarilo.org'. The password field is labeled 'Password' and contains a series of dots. The 'Sign Up' button is now a solid teal color. Below the button is a link 'or sign up with' followed by the Google logo. The checkbox 'Join this site's community. Read more' is still present at the bottom. The browser window is the same as in the previous screenshot.

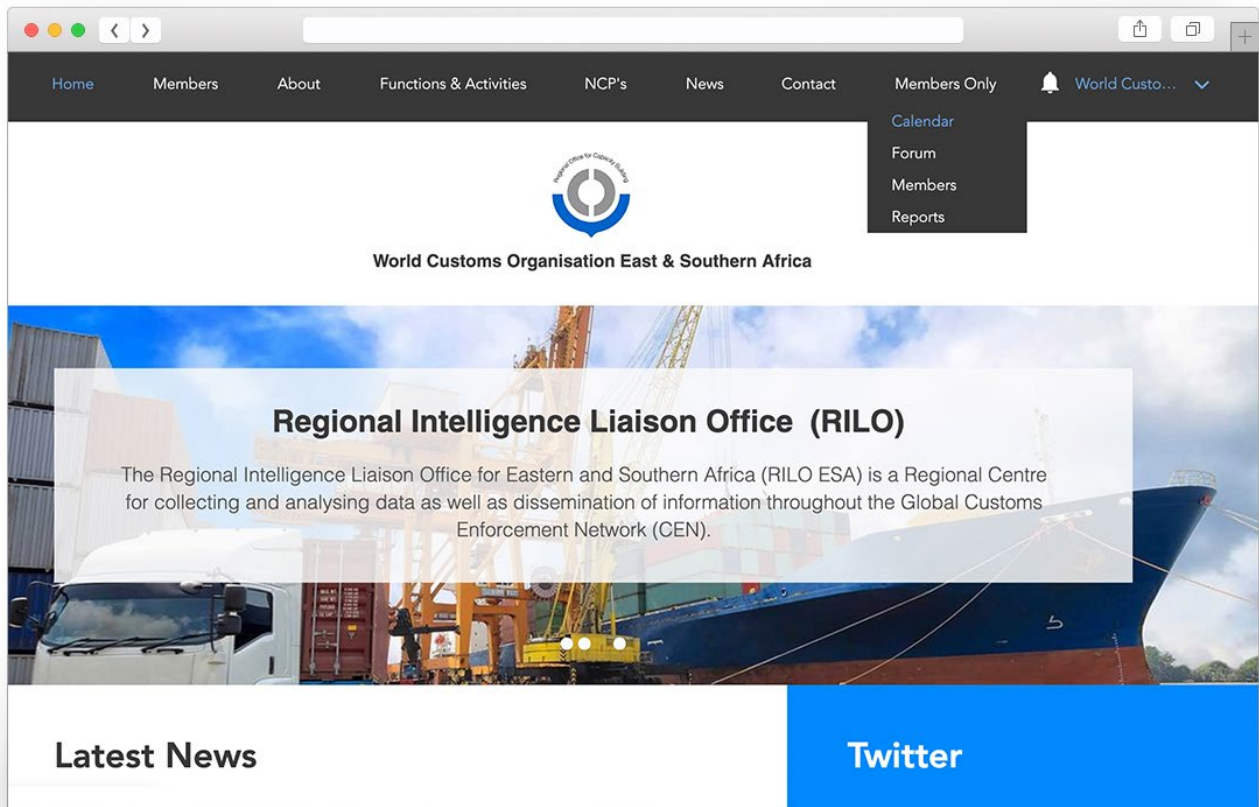
- > The site administrator will notify you via email once your request has been approved.
- > You will now be able to log in with your email and password.



- > Once logged in you can edit your profile by clicking the down arrow next to your name in the top right corner.
- > Click on 'Profile' > Load a profile & cover image and update your details.

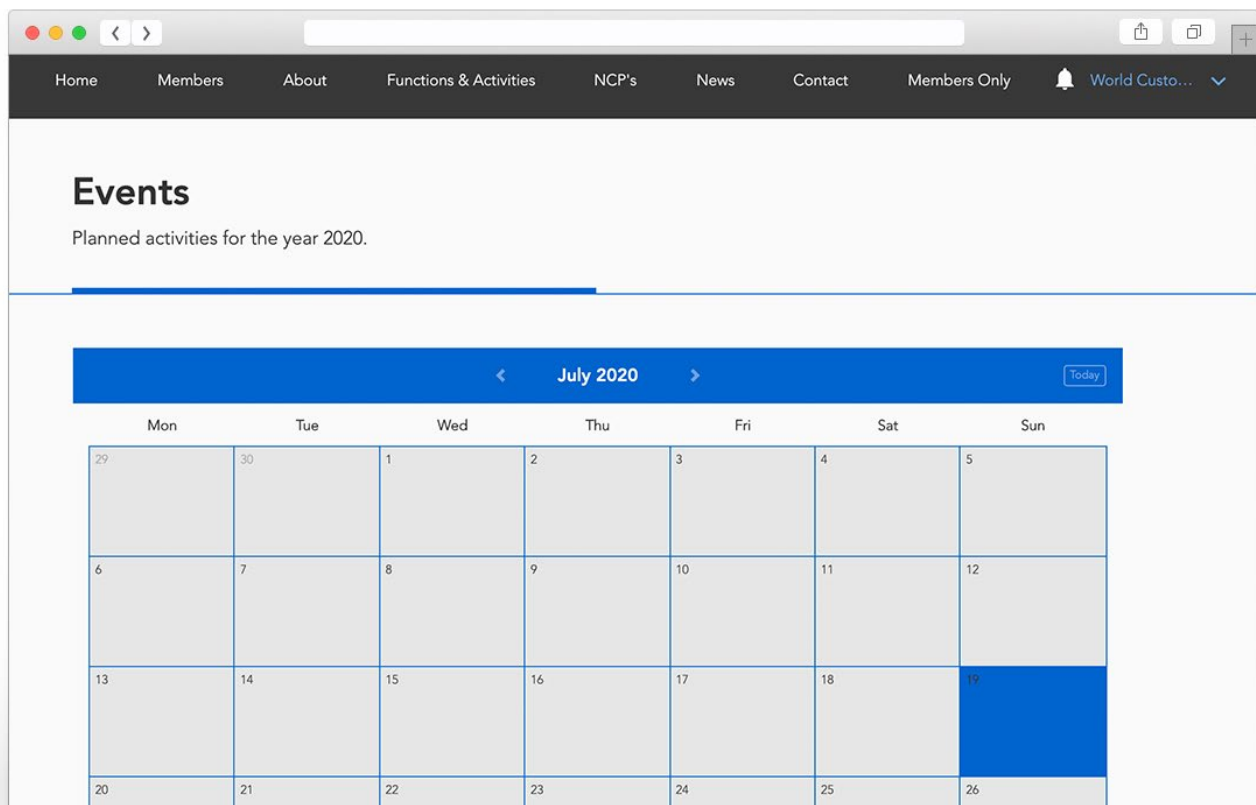


> Hover over '[Members Only](#)' in the navigation bar to discover member only pages.



## Calendar

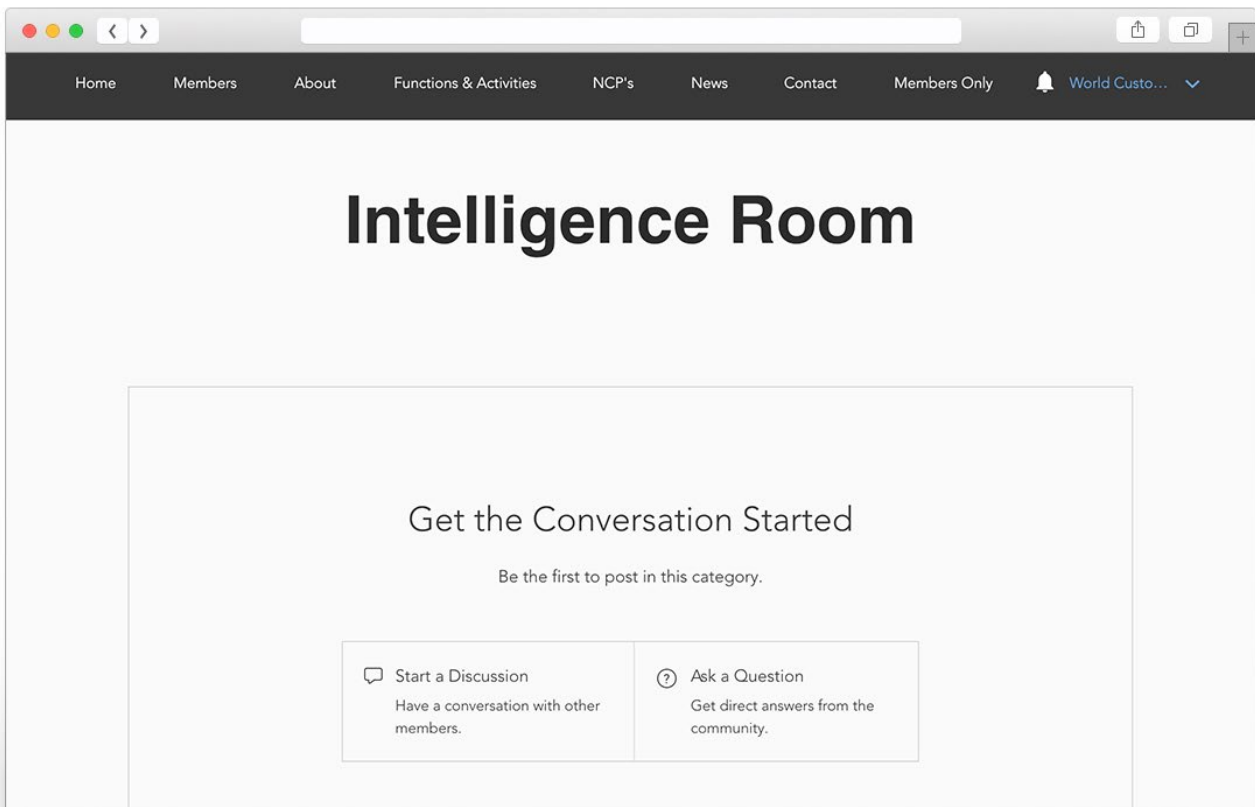
> Select '[Calendar](#)' to stay up-to-date with important events planned for the year.



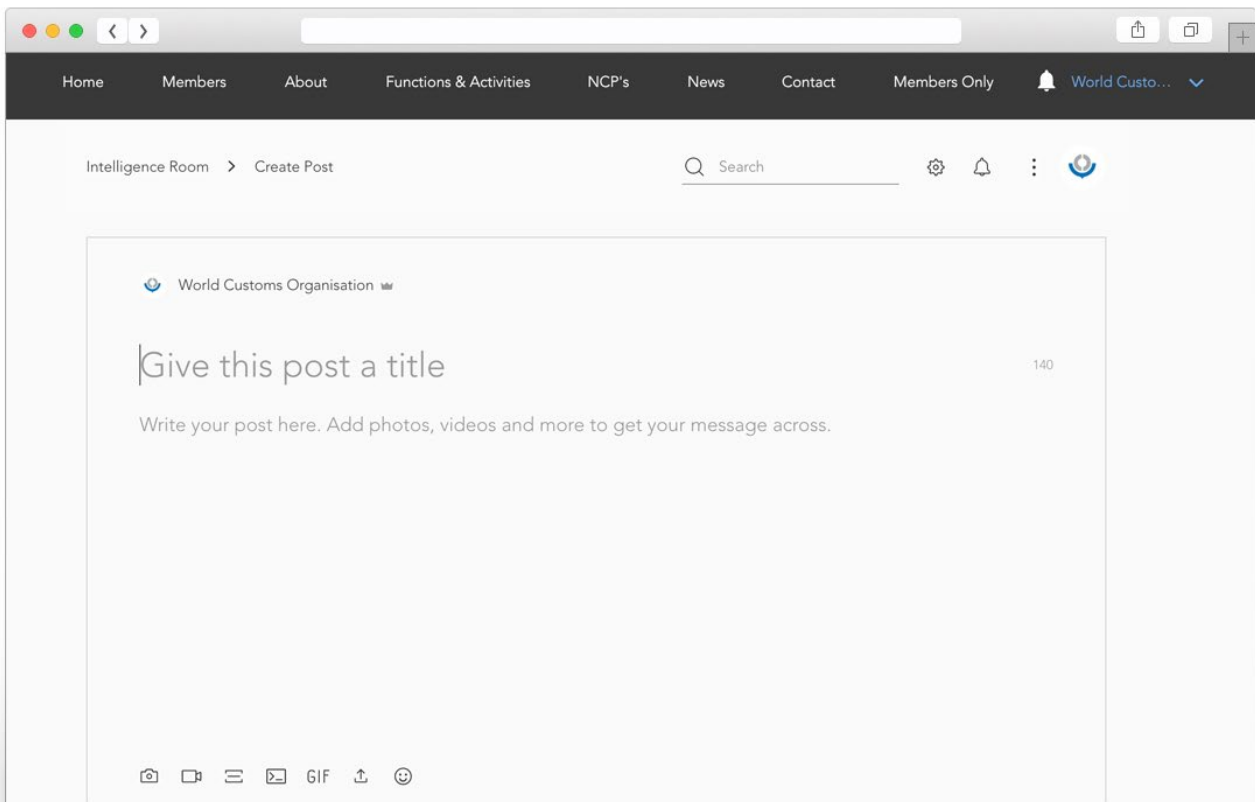


# Forum

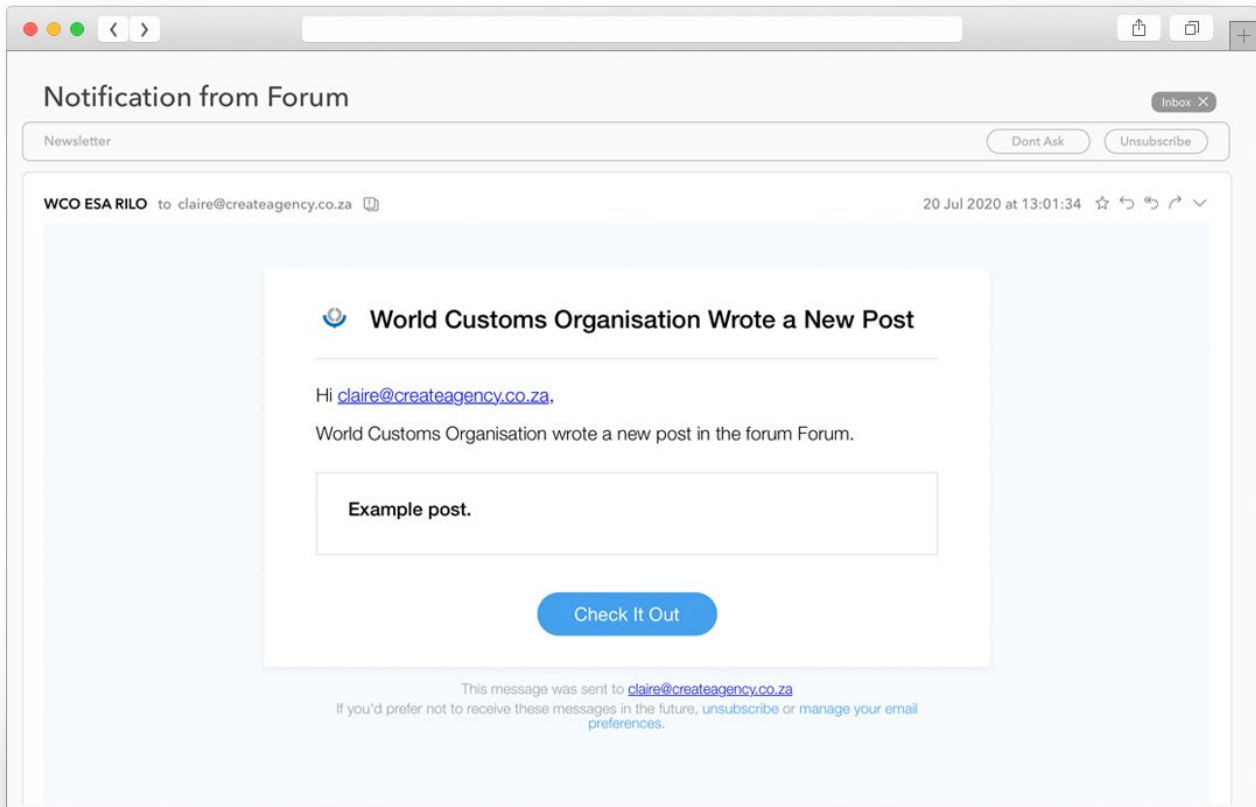
> Select '[Forum](#)' to start a discussion with site members or ask a question in the '[Intelligence Room](#)'.



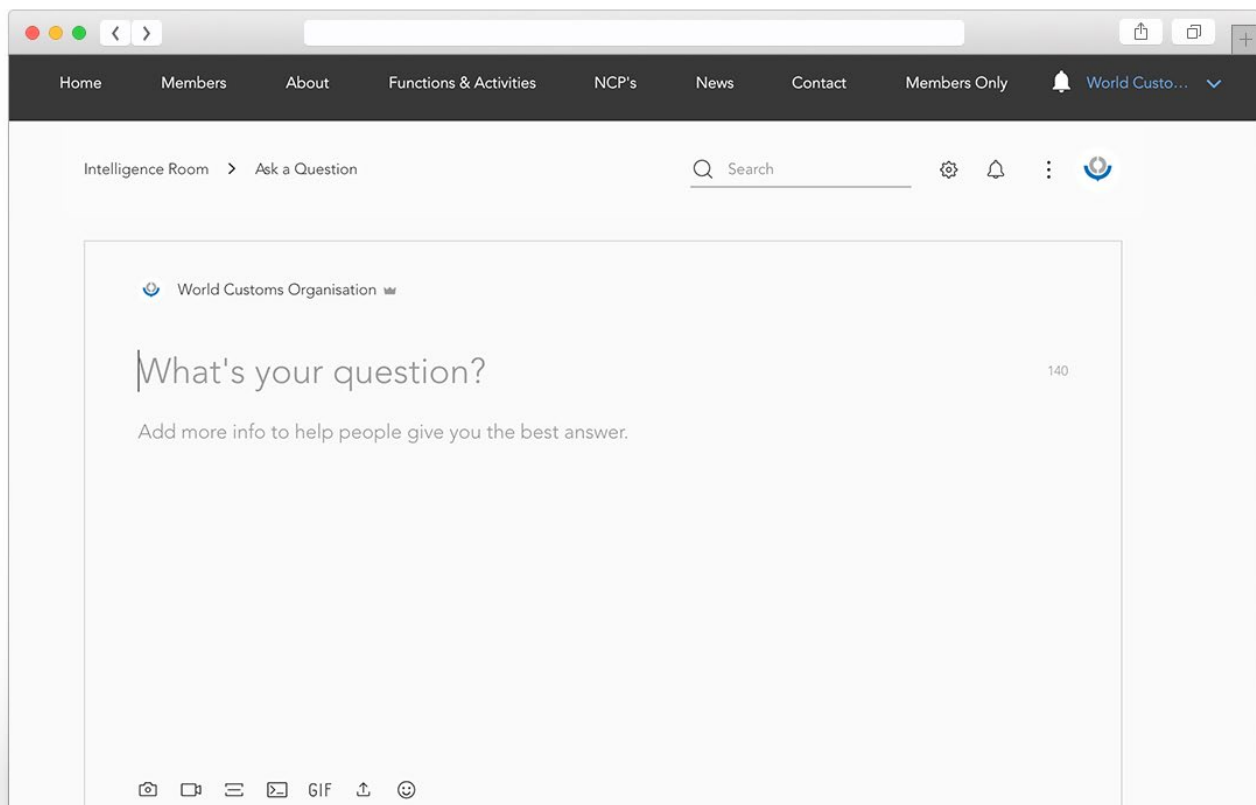
> Write your post > Add images, videos, documents and emojis using the icons on the bottom left of the page > Click 'Publish' when your post is ready.



- > Site members will receive an email notification stating that a member posted on the forum with a useful link directly to the new post.

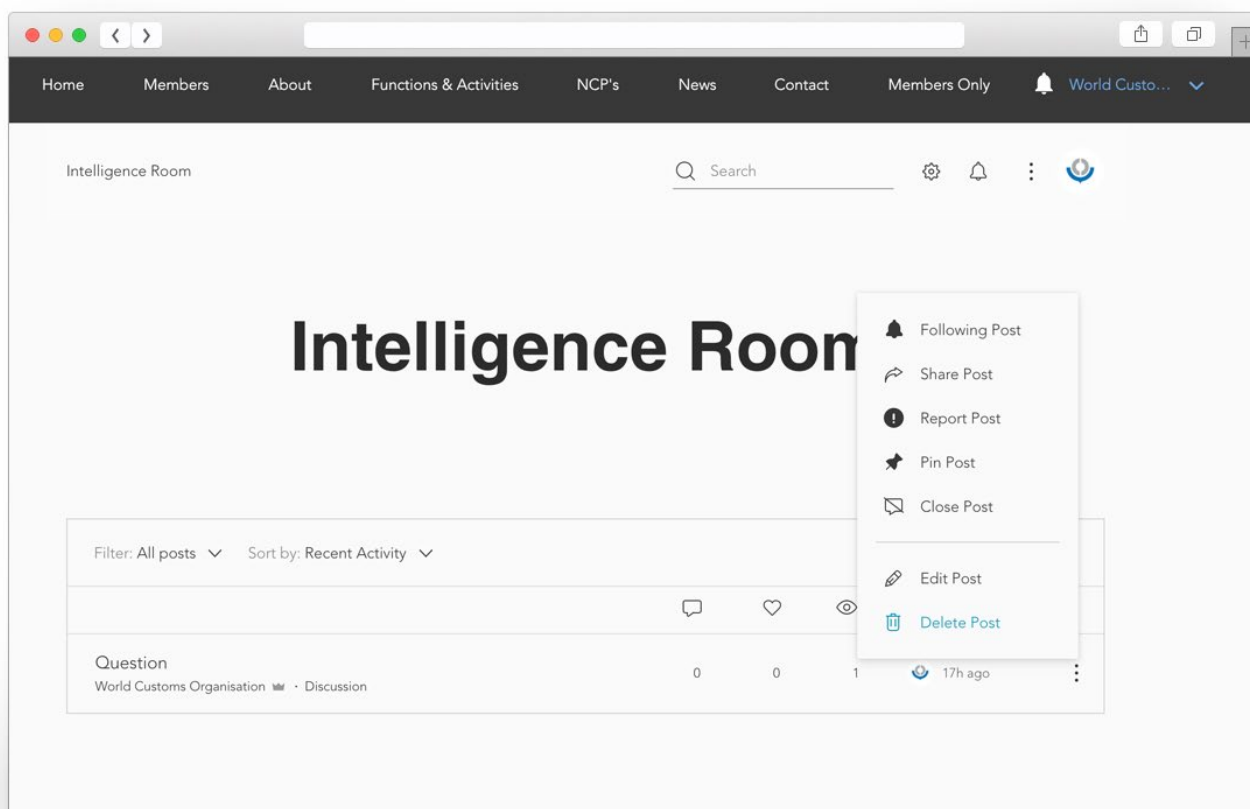


- > The same process accounts for 'Ask a question' on the Forum.



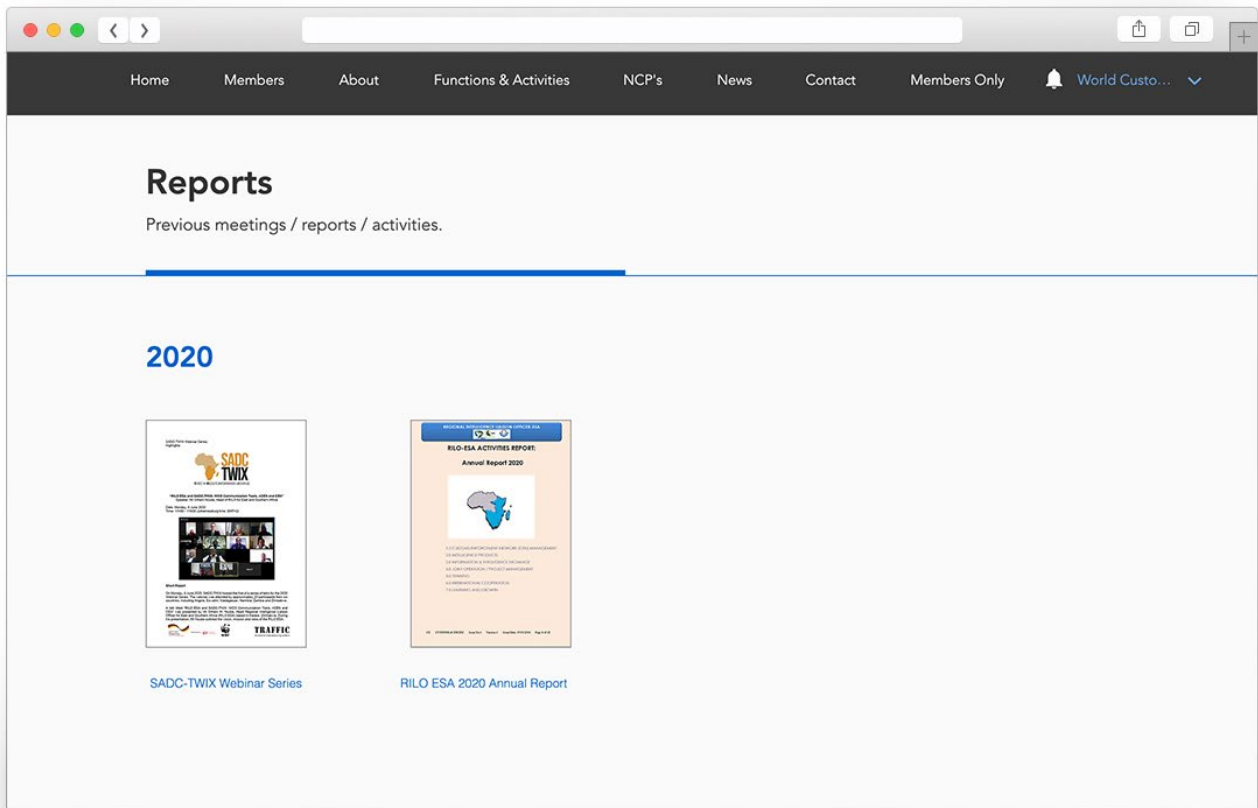


- > **Edit / delete / share** a post.
- > Click the three dots next to the post you want to edit.



# Reports

> Select '[Reports](#)' to view reports of previous meetings / reports / activities.



## Contact

RILO HEAD

**Mr. Sitheni Maqhuzu Ncube**

Mobile: +263 7124-31483

Email: [SNcube3@zimra.co.zw](mailto:SNcube3@zimra.co.zw)