Step 1 – Login and create a Password for the first time:

• Login by going to the Bu3a website.

• From the website Home page click on 'Login' on the white menu bar at
the top of the page

• Type in your username usually (This is your Surname followed by first letter of First name – e.g. SmithA for Alfred Smith)

• Click on Create/Reset Password to set up password for the first time

• On Password Reset screen click on Reset Password

• You'll see: "You have been sent an email containing a link to reset your
password"

• Go to your email inbox and find the Simple Membership email

• Click on Click here to reset your password

• On the Password Reset page, enter and confirm a password which meets the red requirements shown – click Store New Password
The aim of this document is to give you the first few steps of joining the Simple Membership system. We suggest you start with Step 1 and go as far as feels comfortable.

• Remember to write down your password, but if you forget it you can always reset it again

• Go back to login page and enter Username and Password and click Log InYou can click on Logout at any time to leave the members' page