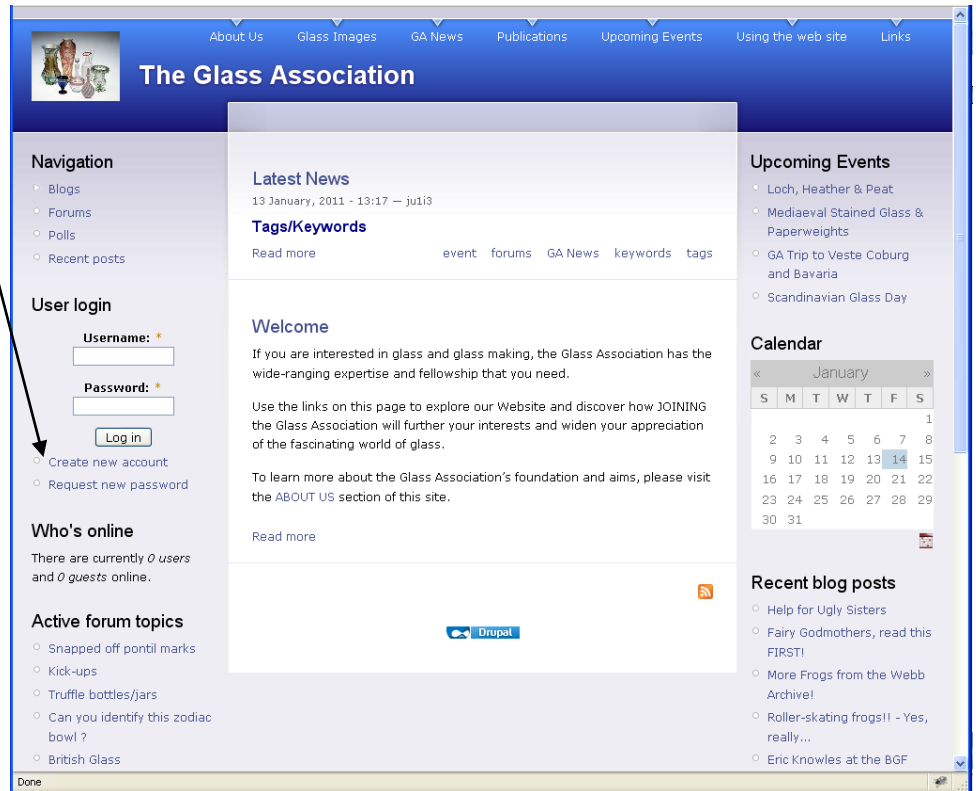


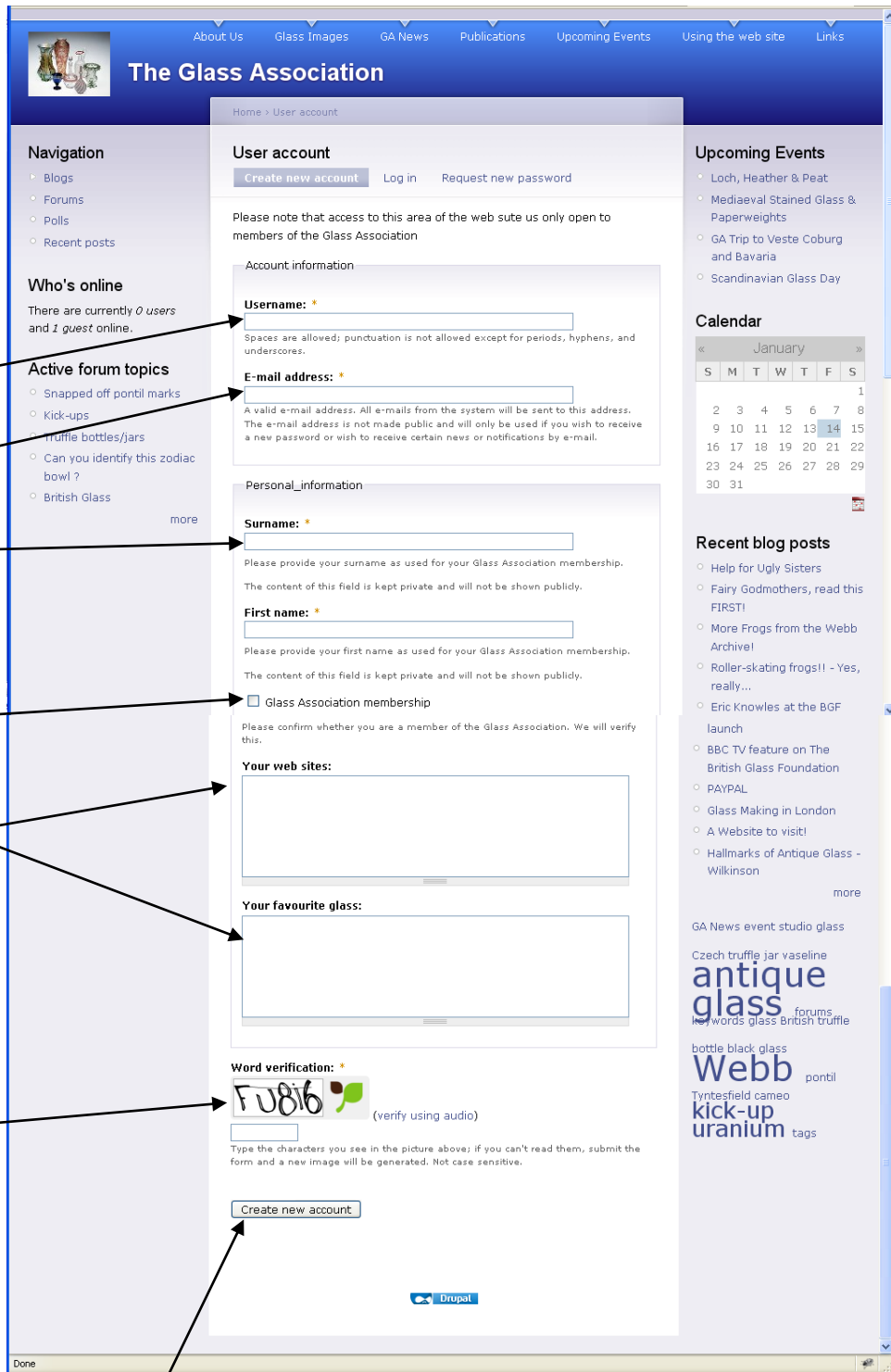
## Create new account

1. Go to [www.theglassassociation.org.uk/drupal](http://www.theglassassociation.org.uk/drupal) or go to [www.theglassassociation.org.uk](http://www.theglassassociation.org.uk) and click “Members” on the left menu bar or “Glass Association members” in the first line of the first paragraph.

2. Click **Create new Account**



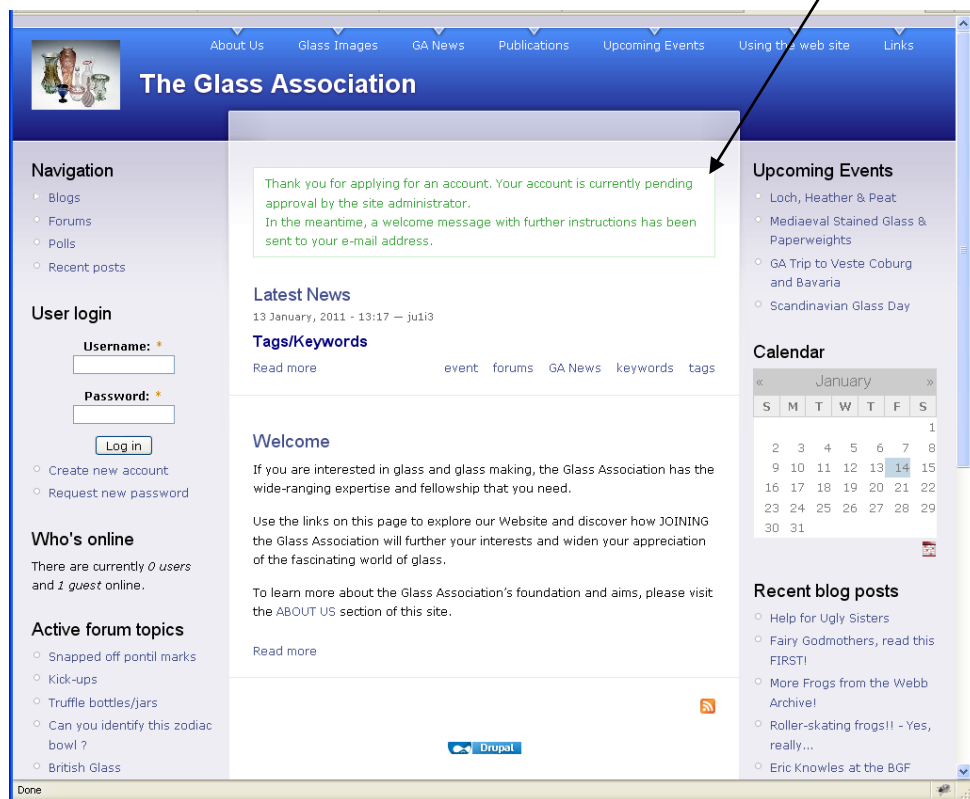
The screenshot shows the homepage of The Glass Association. The navigation menu at the top includes: About Us, Glass Images, GA News, Publications, Upcoming Events, Using the web site, and Links. The main content area features a 'Welcome' message and a 'Log in' button. On the left sidebar, there is a 'User login' section with fields for 'Username' and 'Password', and a 'Log in' button. Below this, there are two radio button options: 'Create new account' and 'Request new password'. An arrow from the instruction 'Click Create new Account' points to the 'Create new account' radio button. Other sidebar sections include 'Navigation', 'Who's online', 'Active forum topics', 'Upcoming Events', 'Calendar', and 'Recent blog posts'. The footer shows 'Done'.



- 3. Fill in
  - a username of your choice
  - your email address
  - your surname and first name
  - confirm that you are a member of the Glass Association
  - if you have a web site you can enter it and your favourite types of glass
  - and enter the CAPTCHA on the page (it will be different from this one)

4. click Create new account

5. After clicking Create new account a confirmation message will be displayed



6. an email will be sent to the administrator for approval (to check that you are a member) and a confirmation email to you

7. when approved another email will be sent to you with an initial password which must be changed at your first login

If you ever forget your password just click **Request new password** (under **Create new account**) and a link will be sent to the email address you used when you first registered allowing you to reset your password (no one else, even the administrators, can see your password).