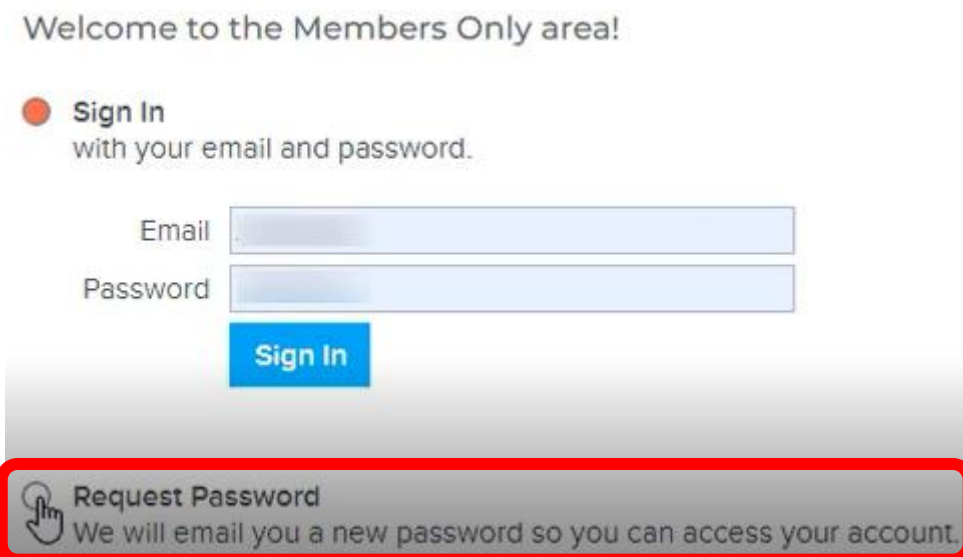


To log in for the first time:

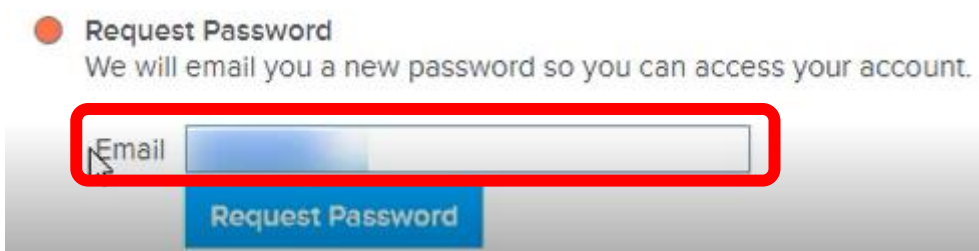
1. Select **Member Login** from the menu



2. Select **Request Password**



3. Type in your email address



4. Select **Request Password**

Request Password
We will email you a new password so you can access your account.

Email

5. An email will be sent to you with a password. Enter the password (from your email)

Welcome to the Members Only area!

An email with your new password is on its way!
If you do not receive the email within a few minutes please check your spam folder.

Email

6. Select **Sign In**

Email

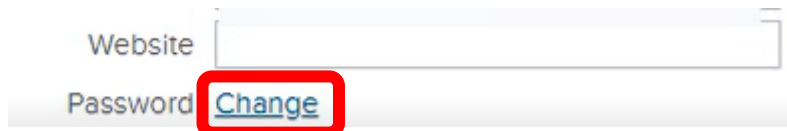
Password

7. You will be taken to the **Members Only area** with the **About** tab selected. The details you have already provided will be shown.

Welcome to the Members Only area!

To change your password (or other details about you):

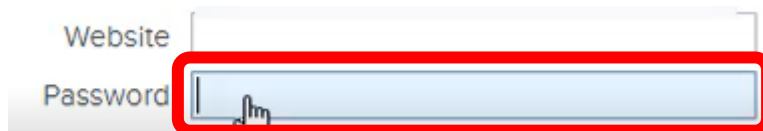
1. From the **Members Only** area on the **About** tab, select **Change** (scroll down if you need to)



Website

Password [Change](#)

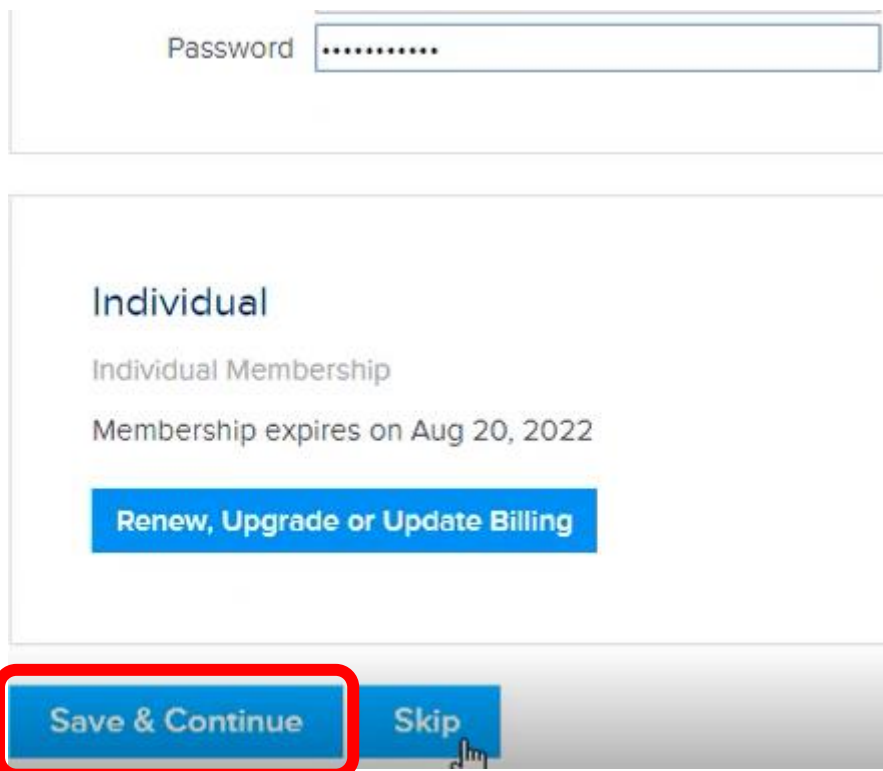
2. Type in your new password



Website

Password

3. Select **Save & Continue** (scroll down if you need to)



Password

Individual
Individual Membership
Membership expires on Aug 20, 2022

[Renew, Upgrade or Update Billing](#)

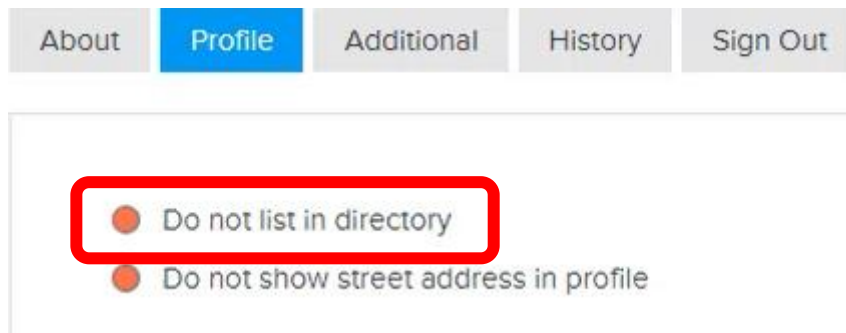
[Save & Continue](#) [Skip](#)

4. You will be taken to the **Profile** tab and can continue to update your details as shown below.

Creating a listing in the directory:

1. From the **Members Only area** on the **Profile** tab, select **Do not list in directory** to remove the red dot.

If you would like to show your address on your profile, select **Do not show street address in profile** to remove the red dot.

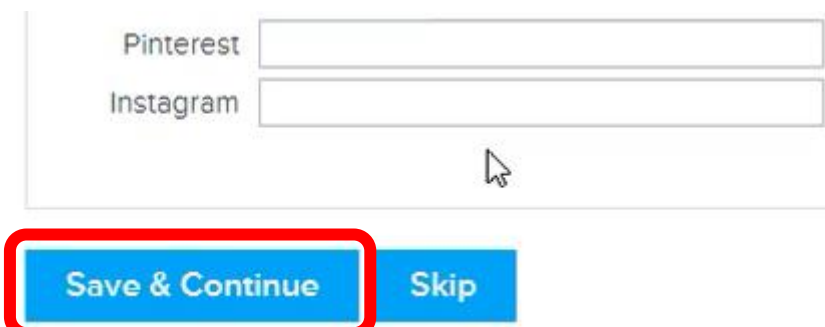


About Profile Additional History Sign Out

Do not list in directory

Do not show street address in profile

2. All of the directory options will be displayed. Fill in as much or as little detail as you want keeping the following in mind:
 - a. Your directory listing will be displayed as a business card, so it is a good idea to upload a logo or another image.
 - b. The short description about your business is limited to 80 characters.
 - c. You can upload more than one picture in the profile gallery.
 - d. Your profile description is the detailed information on your products and services. This information will be completely searchable, so it is a good idea to include all of the things that your business does.
 - e. There are individual boxes for each of your social links. Leave the ones blank that you do not wish to use.
3. When you have finished entering all your details, select **Save & Continue**.



Pinterest

Instagram

Instructions for Members

- The **Additional** tab will be displayed, and you can add additional contacts or locations. Select **Add New Contact** and enter the details (if required).

About Profile **Additional** Deal History Sign Out

Additional Contacts & Locations [? Learn more](#)

Add people or locations for your family, company or group:

+ Add New Contact

- Repeat until all contacts have been added. When you have finished, select **Save & Continue** (alternatively select **Skip** if you do not have any additional contacts or locations).

+ Add New Contact

Save & Continue Skip

- The **Deal** tab will be displayed, and you can add special deals or coupons. Enter the details (if required) and select **Create** to add the deal.

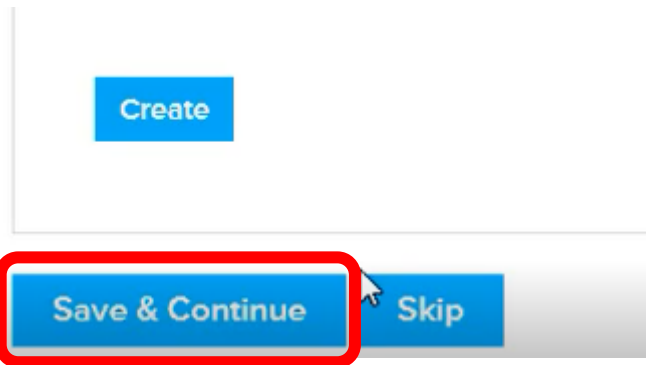
About Profile Additional **Deal** History Sign Out

Create a Deal or Coupon [? Learn more](#)

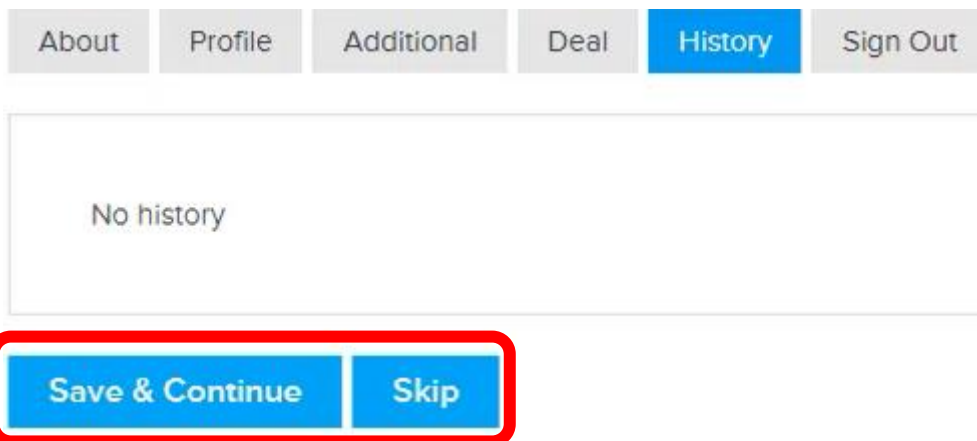
Upload a main image (or click on existing image to replace) and enter the title below:

Instructions for Members

7. When you have finished, select **Save & Continue** (alternatively select **Skip** if you do not have any deals).



8. The **History** tab will be displayed, and any history that you have will be displayed. Select **Save & Continue** or **Skip**



9. Both options will return you to the Spiritualism New Zealand home page. You will still be logged in and can access all member only content.