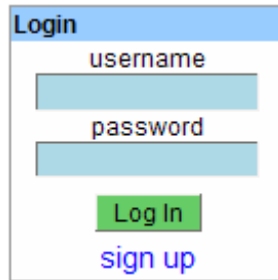


Sign Up for a User Account

There are **3 steps** to getting a website user account.

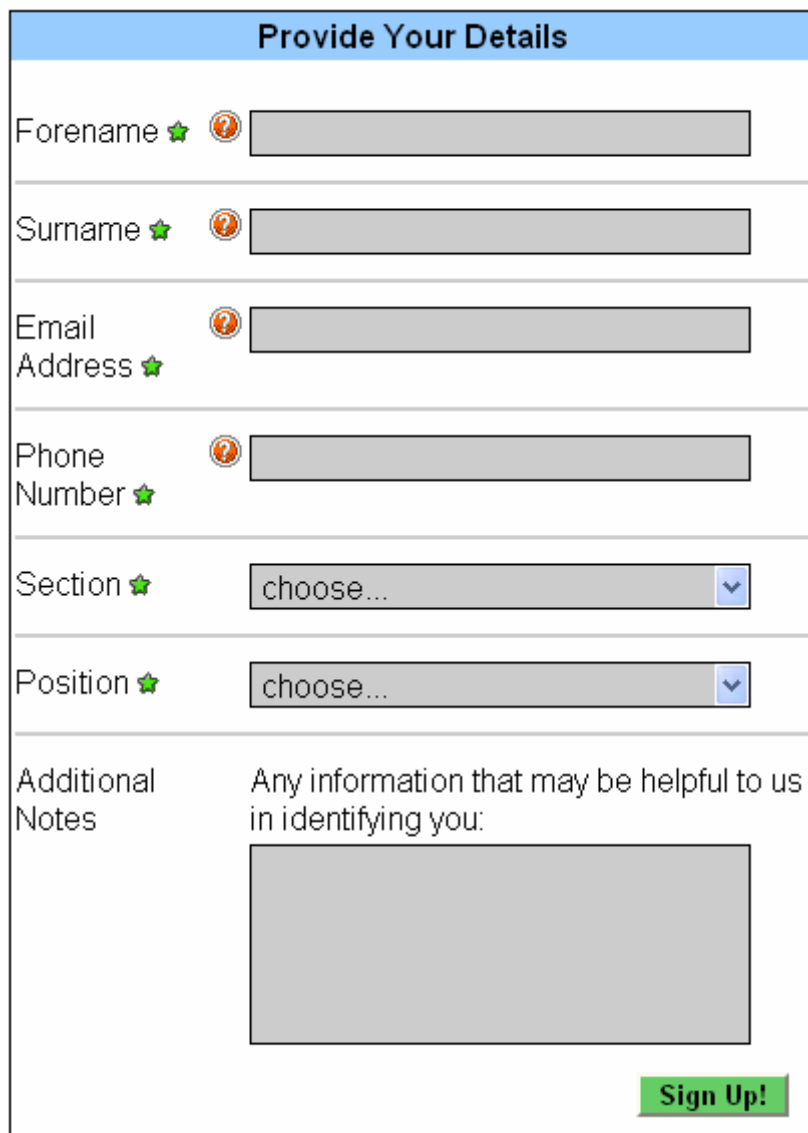
Step 1

Click the 'sign up' link in the login box, which is at the top and also at the right-hand side of every page:















The image shows a login box with a blue header labeled "Login". Below the header are two text input fields: the first is labeled "username" and the second is labeled "password". Below these fields is a green button labeled "Log In". At the bottom of the box is a blue text link labeled "sign up".

Complete the 'Your Details' box and click the 'Sign Up' button:



The image shows a form titled "Provide Your Details" with a blue header. The form contains several input fields and a text area:

- Forename  
- Surname  
- Email Address  
- Phone Number  
- Section  
- Position  
- Additional Notes: Any information that may be helpful to us in identifying you:

At the bottom right of the form is a green button labeled "Sign Up!".

Step 2

In order to ensure you entered your email address correctly, and that it is a valid email address, it must be validated.

Shortly after you complete Step 1 you will receive an email with a hyperlink that you must click to validate your email address:

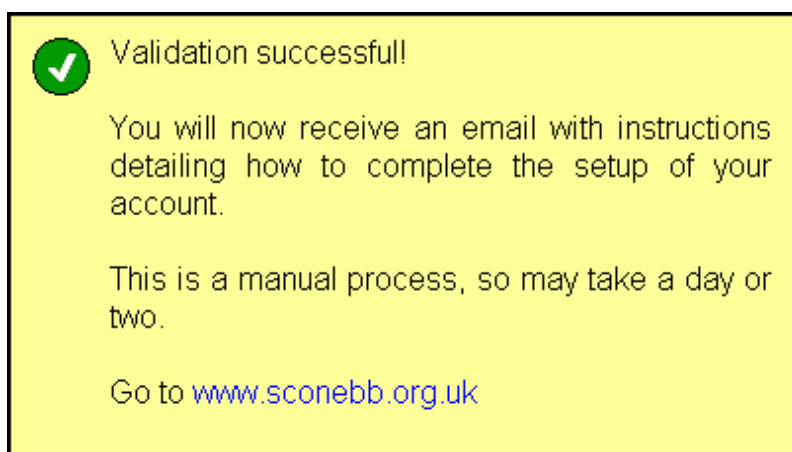
John Smith,

You have registered this email address for a website user account at <http://www.sconebb.org.uk/>

Please click to validate your email address: <http://www.sconebb.org.uk/accounts/validate.php?action=NjIs2GF6emx10Tk=>

If you require assistance in setting up your account, please refer to the user guide at http://www.sconebb.org.uk/help/user_guide_sign_up.pdf or email accounts@sconebb.org.uk

Click the hyperlink in the second paragraph and you will be taken to a webpage that will advise that your email has been successfully validated:



Your eligibility to access restricted content on the website will be checked and if granted, you will receive another email, this time with a link to activate your account. Checking your eligibility is a manual process and may take a couple of days.

Step 3

Your eligibility to access restricted content on the website will be checked and if granted, you will receive another email, this time with a link to activate your account. Checking your eligibility is a manual process and may take a couple of days:

John,

You have been accepted for a website user account at <http://www.sconebb.org.uk/>

Please click to complete the set up of your user account: <http://www.sconebb.org.uk/accounts/activate.php?action=NjIsOGdyZWFOOTE=>

If you require assistance in setting up your account, please email accounts@sconebb.org.uk

Click the hyperlink in the second paragraph and you will be taken to a webpage that will prompt you to choose a username and password for your account:

Website Account

Sign Up - Activate Your Account

Choose your username and password. Your account will then be ready to use right away!

If you require assistance, please refer to the [user guide](#).

Activate Your Account	
Username ★	<input type="text"/>
Password ★	<input type="password"/>
Confirm Password ★	<input type="password"/>
<input type="button" value="Activate"/>	

Your account will now be created and you will be able to login straight away.