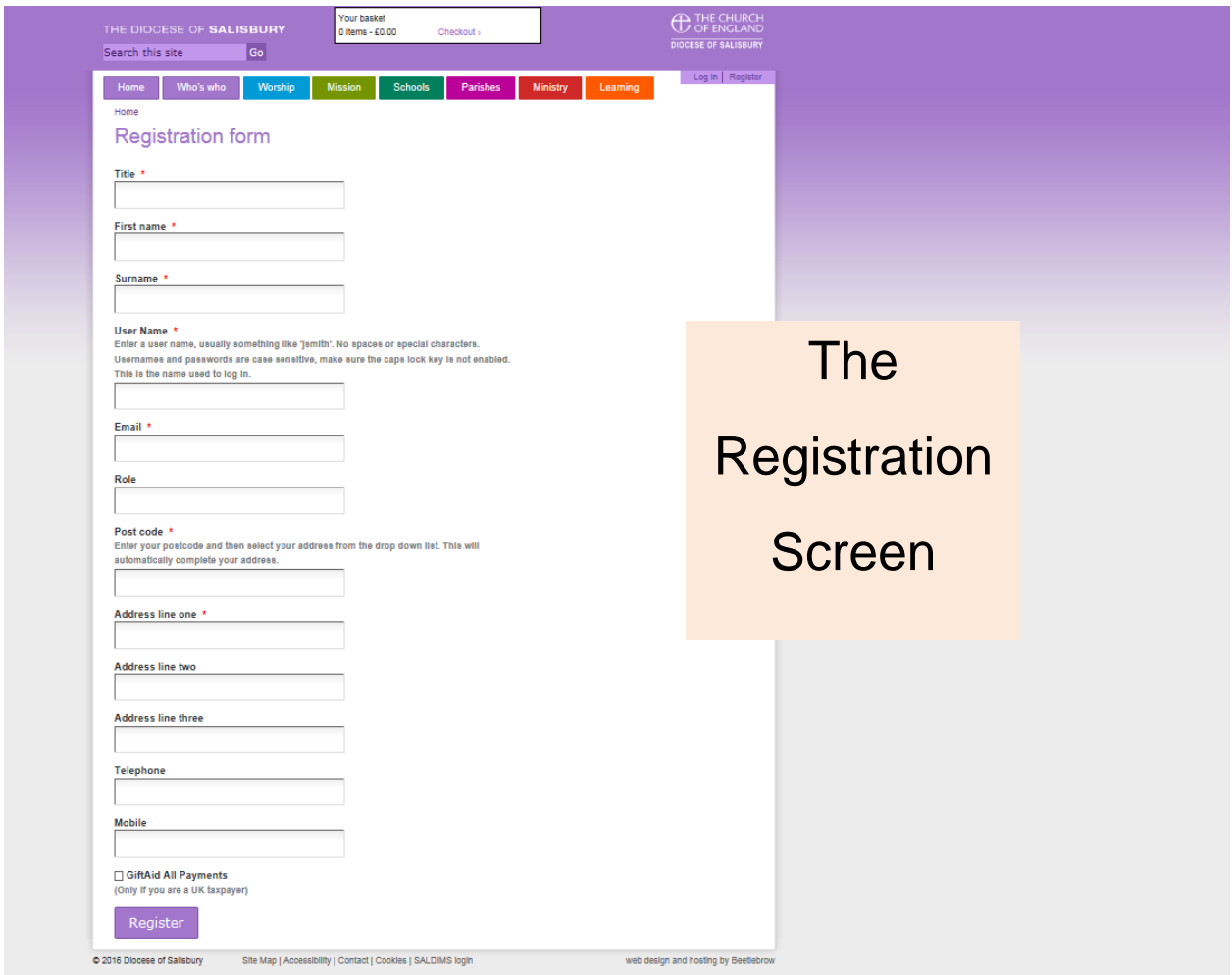
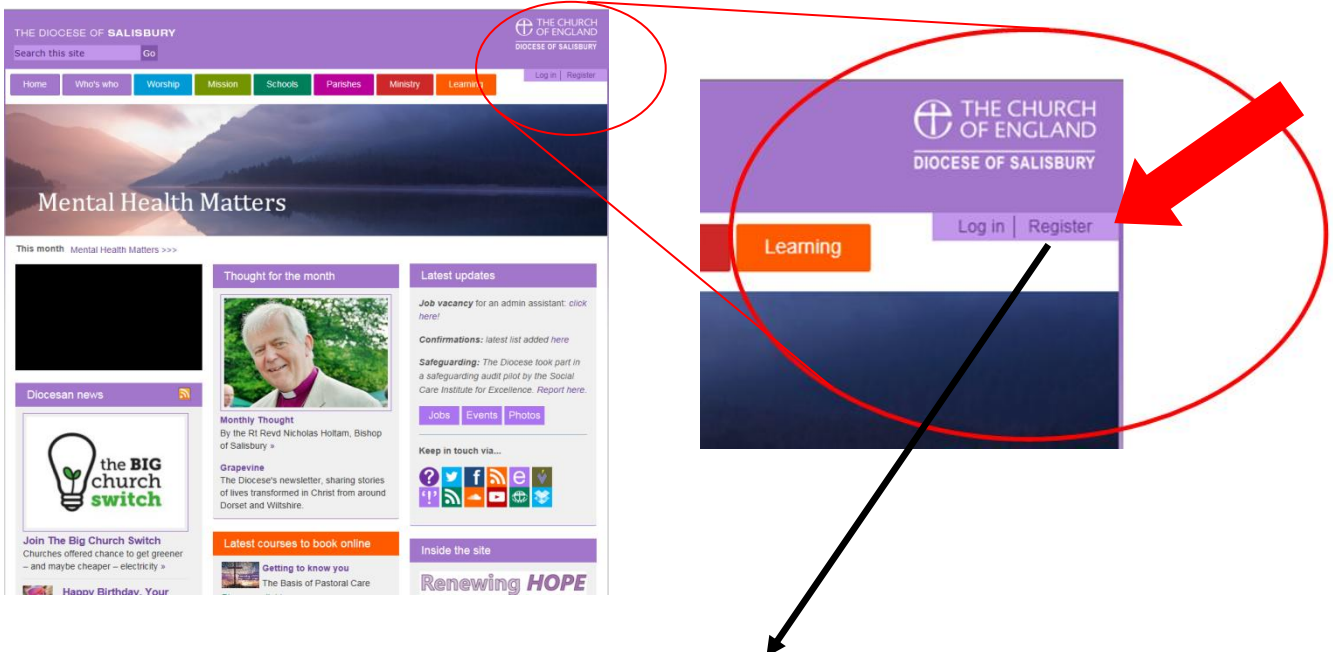


Step 1 – Click on TAB – Register – brings up the Registration Screen



THE DIOCESE OF SALISBURY

Your basket: 0 items - £0.00

Search this site: [input] Go

Home | Who's who | Worship | Mission | Schools | Parishes | Ministry | Learning | Log in | Register

Registration form

Title *
[input]

First name *
[input]

Surname *
[input]

User Name *
Enter a user name, usually something like 'jsmith'. No spaces or special characters. Usernames and passwords are case sensitive, make sure the caps lock key is not enabled. This is the name used to log in.
[input]

Email *
[input]

Role
[input]

Post code *
Enter your postcode and then select your address from the drop down list. This will automatically complete your address.
[input]

Address line one *
[input]

Address line two
[input]

Address line three
[input]

Telephone
[input]

Mobile
[input]

Gift Aid All Payments
(Only if you are a UK taxpayer)

Register

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The
Registration
Screen

Step 2.....Complete the registration – (with explanation)

Little red dots means – you must complete these lines

Home

Registration form

Title *

First name *

Surname *

User Name *
Enter a user name, usually something like 'jsmith'. No spaces or special characters.
Usernames and passwords are case sensitive, make sure the caps lock key is not enabled.
This is the name used to log in.

Email *

Add your title, first name and last name

Username – as it suggests here I would use your initial followed by your surname – using lower case letters and no spaces

Carefully add your email address as (copy & paste possibly) as you will receive an email into this in box to link back and confirm your password

Role

Post code *
Enter your postcode and then select your address fr automatically complete your address.

Address line two

Address line three

Post code *
Enter your postcode and then select your address from the drop down list. This will automatically complete your address.

- SP2 9PF, 1, Ayrshire Close, Salisbury
- SP2 9PF, 2, Ayrshire Close, Salisbury
- SP2 9PF, 3, Ayrshire Close, Salisbury
- SP2 9PF, 4, Ayrshire Close, Salisbury
- SP2 9PF, 5, Ayrshire Close, Salisbury
- SP2 9PF, 6, Ayrshire Close, Salisbury
- SP2 9PF, 7, Ayrshire Close, Salisbury

Type in your POSTCODE without spaces HERE

This box will open - use the scroll bar to select your correct house number from the list

Post code *
 Enter your postcode and then select your address from the drop down list. This will automatically complete your address.

SP2 9PF

Address line one *
 7 Ayrshire Close

Address line two
 Salisbury

Address line three
 Wiltshire

Telephone
 01722 324846

Mobile
 07946 128204

GiftAid All Payments
 (Only if you are a UK taxpayer)

Register

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This will automatically put your address in the boxes below like this.

Now add your telephone number(s)

Where there is a course cost this now allows us to reclaim the tax if you are a UK taxpayer at no cost to you.

Click or PRESS the REGISTER button to confirm your registration

THE DIOCESE OF SALISBURY Your basket: 0 items - £0.00 Checkout

Search this site Go

Home Who's who **Worship** Mission Schools Parishes Ministry Learning Log In | Register

Registration form

Title *
 Mr

First name *
 Adrian

Surname *
 Smale

User Name *
 Enter a user name, usually something like "jsmith". No spaces or special characters. Usernames and passwords are case sensitive, make sure the caps lock key is not enabled. This is the name used to log in.
 asmale

Email *
 adrian.smale@salist x

Role

Post code *
 Enter your postcode and then select your address from the drop down list. This will automatically complete your address.
 SP2 9PF

Address line one *
 7 Ayrshire Close

Address line two
 Salisbury

Address line three
 Wiltshire

Telephone
 01722 324846

Mobile
 07946 128204

GiftAid All Payments
 (Only if you are a UK taxpayer)

Register

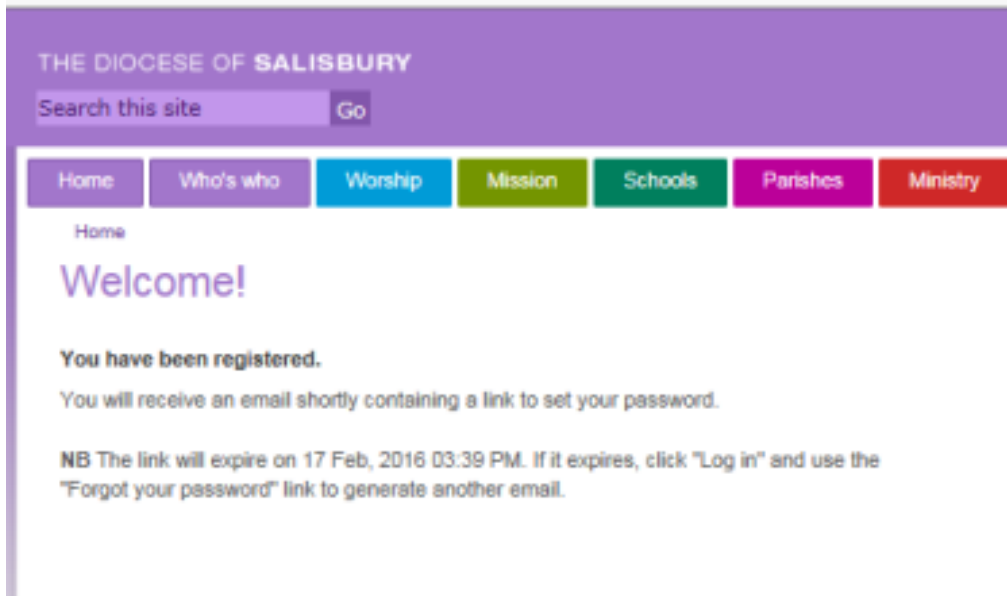
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Example of a completed Registration screen

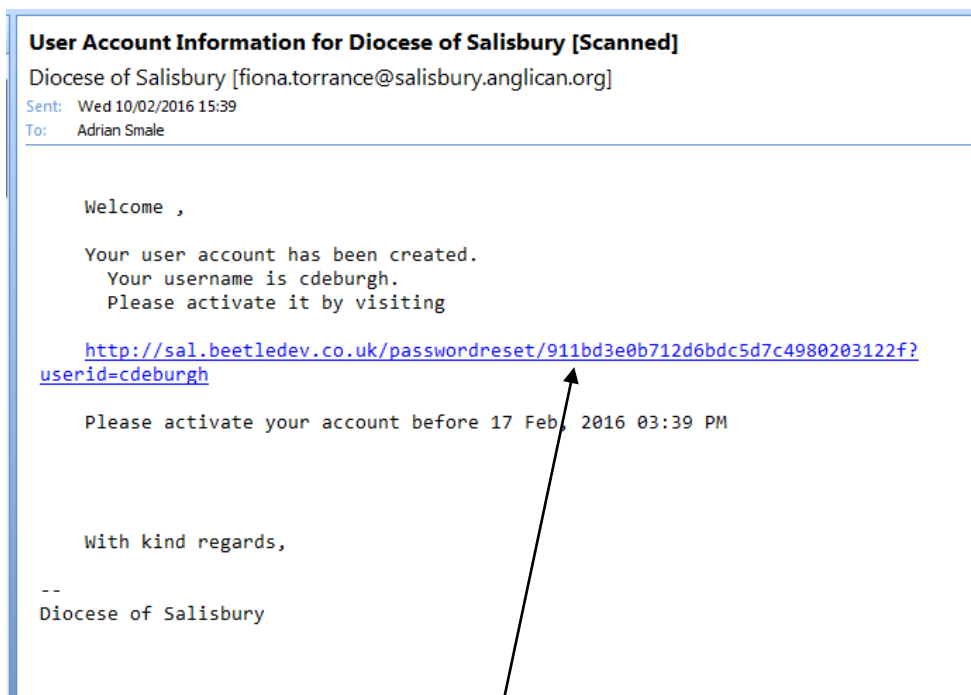
Don't forget to PRESS/CLICK this button

TIP – if you haven't completed everything marked with a RED* you will get an error message –please re-check

You will then see message on screen (a)



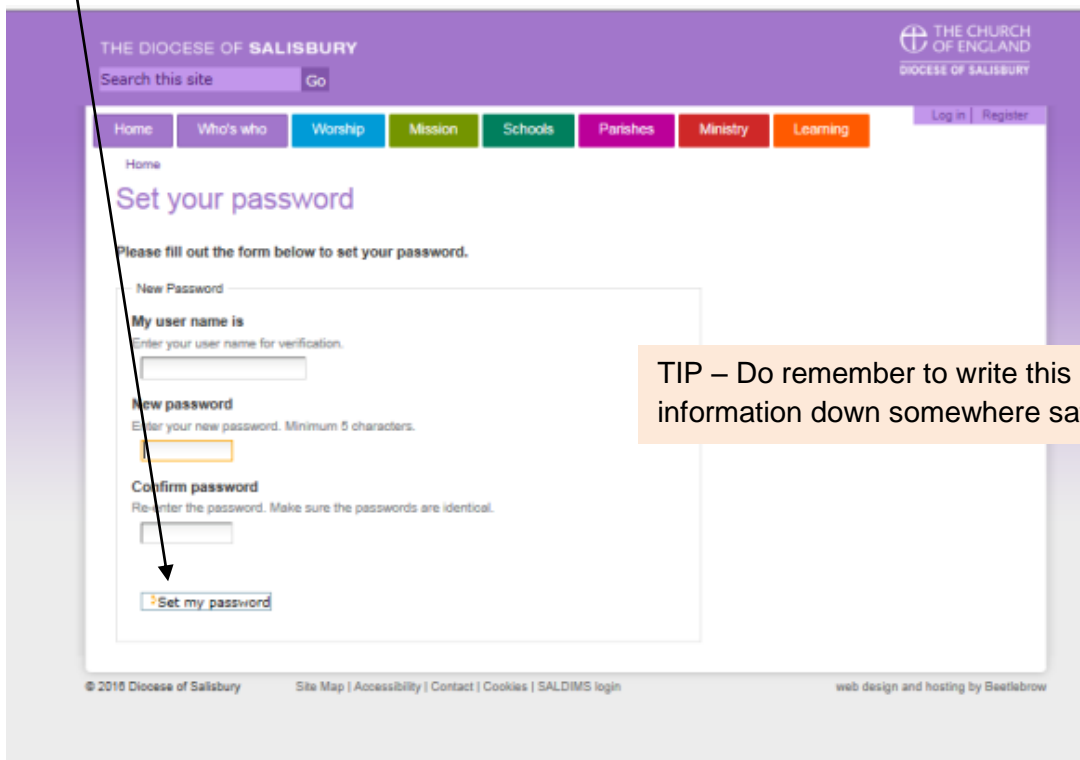
And an email in your in box (b)



Step 3- CLICK the link in this email

You will then be taken back to the website.....

Step 4.... Set up your password – Enter your username and password (Twice) and then click Set my Password



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Search this site

Home | Who's who | Worship | Mission | Schools | Parishes | Ministry | Learning | Log in | Register

Set your password

Please fill out the form below to set your password.

New Password

My user name is
Enter your user name for verification.

New password
Enter your new password. Minimum 5 characters.

Confirm password
Re-enter the password. Make sure the passwords are identical.

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TIP – Do remember to write this information down somewhere safe

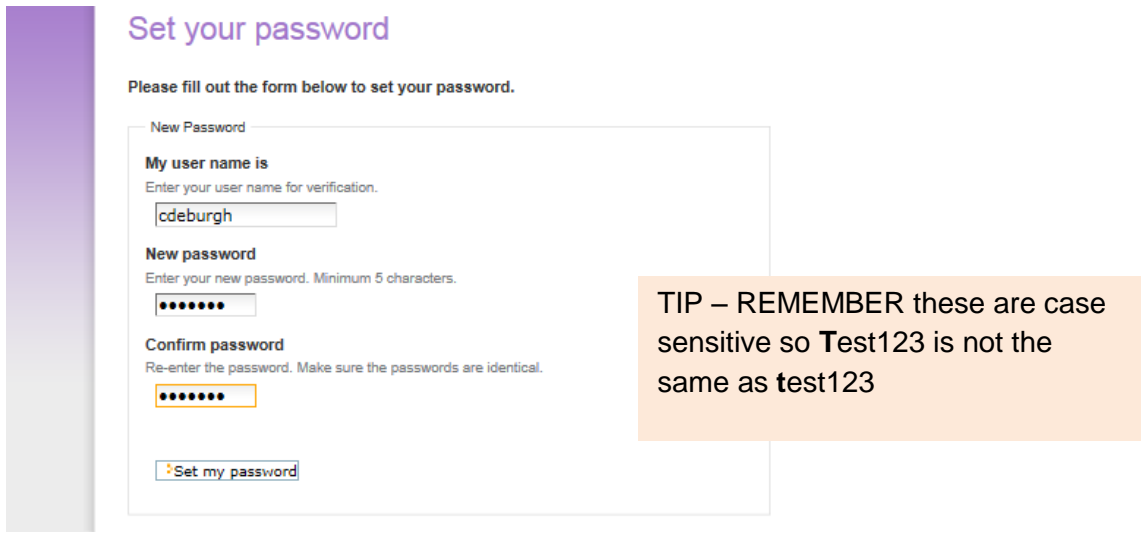
Welcome ,

Your user account has been created.
Your username is cdeburgh.
Please activate it by visiting

<http://sal.beetledev.co.uk/passwordreset/911bd3e0b712userid=cdeburgh>

Please activate your account before 17 Feb, 2016 03:30

TIP – Your user name is in the email you were sent



Set your password

Please fill out the form below to set your password.

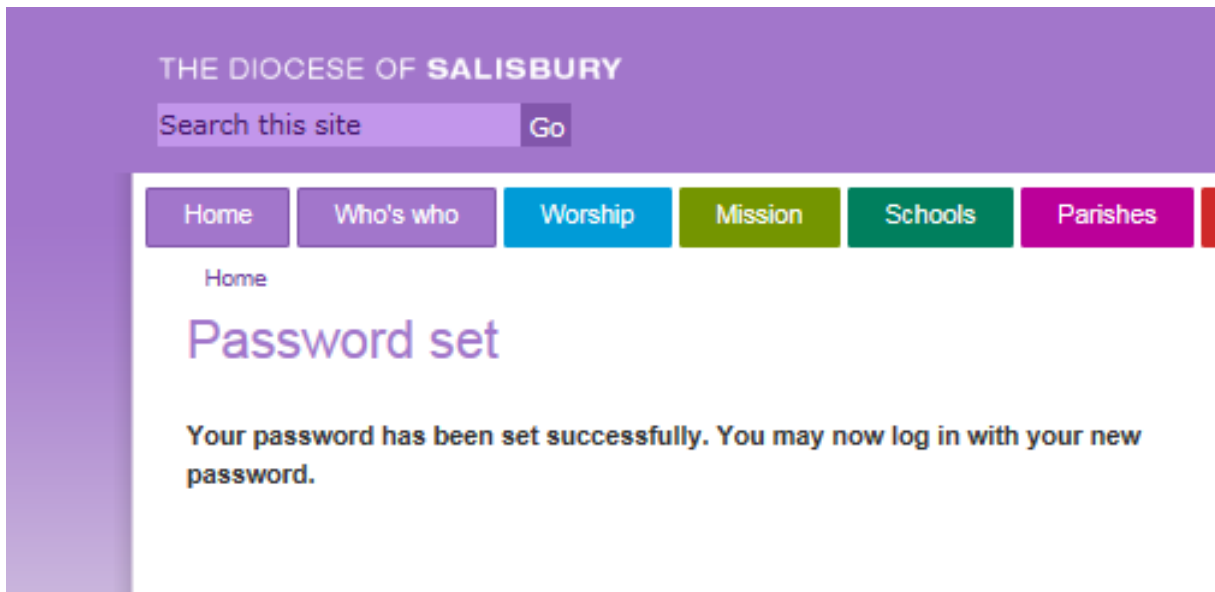
New Password

My user name is
Enter your user name for verification.

New password
Enter your new password. Minimum 5 characters.

Confirm password
Re-enter the password. Make sure the passwords are identical.

TIP – REMEMBER these are case sensitive so Test123 is not the same as test123



You are now ready to log in and start booking courses (and like Hello,Hello –***you only register once*** so this is the last time you will do this!)

Any questions or if you need any help please contact the office T: 01722 411944

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