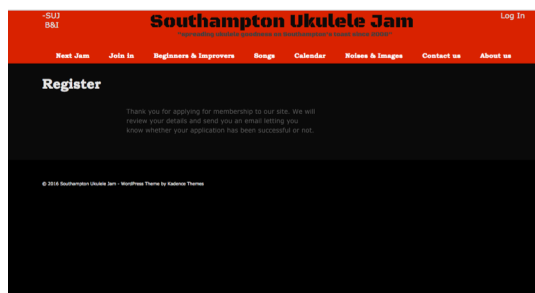# Instructions for new users wishing to register on southamptonukulelejam.co.uk website
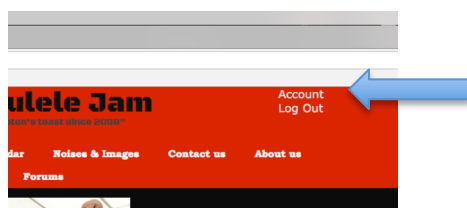
NB – these instructions are for SUJ members wishing to register for access to the forum and gig sign ups.
If you aren't a jam member and, for example, have a query or want to ask us to play a gig – please use the Contact us page instead.
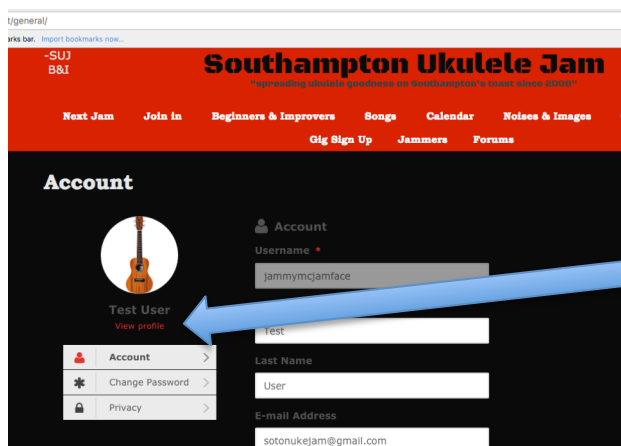
1) go to southamptonukulelejam.co.uk/login/
2) to register on the site, use the 'Register' button.
   After you have registered, you can use the 'Login' button from that point on.
3) Complete the boxes with the required information.
   Please note, once registered you cannot easily change your Username, so please make sure you are happy with it before registering. Your username needs to be less than 24 characters and have no spaces in it. **Also, you MUST use your actual name when registering – not a nickname or pseudonym. If there is a pressing reason why you would rather not use your full surname (for example because it might pose a security risk) you can input the first letter of your surname instead. If you input a nickname or pseudonym your registration may be rejected.**
4) Make sure you click the 'I am not a robot' checkbox and complete the required test before hitting the 'Register' button. You will then see this message.

5) Over the next 24 – 48 hrs the site admins will review your registration and hopefully approve it. Please bear in mind the admins are volunteers so there may be an occasional delay. When your registration is approved (or rejected) you will receive an email to let you know. If your registration has been approved, you will be able to use your username and password to log in to the site via southamptonukulelejam.co.uk/login/.

6) When you successfully log in to the site for the first time, you will see the front page of the website. Click on the Account link towards the top right of the site. Only you can see the information on your account page.
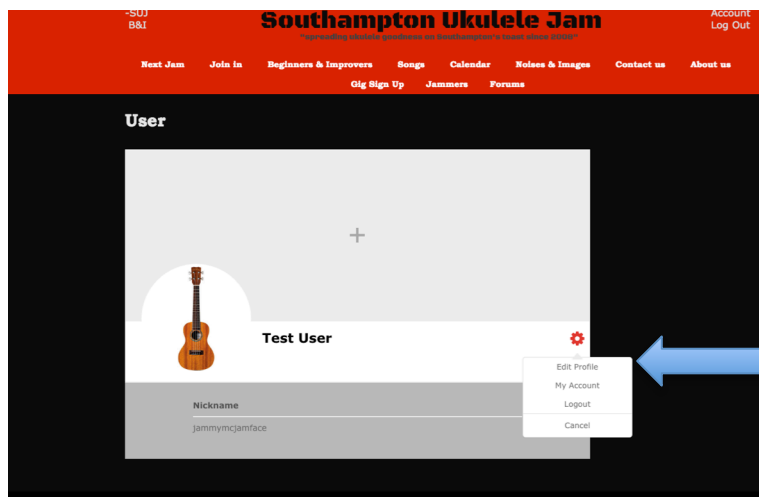

7) You will see a page not unlike this

From this page, you can update your details, change your password and decide whether you want your profile to appear in the directory (via the Privacy button)
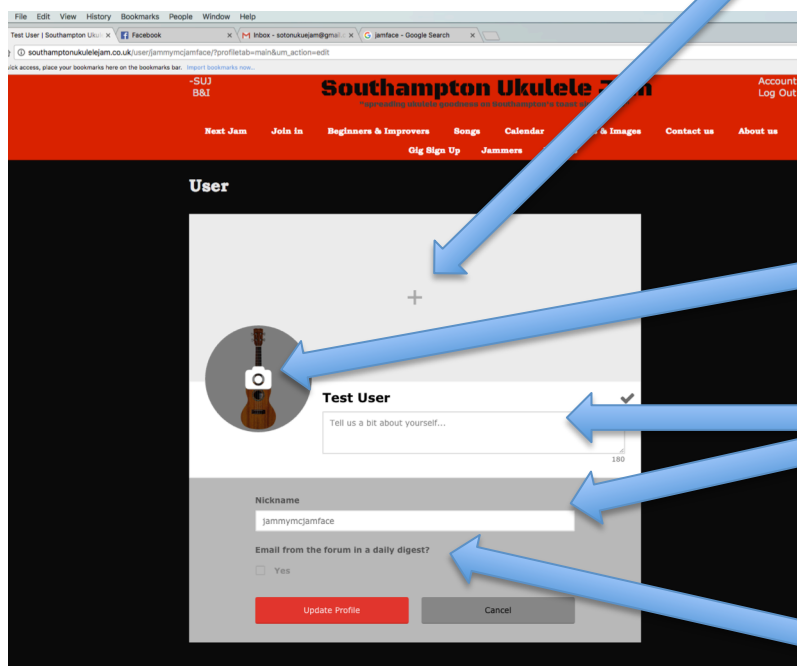
Now please click on the red 'View Profile' link

8) You will see a page not unlike this.

Please click on the cog image and select edit profile.

9) You will see a page not unlike this.

Please click the + symbol and upload a cover image.

Please click the camera symbol and upload a profile photo.
NB Please add a profile photo that is recognisable as you – ideally a head shot. If you do not do this within a reasonable period of time, either an administrator will add a photo of you of their choosing or your profile may be deleted.
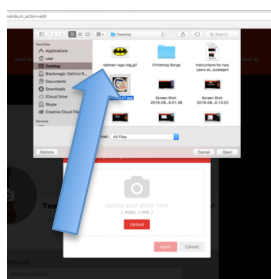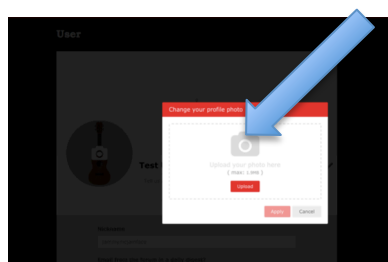
You can type a bit of information about yourself in the box below your name and add a nickname in the box below that.
When added, your nickname will be displayed when you sign up for gigs and will be shown in the Jammers directory.

You can also sign up to receive a daily digest of forum posts by ticking the box.
NB If you do not tick this box, you will receive individual emails with every forum post.
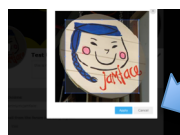**Now click Update Profile**

10) Below is the process for uploading a profile picture in more detail.
The cover photo process is broadly similar.

As this is JammyMcJamFace's actual face, this picture is allowed. Your picture should be recognisably you too.
Now click 'Apply'.

11) Congratulations! – Your profile is now set up (although you can amend it at any time) – Now, as long as you are signed in you can now sign up for gigs using Gig Sign Up, check out who is who in the jam by looking at the Jammers directory and post on the Forum. First things first – pop along to the forum and say hello.