

# Registration Guide

Welcome! Food Action Society is pleased to provide the foodaction.ca website in support of the North Okanagan community. Instructions are available in this document and on the website, which is located at <http://www.foodaction.ca>. Click on the circular blue “i” symbols to see website tips.

Register and Login are always at the top right (see Figure 1). You must **Register** the first time you ever want to use the interactive features, including adding listings to the directory, calendar or blog. Once you have registered, your account is opened; after that, you only need to **Login** to your existing account. You can browse or view the website as a visitor, without having to **Login**.

To begin, open the Food Action Society website using a current internet browser, such as Firefox, Chrome or Internet Explorer 8.



Figure 1 – Register, Login and Forgot Login options

- a. To **Register** or create a new account.

>Click on ‘**Register**’ (Figure 1).

The Registration form opens, as shown below (Figure 2). All fields are required but only the name and username are displayed in the site. Click on the Terms and Conditions link to view the document, then ensure the “**Accept Terms and Conditions**” box is checked if you agree to them and want to continue.

>Click on the ‘**Register**’ button at the bottom of the form to finish.

**\*Note:** You will need a valid email address. Each email address can only be associated with one account on the website, so entering a duplicate will result in a prompt message asking you to change it (or to reconnect with your existing account, see step c. below).

After you register, an email message will be sent asking you to activate your new account. Check your email inbox, locate the new message from User Registration and click on the confirmation link provided to complete the registration process. You may then **Login**.


- b. To **Login** to the website, or return to your account.

At the top right (Figure 1), enter your Username and Password, or you may also enter your Email and Password, which is easier to remember.

>Click on ‘**Login**’.

## Registration

🔴 Required field | 
 👤 Field visible on your profile | 
 🚫 Field **not** visible on profile | 
 ℹ Information: Point mouse to icon

**Security Code:** 

**Enter Security Code:**

**Name:**

**Street Address:**

**Town / City:**

**Province:**

**Postal Code:**

**Email:**

**Username:**

**Password:**

**Verify Password:**

**Food Involvement:**
 Producer
  Processor
  Distributor / Retailer
  Consumer
  Government
  Non-profit

Accept [Terms and Conditions](#)

Figure 2 – Complete the Registration form. Click on the circular blue “i” symbols for tips.

c. If you forget your Username or Password.

If you have an account but have forgotten your username / email or password, click on **Forgot login** (Figure 1) to have your required details sent to your email inbox.

d. Website Administration page

The first time you login, you will start on the Website Administration page. To find this page again, just click on the **Website Administration** link found always at the bottom of the website. Click on the link, ‘**manage or update your account profile settings**’ to open your profile page (see Figure 3), where you can update your account profile settings including username and password. Click on ‘**Articles**’ or ‘**Listings**’ to see a list of your contributions.

Community **Edit**

Guest Profile

Contact Info **Articles** Listings

Guest  
**Name:** Guest user  
**Username:** Guest  
**Food Involvement:** -

Figure 3 – For account settings, click on Edit, and then on Update Your Profile.