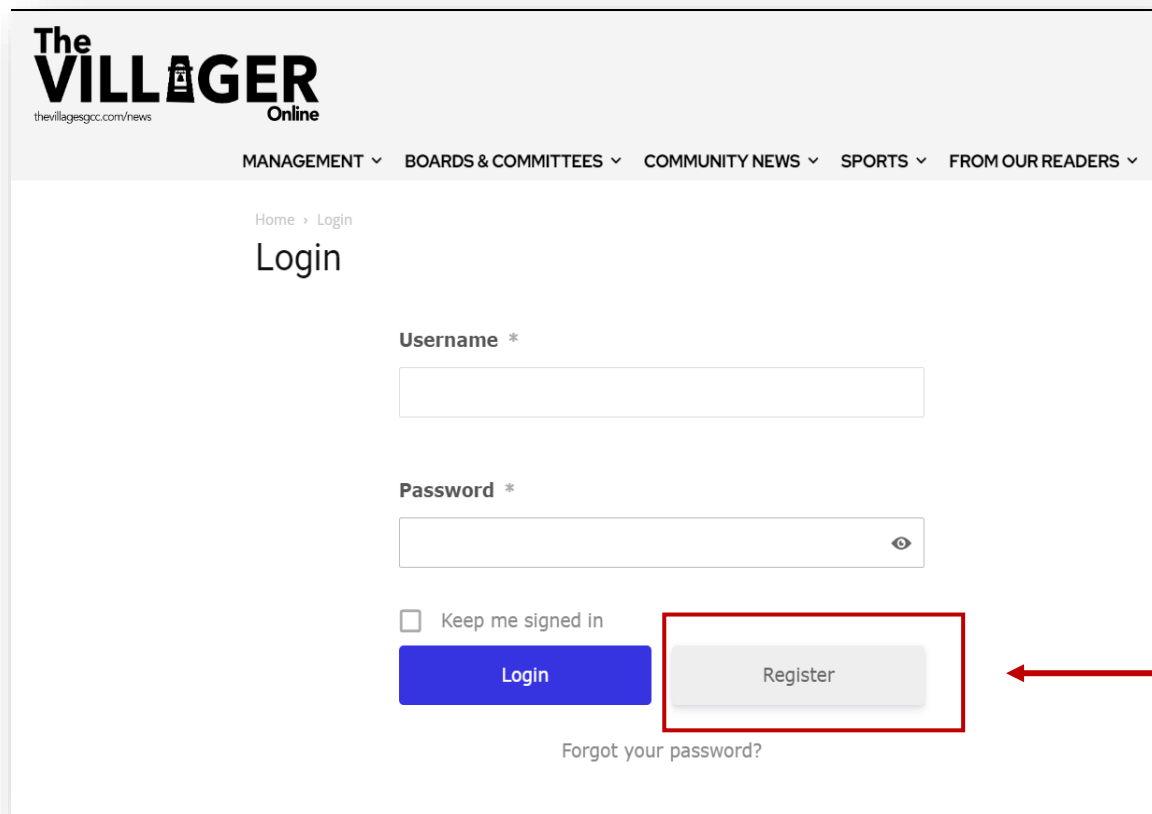


## The Villager Online - How to Register Step-by-Step Instructions

This step-by-step guide walks first-time visitors through The Villager Online registration process. Once registered, you will be able to quickly access your Villager Online newspaper.

### Step 1: Beginning Your Registration Process

By typing in **news.thevillagesgcc.com**, you arrive at The Villager Online newspaper and this page comes into view. If you're a first-time visitor, you are required to register. Click the **Register** button to begin. (see image 1)



The screenshot shows the Villager Online website's login page. At the top left is the logo for 'The VILLAGER Online' with the URL 'thevillagesgcc.com/news'. Below the logo is a navigation menu with items: 'MANAGEMENT', 'BOARDS & COMMITTEES', 'COMMUNITY NEWS', 'SPORTS', and 'FROM OUR READERS'. The main heading is 'Login' with a breadcrumb 'Home > Login'. There are two input fields: 'Username \*' and 'Password \*'. Below the password field is a checkbox labeled 'Keep me signed in'. There are two buttons: a blue 'Login' button and a grey 'Register' button. The 'Register' button is highlighted with a red rectangular box, and a red arrow points to it from the right. Below the buttons is a link that says 'Forgot your password?'.

Image 1

*continued*

## Step 2: Filling Out the Registration Form

The Register form asks for your **First Name**, **Last Name** and **Email Address**. Please use the same name and email that you use for your membership. Also, click the appropriate **Registrant** button. This helps us keep proper records. (see image 2)

The images below show you what you might get if you mistype your email address or if the email you chose is already taken. You get error messages when you click the **Register** button.

(see images 2-3)

Home > Register

# Register

**First Name \***

**Last Name \***

**Registrant \***

Member

Employee

**House Number \***

**Email Address \***

Image 2

*continued*

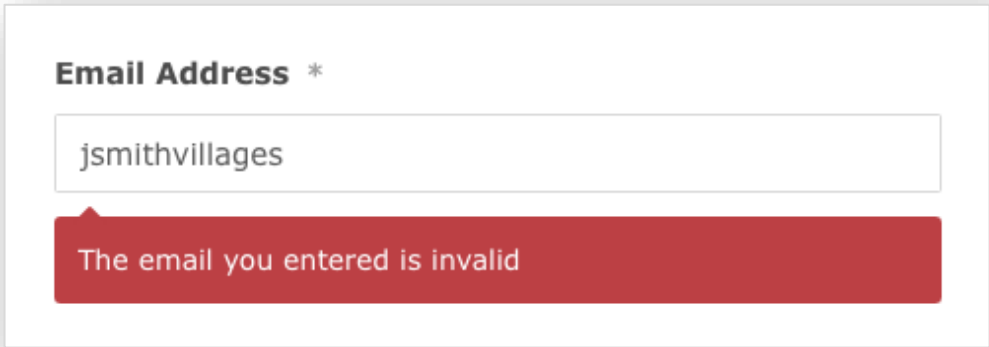


Image 3

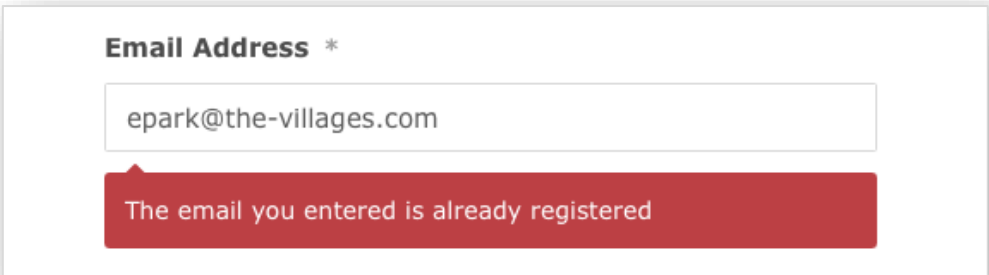


Image 4

### Step 3: Choosing Your Username and Password

The bottom portion of the Registration form asks you to choose a **Username** and **Password**. Please choose a name and password that you remember easily! Remember to confirm your password.

- Your Username can be anything you choose but it must be at least 3 characters
- Your Password must contain at least 8 characters

(see images 5-6)

By hovering over the  you get a Username instruction pop-up box. (see image 5)

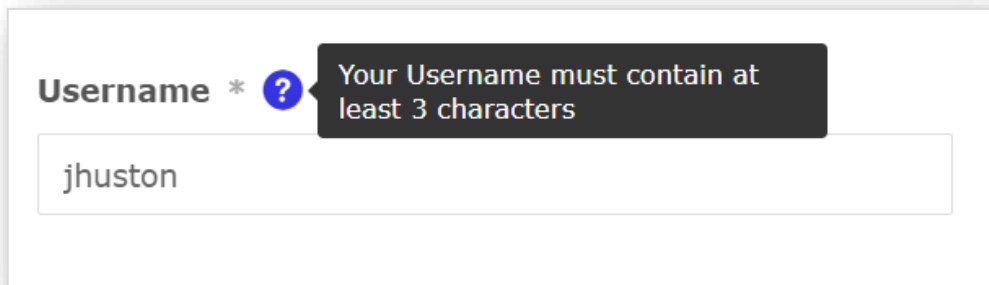
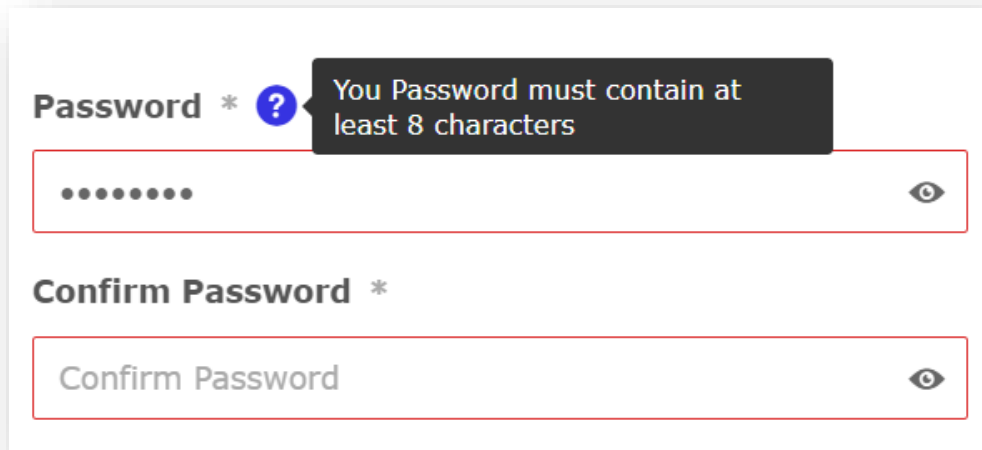


Image 5

*continued*

By hovering over the  you get a Password instruction pop-up box. (see image 6)

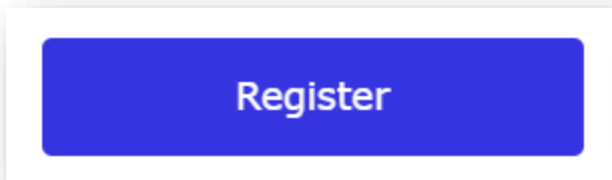


The screenshot shows a registration form with two input fields. The first field is labeled "Password \*" and contains a series of dots. A blue question mark icon is positioned to the right of the label. A black tooltip box points to this icon, containing the text "You Password must contain at least 8 characters". To the right of the password field is an eye icon. The second field is labeled "Confirm Password \*" and contains the text "Confirm Password". It also has an eye icon to its right.

Image 6

#### Step 4: Finishing Your Registration

Once you have completed all the required information, to finish, click the **Register** button.



The Communications team will receive an email at the same time you receive a “Thank you for signing up! Your account has to be manually approved.” email. We will confirm that you’re a member. When confirmed, you will receive a confirmation email—“Thank you for signing up! Your account is now approved.”

Congratulations, you successfully registered! The next time you go to The Villager Online, you will see the **Login** page. Click the blue **Login** button in the lower left corner. Remember to click the **Keep me signed in** box just above the **Login** button.

#### Questions?

If you need immediate assistance, email [webmaster@thevillages.com](mailto:webmaster@thevillages.com). If not urgent, please attend the next WOW session. These sessions are published in The Villager and Villager Online.