

How do I register?

1. Click on the Register link.



The screenshot shows the top navigation bar with 'Log in' and 'Register' links. Below is the Foundation Year Network logo and the University of Nottingham logo. A large banner for the 'Foundation Year Network 2018 Annual Conference' is displayed, with dates '5th & 6th July 2018' and the location 'University of Nottingham'. Below the banner are sections for 'ANNUAL CONFERENCE', 'PAST CONFERENCE PAPERS', and 'NEWS'. A 'Tweets by @FYN_UK' section is also visible.

2. Fill in your details and click 'complete sign-up':

The screenshot shows the 'Create an Account' form. It includes a 'Create an Account' button at the top. Below the button, there is a 'Create an Account' heading and a paragraph of text: 'Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time. Registrations are currently only allowed for email addresses from these domains - .ac.uk. To register with a different address, please write to admin@foundationnetwork.sandbox.rocks to request an account.' The form is divided into two columns: 'Account Details' and 'Profile Details'. The 'Account Details' column contains four required fields: 'Username (required)', 'Email Address (required)', 'Choose a Password (required)', and 'Confirm Password (required)'. The 'Profile Details' column contains three required fields: 'Name (required)', 'Position', and 'Biography'. Each field in the 'Profile Details' column has a 'Change' link next to it. At the bottom right of the form is a 'Complete Sign Up' button. A blue arrow points from the 'complete sign-up' text in the instruction above to the 'Complete Sign Up' button.

3. You will be sent an activation email.

The screenshot shows the top navigation bar with 'Log in' and 'Register' links. The main header features the 'FYN FOUNDATION YEAR NETWORK' logo and 'HOME' and 'ABOUT' links. A blue button reads 'Check Your Email To Activate Your Account!'. Below this, a message states: 'Check Your Email To Activate Your Account! You have successfully created your account! To begin using this site you will need to activate your account via the email we have just sent to your address.' To the right, a 'MEMBERS' section lists 'Anna Barney' (a few seconds ago) and 'brunapearson' (an hour ago).

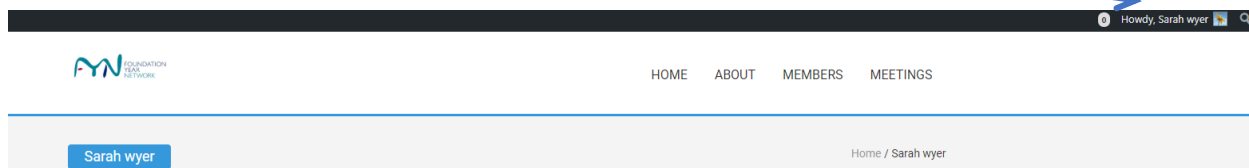
4. Check your emails, it may be in your junk or spam folder. Your access will need to be authorised, therefore it may not be instant.

Once authorised, the email will be sent, click the link to activate your account.

The email header shows it is from 'foundati@hs18.name.com on behalf of Foundation Year Network <admin@foundationnetworksandbox.rocks>' to 'WYER, SARAH'. The subject is 'New Foundation Year Network User: sarahwyer'. The body text reads: 'Howdy sarahwyer, Your new account is set up. You can log in with the following information: Username: sarahwyer Password: [User Set] <http://foundationnetworksandbox.rocks/wp-login.php> Thanks! --The Team @ Foundation Year Network'. A blue arrow points to the login link.

How do I edit my profile?

1. Click your name, a dropdown menu will appear, 'click edit my profile'.



2. Fill in your details and click 'save changes'.

The screenshot shows the user profile editing page for Sarah wyer. The page title is 'Editing 'Base' Profile Group'. The form includes the following fields and options:

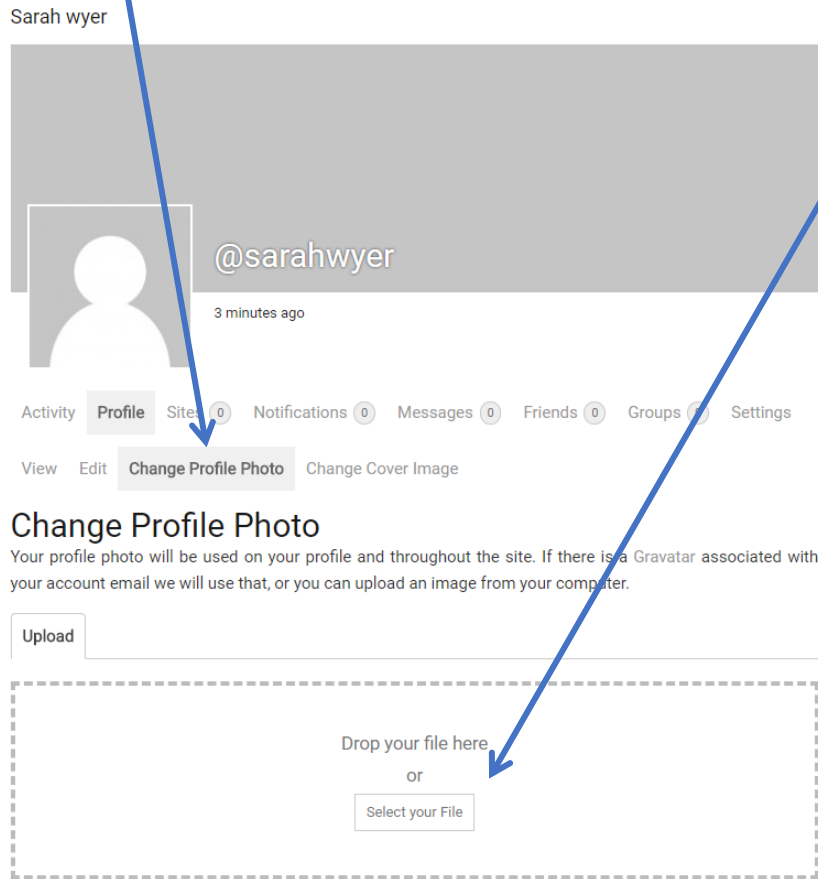
- Name (required)**: A text input field containing 'Sarah wyer'. Below it, it says 'This field can be seen by: Everyone'.
- Position**: A dropdown menu with 'Administrator' selected. Below it, it says 'This field can be seen by: Everyone' and has a 'Change' button.
- Biography**: A text input field. Below it, it says 'This field can be seen by: Everyone' and has a 'Change' button.
- Save Changes**: A button at the bottom of the form.

A blue arrow points from the instruction above to the 'Save Changes' button.

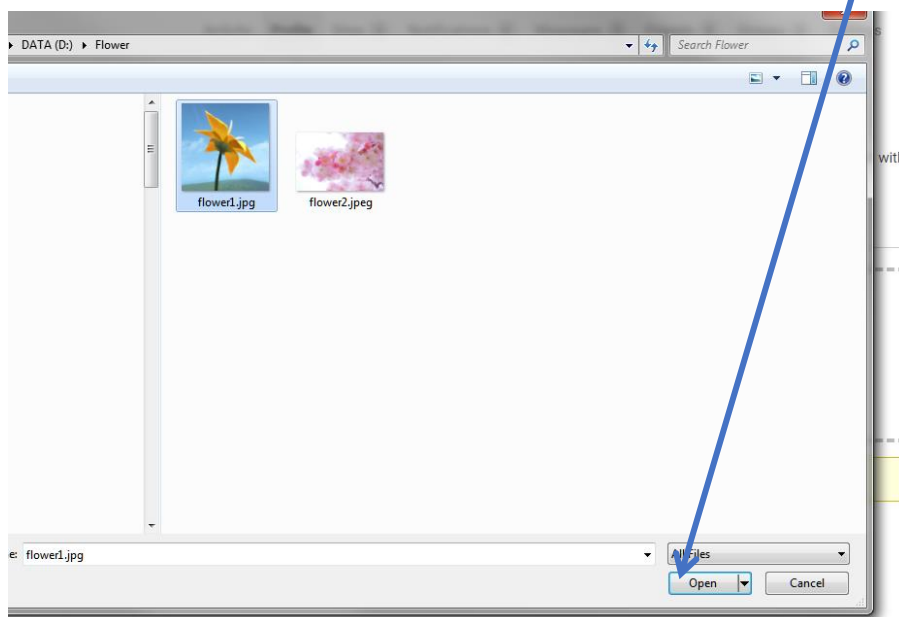
3. Change your profile photo.

a) Click 'Change Profile Photo'.

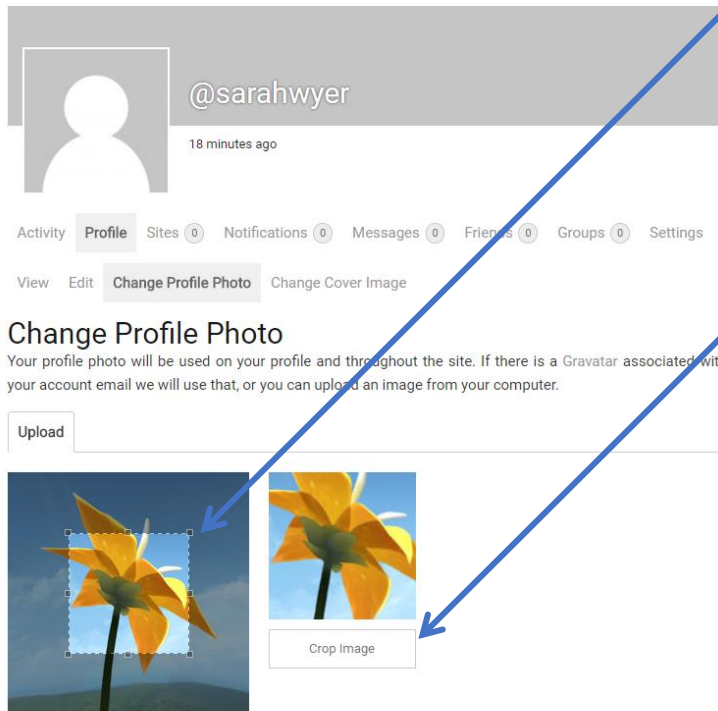
b) Then select your photo by dropping the image to the box below, or click the 'Select your File' button.



4. If you clicked the 'Select your File' button, select the image and click open.

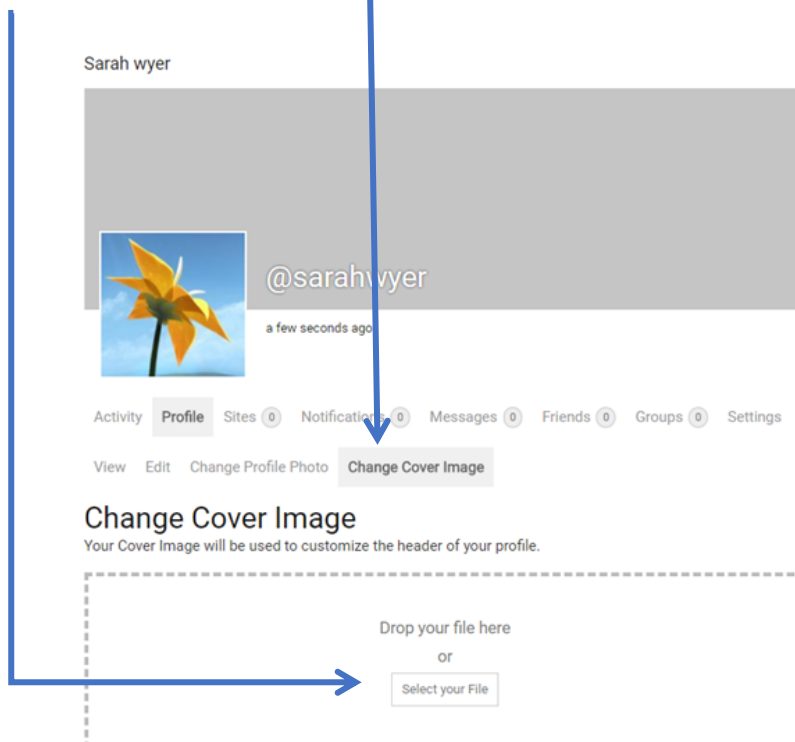


5. Crop the image by clicking and dragging the corners of the highlighted area, click 'crop image'.

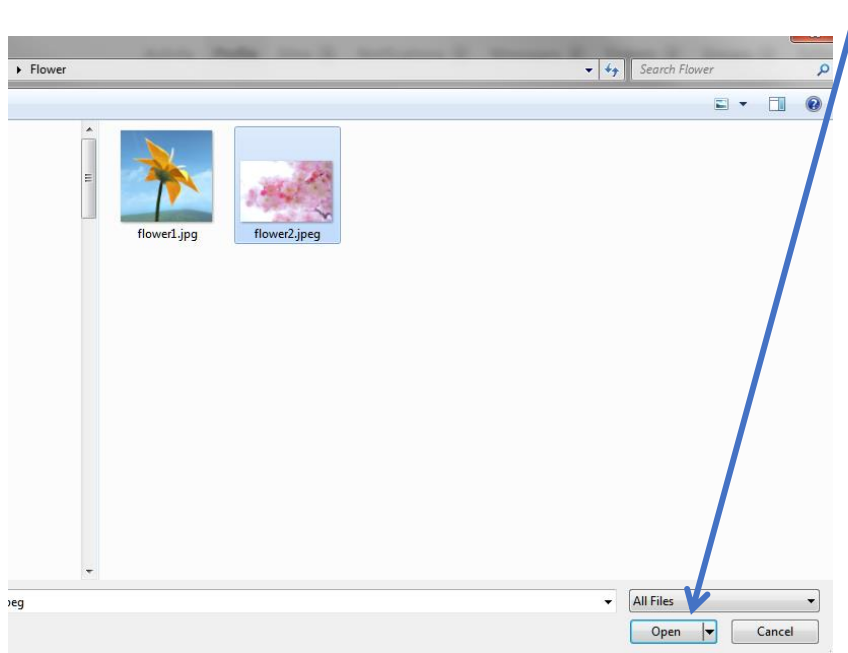


6. Change your cover image

- a) Click 'Change Cover Image'.
- b) Then select your photo by dropping the image to the box below, or click the 'Select your File' button.

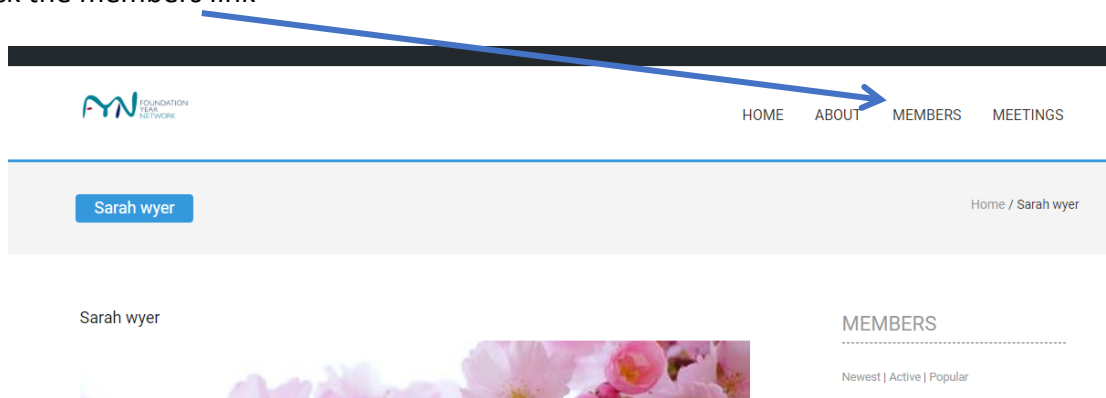


7. If you clicked the 'Select your File' button, select the image and click open.

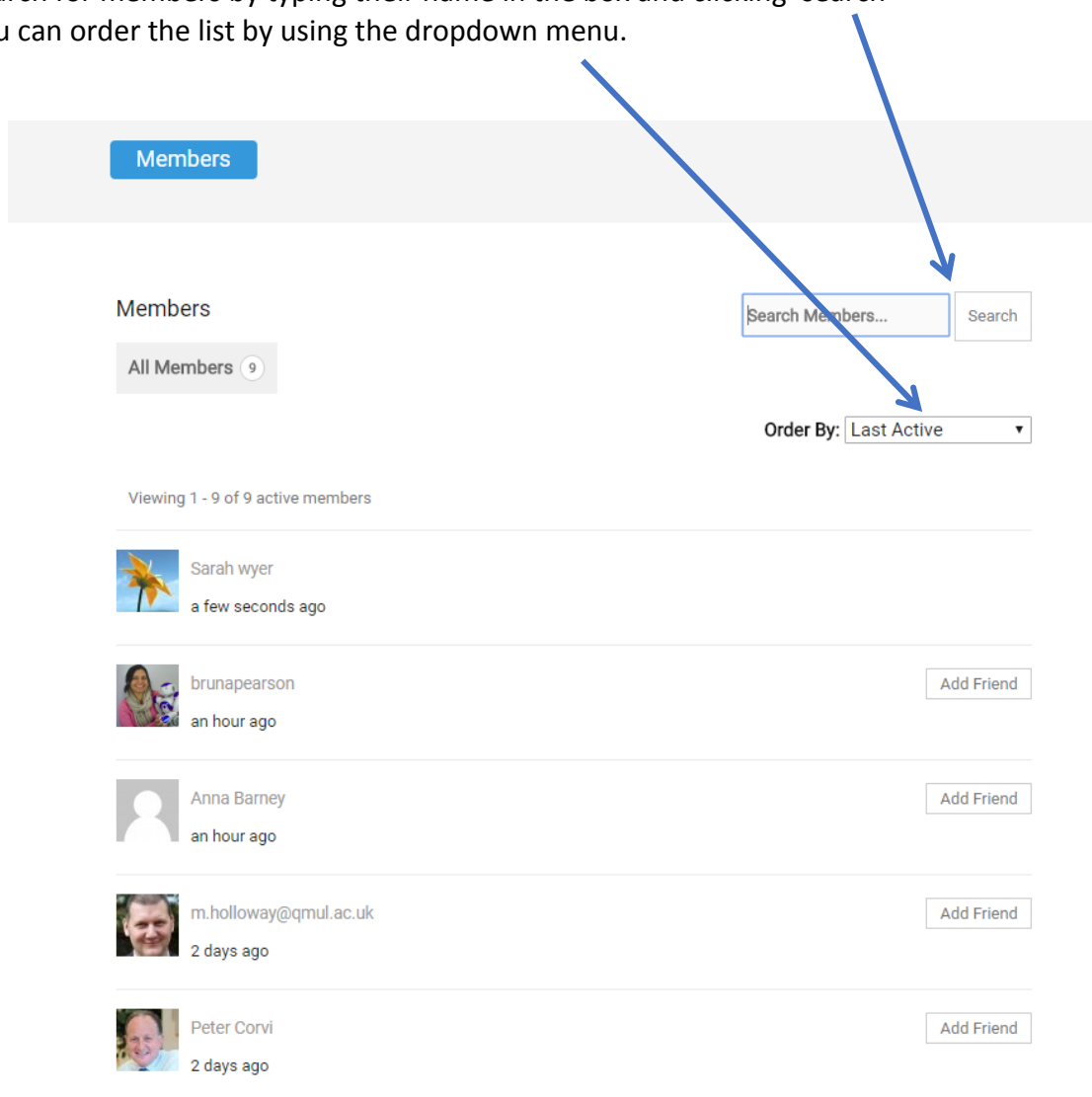


How do I find other members?

1. Click the members link

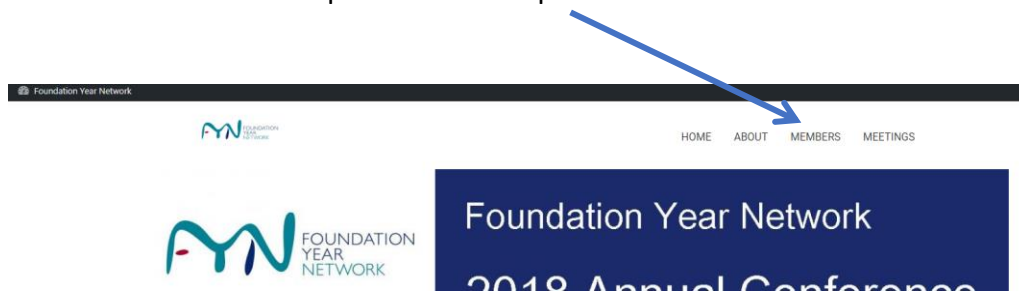


2. Search for members by typing their name in the box and clicking 'search'
You can order the list by using the dropdown menu.

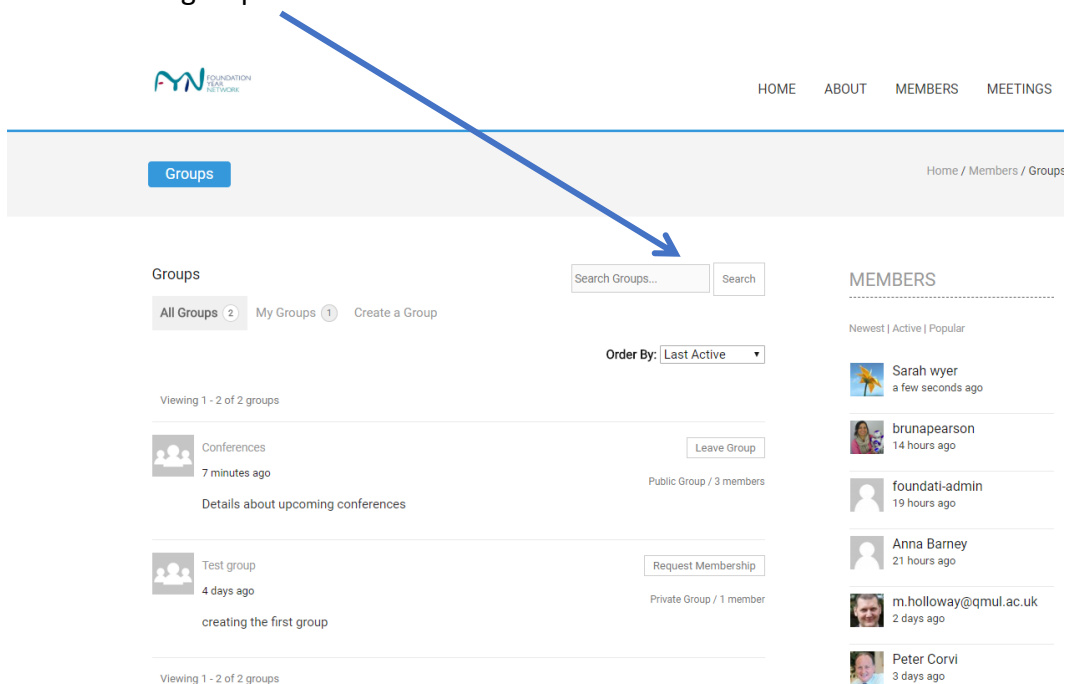


How do I join a group?

1. Click members and select 'Groups' from the dropdown menu.



2. You can search for groups here.



3. Join a group here.
If membership is required, request membership here.

