

## HOW TO USE OUR NEW MEMBERS ONLY SECTION

You can access the new CEBC website at <http://www.cebcmena.com> or at <http://www.cleanenergybusinesscouncil.com>.

## USING YOUR ACCOUNT FOR THE FIRST TIME

If the CEBC has set up an account for you, you will receive an email containing your username and password. It will look something like this:

### WordPress

[Clean Energy Business Council MENA] Your username and password info

To: Belinda McArtney

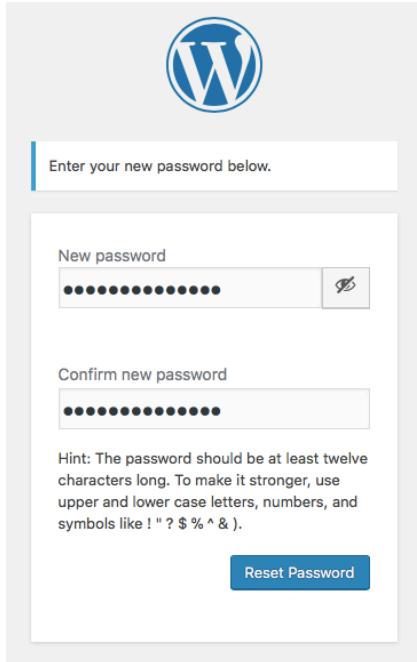
Username: BBirchall

To set your password, visit the following address:

<http://cebcmena.com/newloginadministrationonly/?action=rp&key=lu7gdVvUJGQ4VEt8wxtA&login=BBirchall>

<http://cebcmena.com/newloginadministrationonly/>

You will need to click on the web link to set your password. Please create a strong password, and note it down. If you enter it wrong more than three times, you may be locked out of the site for 30 minutes.



Enter your new password below.

New password

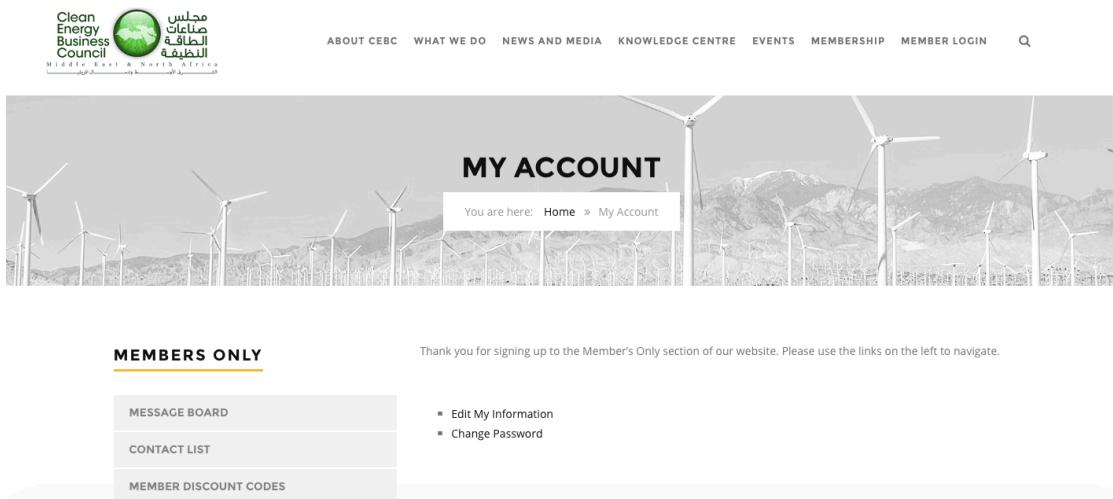
Confirm new password

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ).

Reset Password

Enter your new password and click 'reset password'. You may then click the 'log in' link.

You will then come to a page that looks like this:



The screenshot shows the 'My Account' page of the CEBC website. At the top, there is a navigation bar with links for 'ABOUT CEBC', 'WHAT WE DO', 'NEWS AND MEDIA', 'KNOWLEDGE CENTRE', 'EVENTS', 'MEMBERSHIP', 'MEMBER LOGIN', and a search icon. The main content area has a background image of a wind farm. A yellow box highlights the 'MY ACCOUNT' section, which contains the text 'You are here: Home > My Account'. Below this, there is a 'MEMBERS ONLY' section with links for 'MESSAGE BOARD', 'CONTACT LIST', and 'MEMBER DISCOUNT CODES'. A note on the right says, 'Thank you for signing up to the Member's Only section of our website. Please use the links on the left to navigate.'

Depending on your browser settings, you will stay logged in until you choose to log out. You can log out by clicking on the 'log out' link on the top left hand side of the page.

In future, to access the Members Only section, please use the '**Member Login**' link in the menu bar.

Our new Members Only section has a contact directory for Members. If you wish to be included in this, please submit your information (if you wish) using the form at <http://cebcmena.com/members-only/add-your-details/>. You can email us at [webmaster@cebcmena.com](mailto:webmaster@cebcmena.com) at any stage if you want your details removed.

### **IF YOU NEED TO SIGN UP FOR THE MEMBERS ONLY SECTION**

You can sign up using the form available here: <http://cebcmena.com/members-only/register/>. If there are other staff within your organisation who wish to sign up, please forward them this address.

Please note that we will check all new registrations against our Member database to ensure only CEBC Members can access the site. We will manually approve all applications for the Members Only section from our end.

You will be asked if you are willing to share your contact details for our Members Only section. You can choose to share your name, job title, company, phone number and email, or your name, job title, company and email (no phone number), or not to share anything at all. Please indicate your preference.

You can later submit this information (if you wish) using the form at <http://cebcmena.com/members-only/add-your-details/>, or email us at [webmaster@cebcmena.com](mailto:webmaster@cebcmena.com) if you want your details removed.

## **WHAT DOES THE MEMBERS ONLY SECTION CONTAIN?**

*Message Board* – you are able to post messages which only fellow CEBC Members can see.

*Contact List* – the aforementioned contact list, with information on individual staff at CEBC Member organisations.

*Member Discount Codes* – we will add any special discount codes for CEBC Members on this page.

*Members Only Offers* – we will add any special offers for CEBC Members on this page.

*Video Gallery* – when the CEBC attends events, we will provide Members-only videos of exclusive content on this page.

*Presentations* - when the CEBC attends events, and are provided copies of presentations, we will provide these on this page.

*Post a Job* – CEBC Members are able to post jobs free of charge. You can use this form to post a job to our website. Please note that we will check provide a final check on all job ads before posting, which will take 24 – 48 hours.

*Jobs Dashboard* – You can view any outstanding jobs you have listed on this page, or delete jobs.

*List your Event* – CEBC Members can list their event for free. By submitting on this page, you will send your information through to us, and we will add a free event listing for you. Please note that we will check provide a final check on all events before posting, which will take 24 – 48 hours.

*Edit your Profile* – this allows you to edit your information and to reset your password. Please note that no one can see these areas but you.

## **IF YOU FORGET YOUR PASSWORD**

Please use the reset password link on this page –  
<http://cebcmena.com/members-only/>

## **IF YOU HAVE ANY ISSUES**

Please email us at [webmaster@cebcmena.com](mailto:webmaster@cebcmena.com) and we will do our best to help!