

DMWA New Website

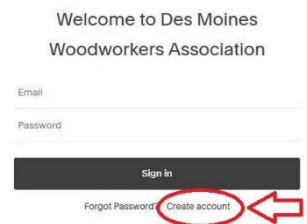
Create Account and Subscribe Instructions

The Des Moines Woodworkers Association has approved the creation and launch of a new club website. The name will stay the same: <https://www.dmwoodworkers.org>.

We are using a new feature to hide members-only pages on our website. To access the members-only section on the new website you will need to **create an account** on the new website, and **subscribe to the members-only section**. You do not need to purchase the subscription as it is part of your membership dues. The *discount code* will bring the cost to \$0.00. The *discount code* will change frequently.

Step 1 Create an account

1. Go to <https://www.dmwoodworkers.org>
2. Click on `Login` in the upper right corner
3. In the popup window, click `Create Account`
4. Enter your first name, last name, your email address
5. In the `Create Password` field enter a password you want to use on the new website
 - a. Note: the password must be a minimum of 10 characters (no other requirements)
6. Re-type the password in the `Re-type Password` field
7. Click on the `Create Account` button
8. A side bar will open telling you to verify your email
9. Open your email inbox for the email used above
10. Open the "Verify your account for Des Moines Woodworkers Association" message
11. Click on the `Verify Your Account` button
12. You will be returned to the website and your account is created



Step 2 Subscribe to Members-only section of the new website

1. Go to <https://www.dmwoodworkers.org>
2. Confirm that you see "Account" in the upper right corner. This means you are already signed in with your new account. If you see "Login" you must sign in with your account created above
3. Click on the `Membership Menu Option`
4. Click on `Subscribe to Members-only pages`
5. If you have the *discount code*, click on the `Subscribe` button (on the right)
6. If you do **not** have the *discount code*, click on the `Request Discount Code` button and it will be sent via email to you within 48 hours
7. Enter the *discount code* in #2 `Payments & Discounts`, click `Apply`
The `Order Summary` appears, confirm the `Total` is \$0.00.
8. Click the `Continue` button
9. Click the `Purchase Membership` button
10. The `Order Confirmed` page will appear, click on the `View Product` button. Hover your mouse over the `Member Site` menu option to see list of `Members-only` content

Note: If the *discount code* does not work, request the new one.