

There are other help topics on the website click on the blue icon containing a question mark at the top left of any page.

Members of the society have two areas in the website where they can access members only information. One is the members area which is reached via the MEMBERS item in the main menu and the other is the Forum which can be reached via the FORUM item in the main menu. Further details below.

Please note that for data protection reasons members are not automatically subscribed to either of these locations and there are steps you must go through in order to validate your identity and set up user names and passwords. This is fairly straight forward if you do it step by step and instructions are given below, we would like it to be easier but there is no way of complying with the current law unless we go through these steps.

### Steps to take to obtain all on line facilities

1. Join the Forum as a basic member, see later in this note for full details.
2. Upgrade your Forum account by logging in to the Members Area on the main website. Details in the following section of this note. It is important that you use the same email you used when registering for the forum to log in to this Members Area.
3. Note that if you pay on line and use the same email address for payment as used in your Forum registration your Forum account is automatically upgraded to full member status. If you pay by standing order or cheque then you will have to go through the registration process.

If you only wish to use the Members Area then you do not have to join the Forum, but if you do not join the Forum you will not have access to a lot of information, including many of the old newsletters and free data areas.

### Main website – Members Area.

The first is in the MEMBERS area of the main website, reached by clicking on MEMBERS in the main menu bar, then select MAIN PAGE INFORMATION FOR MEMBERS from the drop down menu.

The screenshot shows the website header with the Cumbria Family History Society logo and the text "Cumbria Family History Society Genealogy for the County of Cumbria". The navigation menu includes HOME, INFORMATION, MEMBERSHIP, RESEARCH, SHOP, MEMBERS, and FORUM. A red arrow points to the MEMBERS menu item. Below the navigation bar, there is a welcome message "Welcome to Cumbria FHS, Guest" and a "LOG IN / REGISTER" button. The main content area features three columns: "Newsletter" (March 2020 Issue), "Publications" (Have you checked out the shop?), and "Membership" (Not yet a member, why not consider joining now.). Below these columns are two boxes: "New Items" and "2020 AGM".

If you are using a phone or tablet to access the website you may see a different layout, you should click on the three horizontal bars towards the top right of the screen and this will expand the menu and you can select MEMBERS :

# Cumbria FHS

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**Newsletter**  
March 2020 Issue

**Publications**  
Have you checked out the shop.

**Membership**  
Not yet a member, why not consider joining now.

## New Items

[Saturday 29 Jan 1814 - Advert - Maryport Branch Bible Society by Petra Mitchinson 5-5-2020](#)

[Re: Saturday 22 Jan 1814 - BMD by Petra Mitchinson 4-5-2020](#)

[Wright family of Carlisle, Lanercost, Eden by BarbD 4-5-2020](#)

[Saturday 22 Jan 1814 - BMD by Petra Mitchinson 3-5-2020](#)

If you have never logged in before or have not joined the Forum and are currently logged in, then you will go to a page where you can input details to get access to the Members page. You only need to do this once and provided you do not delete cookies on your PC you will automatically log in again each time you visit in future.

Note that if you are a Forum member and want your Forum account upgraded to full member status then you must log in using the email address that you used to join the forum.

The Member Code required is the one that is provided each year, this year it was in the March 2020 edition of the newsletter and in future will be published in the first edition of the Newsletter each year. Note that you must use the Member Code as published, your personal password will not work.

The code is provided in the first issue of the newsletter each year as well as in your joining email if you join on line. Note that from the 1st of January to the date of the first newsletter either the new code or the previous year's code will work, however after the issue of the first newsletter then only the new code will work and if you have used the old code and are not a forum member you may have to log in again.

If you do not have the Member Code then you will have to ask the Webmaster for it, this can be done by using the contact form on the website or directly emailing [admin@cumbriafhs.com](mailto:admin@cumbriafhs.com). However please minimise messages to the Webmaster by checking the copy of the Newsletter that has the code, which will be the first issue each year. If you email the webmaster please allow time for a reply as your membership status will have to be checked, please ensure you provide your Membership Number (This is on the address label of every Newsletter, please make a note of it)

If you are a Forum member and upgrade your account to full member status this log in is permanent as long as you are a member. If you are not a member of the Forum, then if you log in using your email and the Member Code, that will last until the end of the current year and you will then have to log in again with the new code the following year.

When you tick the I'm not a robot box most time it will just turn to a green tick. However if it suspects you may not be a real user it will present further pictures that you will have to tick according to the instructions given, once you do that correctly you will get a green tick in the box. Until you get that green tick the form will not submit. Once you have the green tick in the I'm not a robot box, then click on the blue panel below it to submit your registration. You should now be taken to the Members Page.

This is the log in page :

MEMBERS PAGE


You need to be logged in as a member to be able to use this page. There are two ways to log in. You can set up a Forum Account and you will be able to use that to log in once it is upgraded to member status. After setting up your Forum account you must log in on this page using the Member Code the first time to upgrade your Forum account. The Member Code is provided to you when you join or renew on line, all other members will be sent the code when it changes, which is usually annually. The code was published in the March 2020 edition of the newsletter.

If you are not a Forum member then this code only logs you in to the end of the current year and you have to log in again every time it expires. For a more permanent log in it is recommended you join the Forum which gives you the option to remain logged in permanently. You can sign in using your Forum credentials or register for the Forum from the buttons at the bottom of this page.

**E-Mail**

**Member Code**

This must be the member code, your personal Forum password will not work

I'm not a robot 

reCAPTCHA  
Privacy · Terms

**CLICK HERE TO LOG IN USING THE MEMBER CODE**

You must use the Member Code, not your Forum Password to log in this way.  
This code was published in the March 2020 edition of the Newsletter.  
NOTE THAT A COOKIE WILL BE SET TO KEEP YOU LOGGED IN IF YOU SUBMIT THIS FORM.

This is the Members page:

MEMBERS PAGE

You are logged in using the Member Code, it is suggested you join the Forum so you can log in using your Forum Details.

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### AGM 2020

Due to the current Covid-19 restrictions the planned AGM can no longer take place and it is unlikely to be possible to re-arrange this meeting during 2020.

In the absence of the AGM and in order to meet the deadline for submission of the annual report to the Charities Commission the Trustees have therefore voted to approve the return and submit it to the Charities Commission.

The officers reports and financial details are listed below and can be downloaded for the information of Members, they will also be published in the June 2020 Newsletter.

If anyone has any immediate urgent comments then they can contact the General Secretary via [secretary@cumbriafhs.com](mailto:secretary@cumbriafhs.com) , otherwise any queries can be dealt with at the next AGM which is likely to be held in the summer of 2021.

Chairmans Report

Secretaries Report

Treasurers Report

Financial Report

Minutes 2019

#### Current Newsletter

You can read the current issue and past issues of the Newsletter.

Read Newsletter

#### Pen and Sword

5% Discount for members use code CFHS5 at checkout.

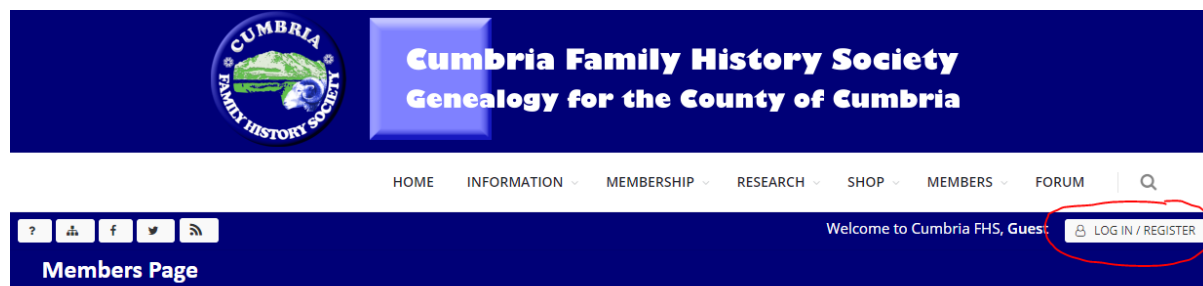
Go to Website

#### Members Handbook

You can read the current Members Handbook.

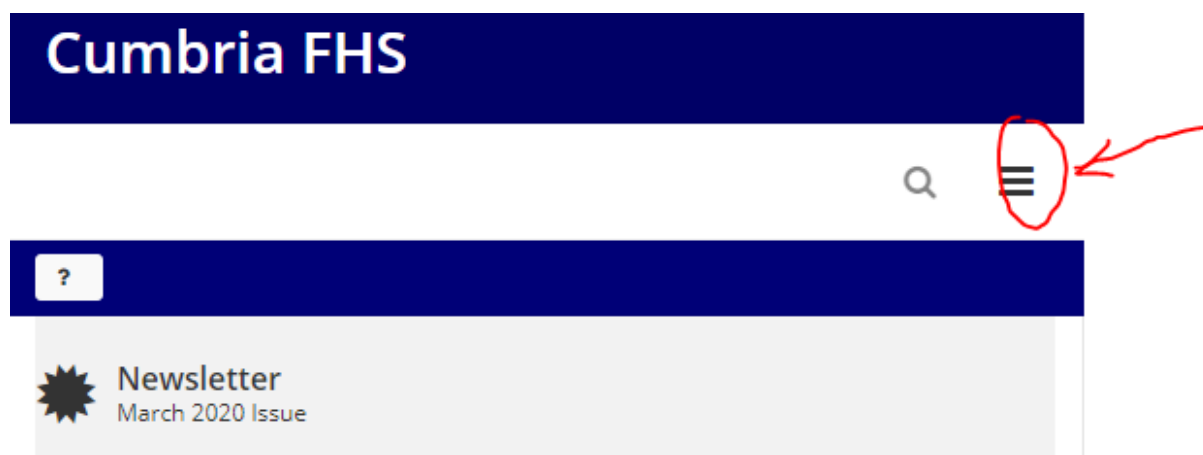
Read Handbook

The Members page will have any important notifications and it will enable you to download an electronic version of the current and past newsletters as well as other forms and help for members.



There is a LOG IN/REGISTER button at the top right of every page provided you are not already logged in. If you are logged in then that button changes to a MY ACCOUNT button and your user name will be to the left of the button. At the moment the only item available when you click MY ACCOUNT is the log out option should you wish to log out of the website. It is not necessary to log out unless you are using a shared or public computer. The advantage of not logging out is that the website will remember you the next time you visit and will automatically log you back in again.

Note that if you are using a tablet or phone to access the website the full menu may not appear and you will get a different screen as shown below, click on the marked three horizontal bars to be able to see the menu selections :



## Forum – Members Area

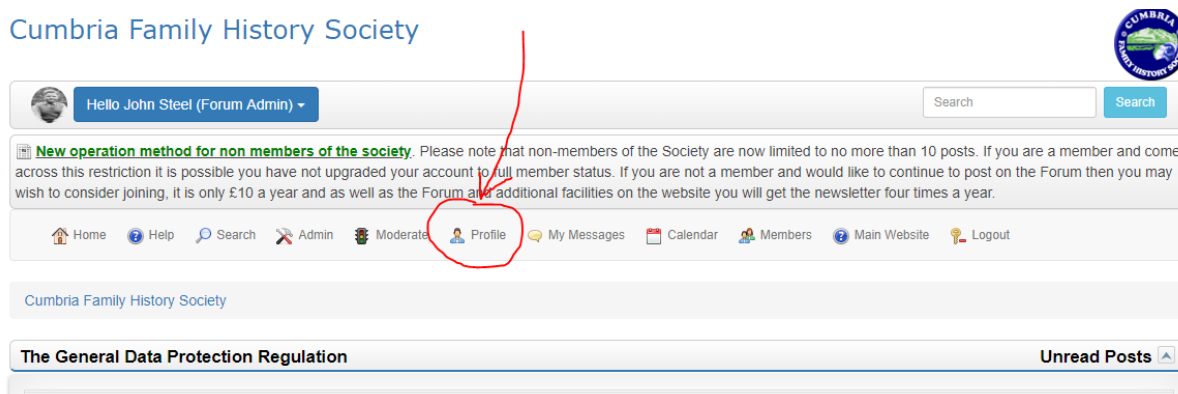
Please note that members are not automatically registered for the forum for data protection reasons, you must register yourself to get access.

Also for data protection reasons the first time you visit the forum area you may be presented with a screen asking you to accept cookies, if you do not accept cookies then you will not be able to access the forum. This is a data protection requirement that we must comply with.

When you register for the Forum you will at first only get basic access to the Forum, this does not include the members area.

To see whether your account has full member access, click on the profile item in the main menu bar and from the drop down list select Summary. In the first part of the profile settings you will see your Forum name and if you have upgraded to full member status then this will say CFHS Member. If it says anything else then you have not upgraded.

If the Profile item is not visible in the menu bar then you are not logged in.



Cumbria Family History Society

Hello John Steel (Forum Admin) Search Search

**New operation method for non members of the society.** Please note that non-members of the Society are now limited to no more than 10 posts. If you are a member and come across this restriction it is possible you have not upgraded your account to full member status. If you are not a member and would like to continue to post on the Forum then you may wish to consider joining, it is only £10 a year and as well as the Forum and additional facilities on the website you will get the newsletter four times a year.

Home Help Search Admin Moderate Profile My Messages Calendar Members Main Website Logout

Cumbria Family History Society

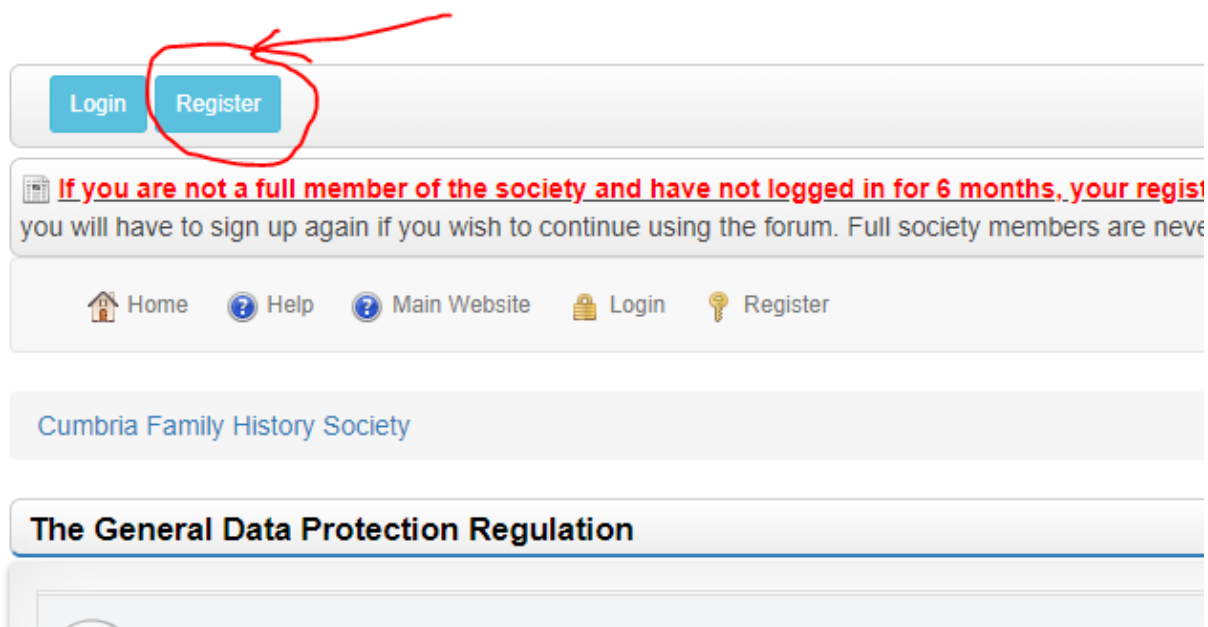
The General Data Protection Regulation Unread Posts

To upgrade your Forum account you must log in at least once to the Members page on the main website using the Members Code provided as detailed in the first section of this instruction document. The code is provided in the first issue of the newsletter each year as well as in your joining email if you join on line. Note that from the 1<sup>st</sup> of January to the end of the month of the first newsletter, either the new code or the previous years code will work, however after the issue of the first newsletter then only the new code will work and if you have used the old code and are not a forum member you may have to log in again.

## Step by step details to join the Forum

1. Obtain the current registration code by sending an e-mail to [forumcode@cumbriafhs.com](mailto:forumcode@cumbriafhs.com) . You will get an immediate auto response with the current code. If you do not get it within a few minutes then check your Spam folder. Note that to prevent spam robots causing problems you can only get this code once every 24 hours, repeated attempts will be ignored until 24 hours expires.
2. Find and click on the Register link at the top left of the forum page

## Cumbria Family History Society



3. Read through the registration agreement and provided you accept this click on the 'I accept the terms of the agreement' button at the bottom of the page. You will normally choose the 'I am over 13' button, the 'I am under 13' button is there to comply with data protection legislation and if you are under 13 you will then have to provide parental approval to be able to join the forum.
4. Fill in the required details :
  - a. Choose your user name and enter it in the first box, you have to choose a name that does not already exist, when you have typed the name and move to the email box the orange question mark at the end of the box will turn to a green tick. If it does not then you need to choose another user name. You can use your email address as a user name, but be aware this address will then be visible to anyone using the forum and possibly to robots scanning the forum.
  - b. Move to the email box and then type in your email address. There is no check on this as there is no way for us to know what your address is, so enter it carefully.
  - c. Only tick the 'Allow user to email me:' box if you agree to this, ticking the box will allow board users to see your email address. If you do not tick this box they will only be able to contact you through the Forum messaging system which uses your user name.
  - d. Choose a password and enter that in both the Choose Password and Verify Password boxes, Also note that the password must be at least 8 characters long and can not

contain your user name. The password boxes will change the yellow exclamation mark triangles at the right side to green ticks if an acceptable password and matching verification have been entered.

- e. You will not be able to proceed beyond this stage unless you have three green ticks in it.
5. The Additional Information section is optional and you only need to enter information in this area if you wish to do so, bear in mind that anything you enter in this information area will be visible to all Forum users.
6. You then need to complete the verification section by typing in the characters displayed AND entering the security code which is provided in your welcome message when joining on line, if you did not join on line or need to get it again you can obtain it by emailing [forumcode@cumbriafhs.com](mailto:forumcode@cumbriafhs.com) and you will get an immediate reply with the current code, this is to stop robots accessing and spamming the forum. If you do not get a reply within a few minutes then check your spam folder, you can only request this form once every 24 hours, if you try more often then the other attempts will be ignored until 24 hours has expired since the code was last sent.
7. Click the Register Button.
8. A thank you page will be displayed indicating that your registration has been accepted.
9. Log in using your name and password as you entered when registering. Note that you can choose to log on for a specific time, useful if you share computers and do not want to leave your account open, or use the always stay logged in box so that you do not need to log in each time you visit the site, this is fine if you are the sole user of your computer.
10. To login in future go to the Forum and click on the log in button at the top left of the forum home page and put your user name and password into the boxes presented, if you selected always stay logged in you will not have to log in each time.
11. **IMPORTANT** If you are a full society member then don't forget to upgrade your membership to see the member only parts of the forum. You will be automatically upgraded when you log in to the main website member page using the membership code provided when you join on line or it will be advised each year in the first newsletter of the year. If you do not have the membership code then you can contact the Webmaster via the contact page to obtain the current one or email [admin@cumbriafhs.com](mailto:admin@cumbriafhs.com) . Once you are logged in to the Forum as a member you will get automatic access to the members page and other facilities on the main website.
12. Please note that Forum registrations will be limited to 3 posts unless you are a member of the Society and have upgraded, then there is no limit. As an anti-spam measure you will have to go through another validation process the first time you post to the forum or for the first personal message you send, you only have to do this once and it is not required for subsequent posting or messaging.
13. Full society members are never removed from the Forum as long as they remain fully paid up members. There is an annual data cleansing exercise in accordance with the Data Protection Laws requirements, this will remove any account that is not a full upgraded member if the account has not been used within the past year. If you are not a member of the society then you will need to log in to the forum at least once a year to maintain your account. Please note that once an account is removed it can not be restored and you will have to go through the registration process again. Any postings or messages will be lost. Postings will remain in the forum but they will no longer have your name associated with them.
14. If you have any difficulties then please mail the administrator at [admin@cumbriafhs.com](mailto:admin@cumbriafhs.com) or contact the Webmaster via the website contact page.