

## Welcome to San Jose Chapter of ASG

### Site membership at ASGsanjose.org

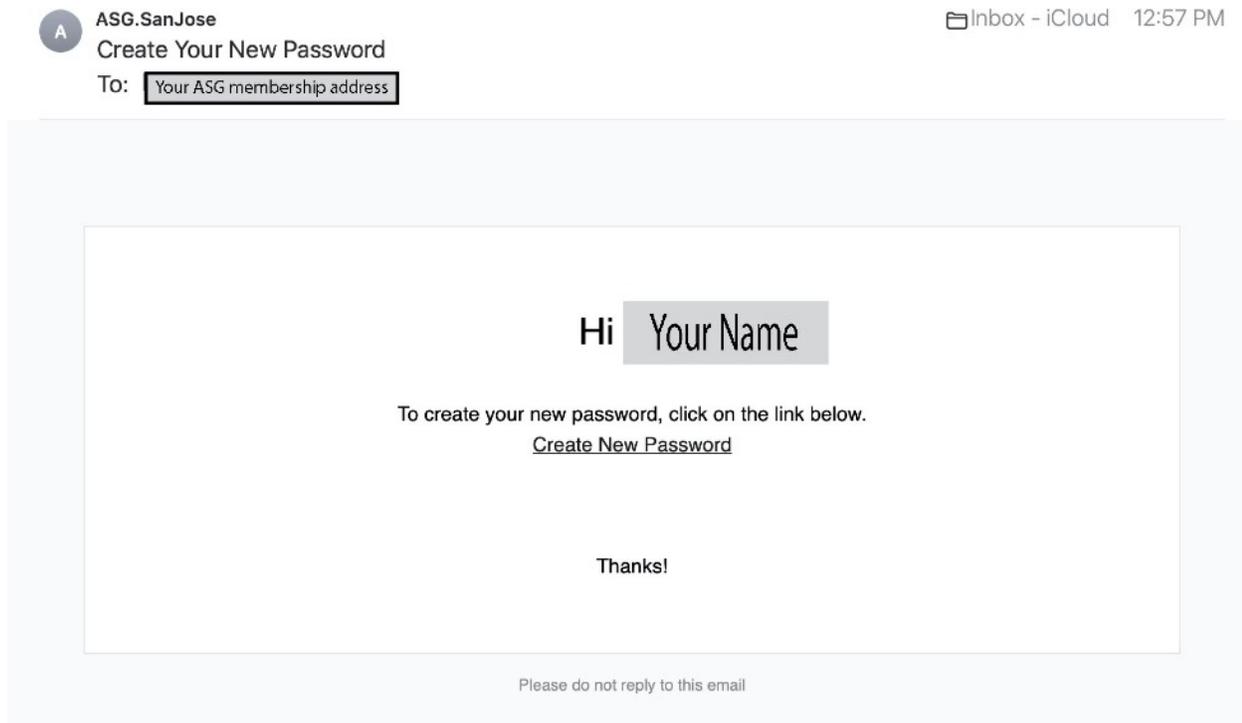
All current ASG San Jose Chapter members have access to the Members Only page.

New Members will receive an email asking them to set up their Password & must follow the on-screen directions to establish their passwords and should be sure to use the email address they used initially to establish their membership at ASG.

New members have been added to the chapter "site member" website list but a new password needs to be created. The initial email password is active for 30 days. If you are unable to locate the email use Option B.

#### Option A.

Step 1. Locate the email in you inbox and be sure to check your junk mail for the email. Click on Create New Password.



Step 2. Follow the prompts

## Create New Password

Enter your new password below

Enter a new password

Re-type password

Create Password

Your password has been changed.

OK

Success

Should see after email click.

**Option B.**

Unable to locate Create New Password Email

IF you can't locate the email for Create New Password in your inbox or junk mail or it has expired. ( It its good for 30 days) You can try to create you new Passwords by doing the following. Your email address has already been added to the Site Member - San Jose Chapter list by the Web Management team.

Step 1. From the drop down menu on the log in menu, Click on Log In or it may say Hi, Your name (next to the shopping bag in upper R corner).

Step 2. This will bring you to the next Form - The Sign Up Form. Do Not fill it out but go to the bottom Right on the form is the **Log In** "button" Hover over the Log In and you should see a hand or something similar and click again.

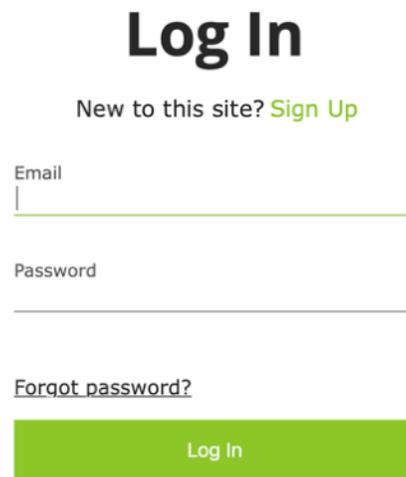
The image shows a 'Sign Up Form' with a red 'X' in the top left corner and the title 'Sign Up Form' in red. The form contains the following fields and elements:

- First Name
- Last Name
- Email
- Password
- Join the community
- I'm not a robot (with a reCAPTCHA logo and links for Privacy and Terms)
- Submit button
- Already a member? **Log In**

A red arrow points from the text 'Log In "Button"' to the 'Log In' link.

Step 2.

On the Log In form click on “Forgot Password” and you will get a new Create New Password Email.



**Log In**

New to this site? [Sign Up](#)

Email

Password

[Forgot password?](#)

Log In

Log In Form.

## Please Check Your Email

We sent a link to set your new password by email.

Got It

After entering your email you should see this form.

Step 3. Locate in you inbox the new Create New Password email. Click on Create New Email.

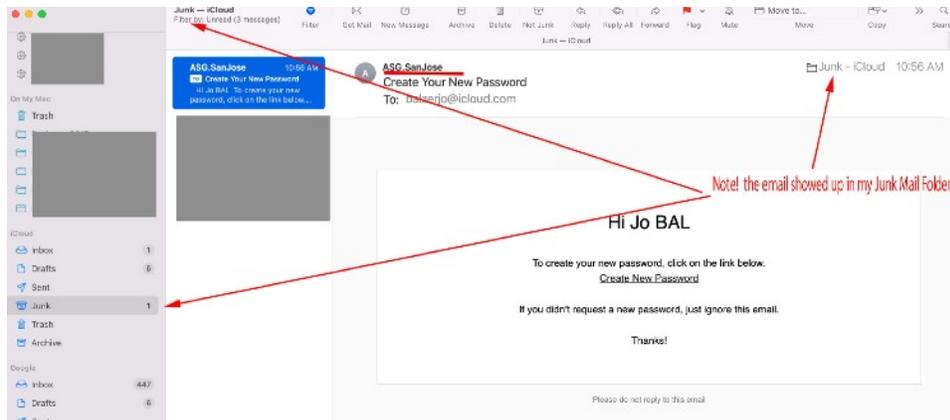
Step 4. Which will take you back to the website and then follow the prompts to create your new password.

### Option C.

Reset Password by Web Management team.

1. Email a website management team member ([WebManager@ASGSanJose.org](mailto:WebManager@ASGSanJose.org)) and request for the “Forgot Password” we will need to manually reset the Forgot Password and you will still need to find the Create New Password email and complete the prompts. How quickly we are able to reply to this depends on what we are sewing or if we are sitting at our computers. (We all prefer to be sewing!)

Just to remind you the email that you have with national is the email that was used by the website team to begin the “site” membership SignUp/Log In.



Example: Create New Password email going to junk mail folder

### FYI.

- The email address that you used to sign up for ASG is the Log In email that you will be using. An added security has been added to the website as of 9/2022 & you should not have to enter the 6 digit code that would have been asked for nonmembers to use during the Sign Up process. If for some reason you are asked, just follow the prompts during the sign up and if you are unable to access the Members Only page, please contact the Web Management team [WebManager@ASGSanJose.org](mailto:WebManager@ASGSanJose.org) and we will check the settings on our end and work to resolve the issue.
- reCaptcha from Google is turned on. (the check off item pictures) and if you are having problems with this element unfortunately we are not able to make any changes with the reCaptcha. Wix has informed us that it is a problem with the users computer. If you get stuck in an endless loop with reCaptcha the best advice we found was to close you internet browser and start again. Thank you for your understanding.
- Some members have found that it could take longer than expected to receive the Create New Password ( up to 40 minutes) so please be patient
- Thank You for your understanding