

# PSWG Instructions for logging in the first time:

The screenshot shows the homepage of the Palm Springs Writers Guild. The browser address bar displays <http://palmspringwritersguild.org/>. The website header includes the guild's logo and the tagline "TO PROMOTE THE ART OF WRITING AMONG ASPIRING AND PROFESSIONAL WRITERS".

The main content area is titled "Welcome, thank you for visiting." and features several sections:

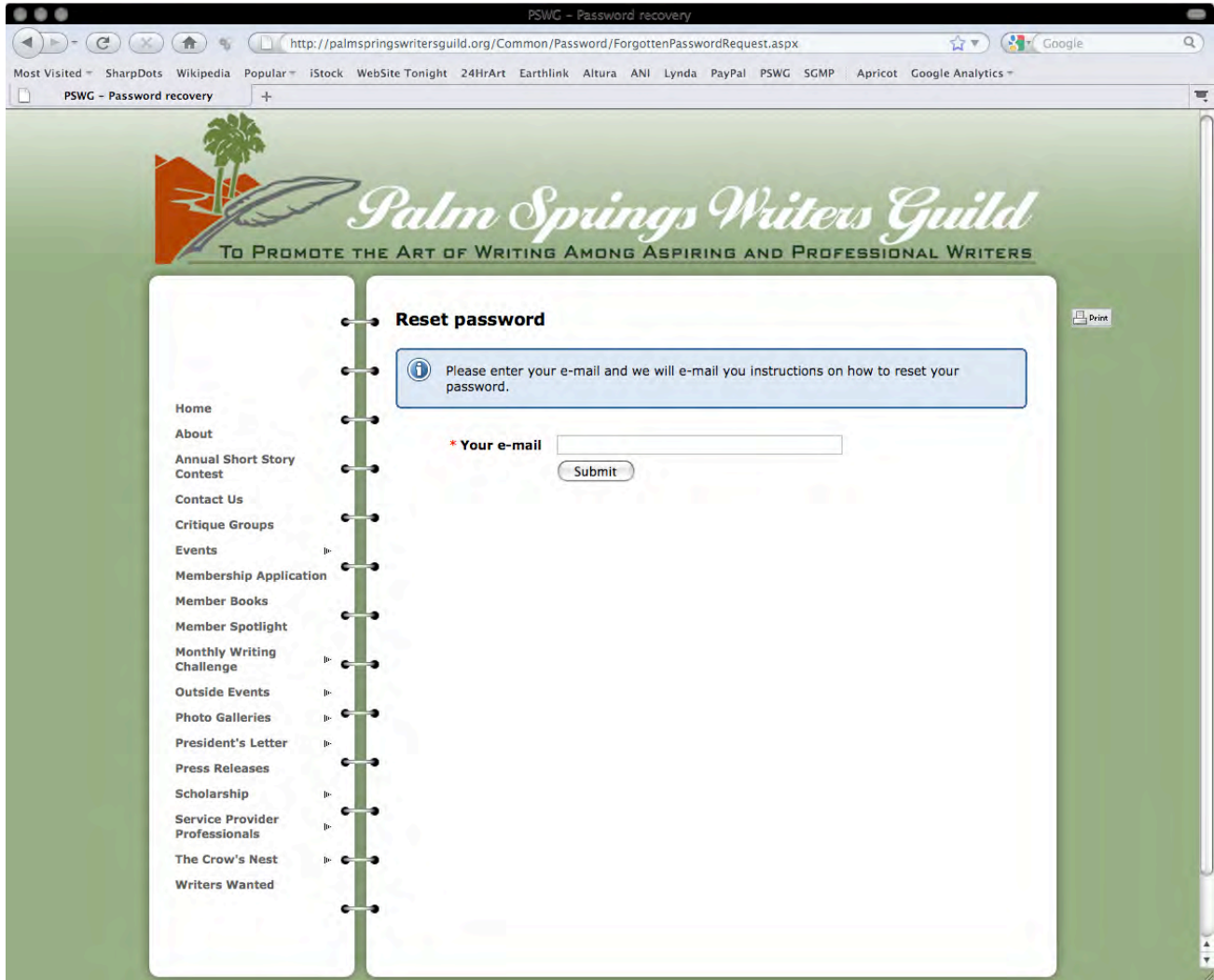
- President's Letter:** A letter from Mark E. Anderson, dated March 2011, addressed to guild members. It mentions a recent meeting and a speaker, Jerry Simmons. A "Read more..." link is provided.
- Published Authors:** A section highlighting the featured author, Elm Battersby, with a "click here" link to view more.
- Tommy's Tease:** A cartoon illustration of a character at a desk with a typewriter, accompanied by a "See more..." link.
- Member Spotlight:** A section introducing new member Miriam Diamond and renewed member Steve Scott, with a "read more..." link.

The right sidebar contains an "Upcoming events" section with a list of events, including deadlines for a scholarship application and various meetings.

In the bottom left corner, there is a login form with fields for "E-mail" and "Password", a "Remember me" checkbox, and "Login" and "Forgot password" buttons. A red arrow points to the "Forgot password" link.

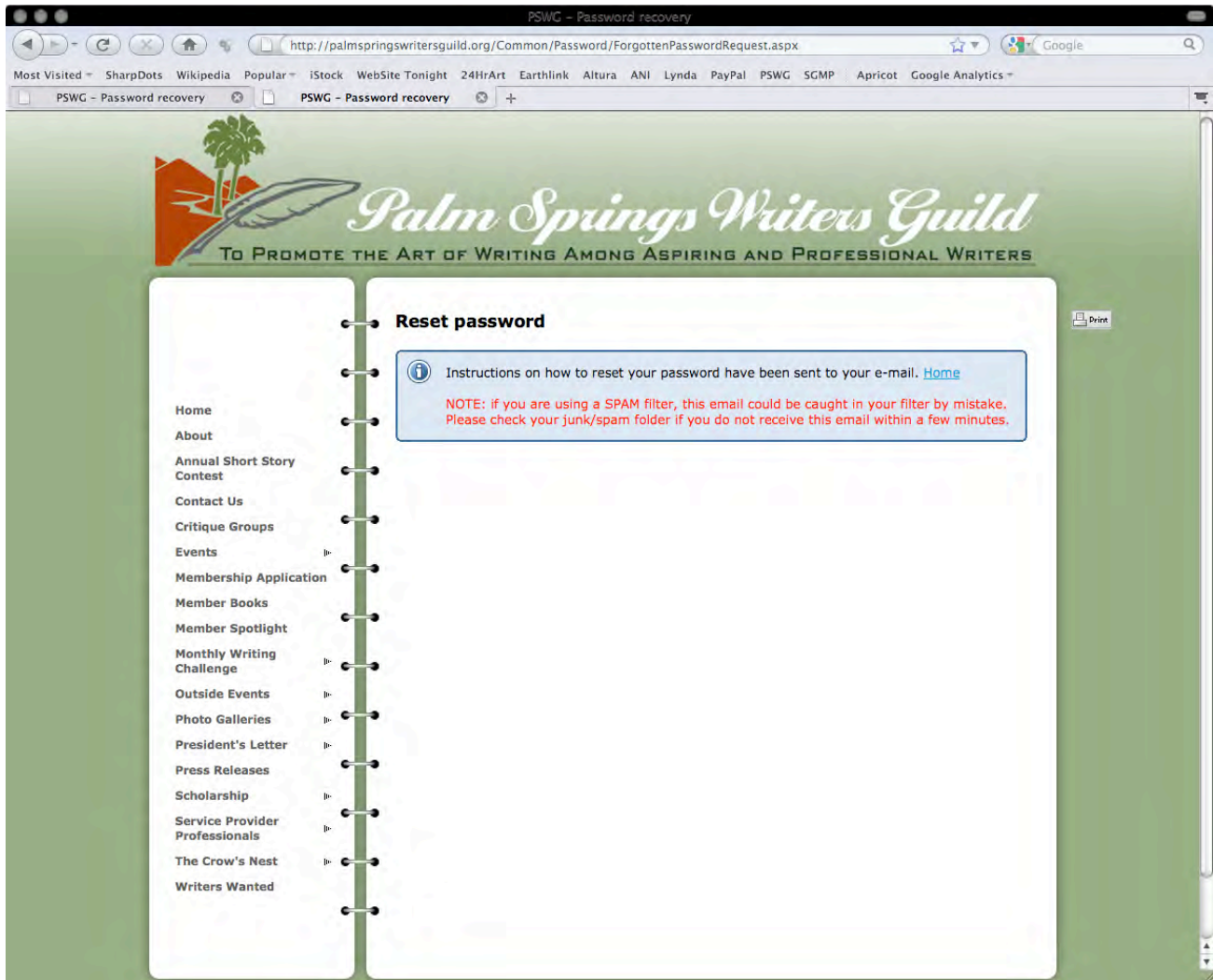
## 1. Click on "Forgot Password"

See next page --->



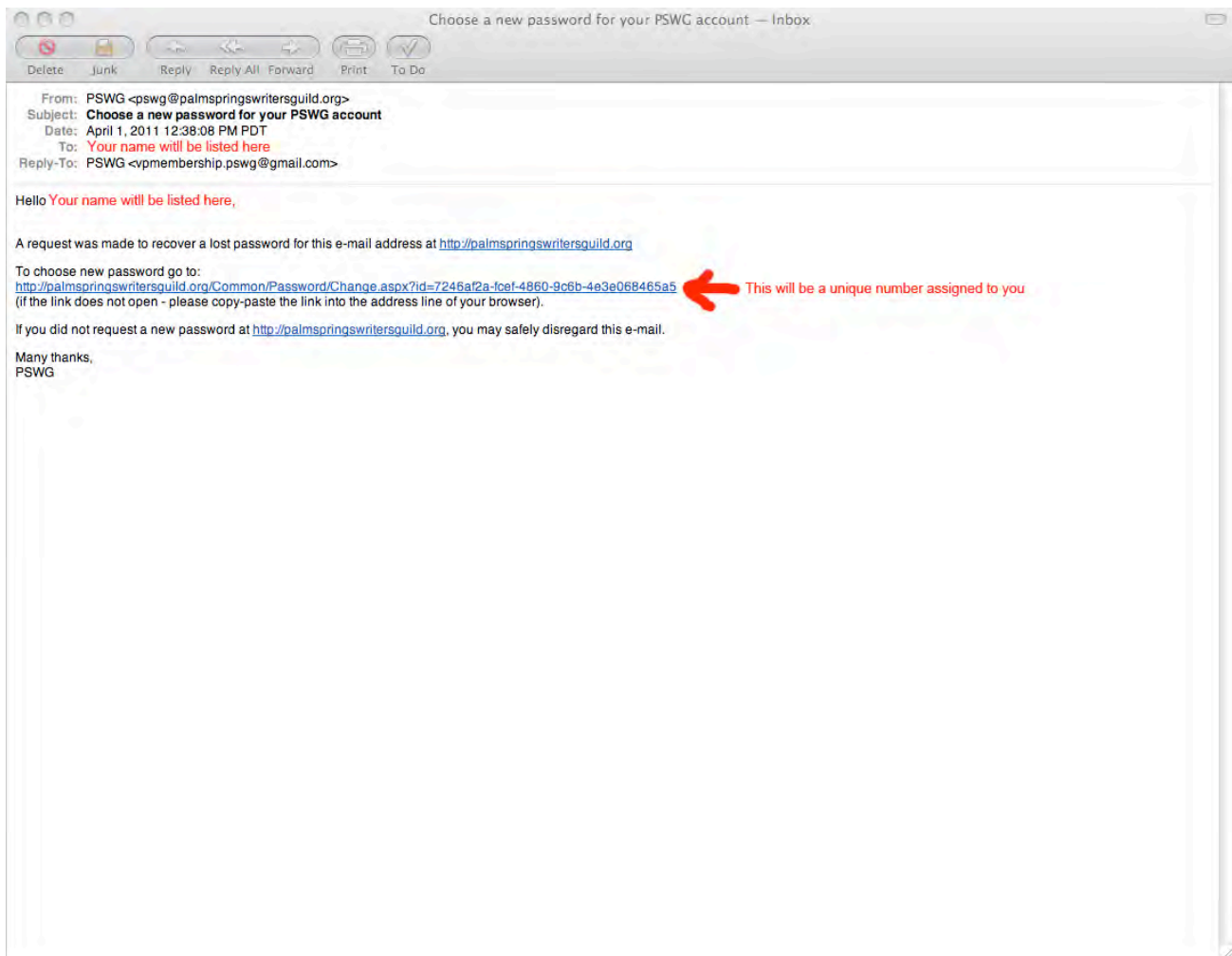
## 2. Enter your email

See next page --->



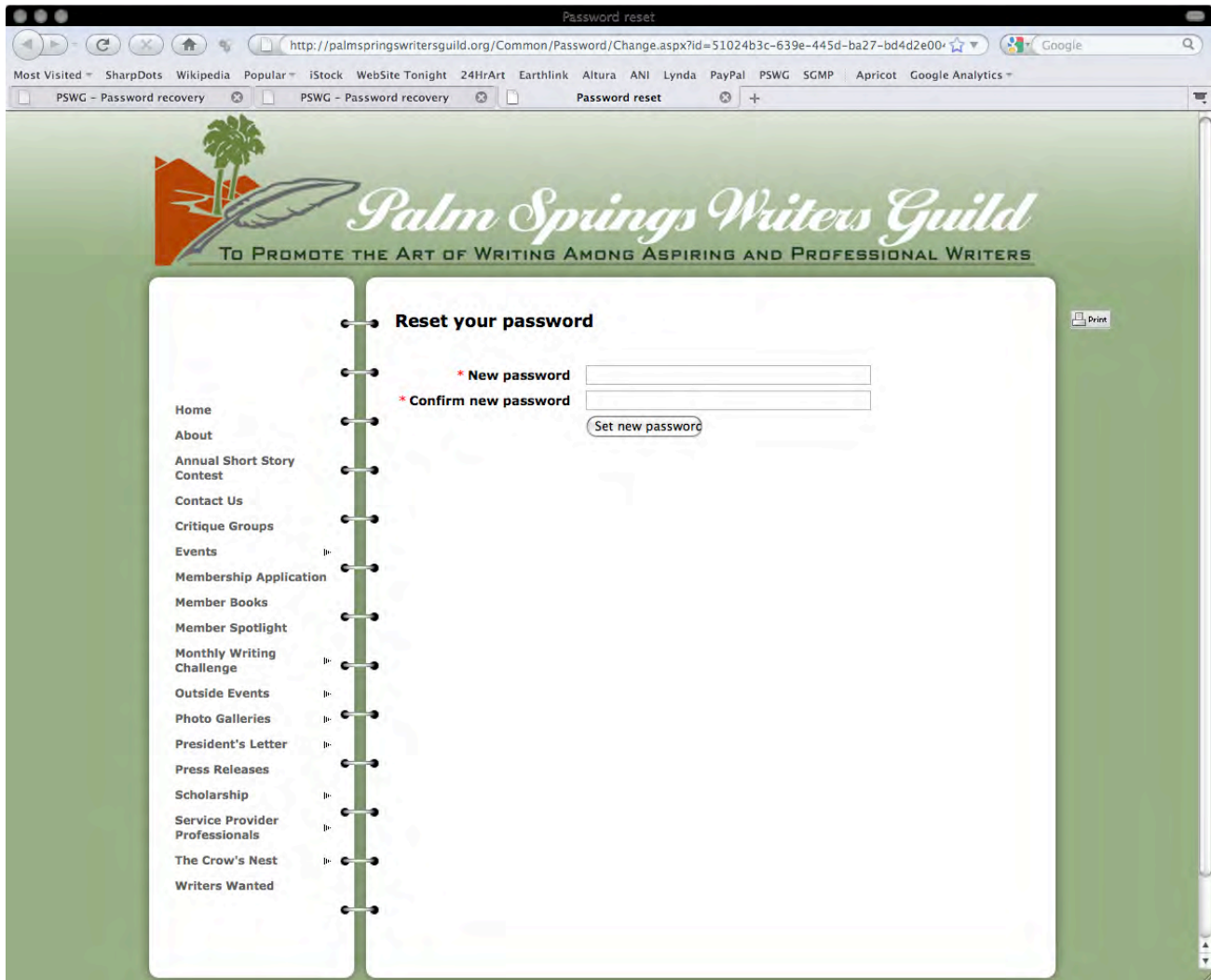
### 3. Check your email

See next page --->



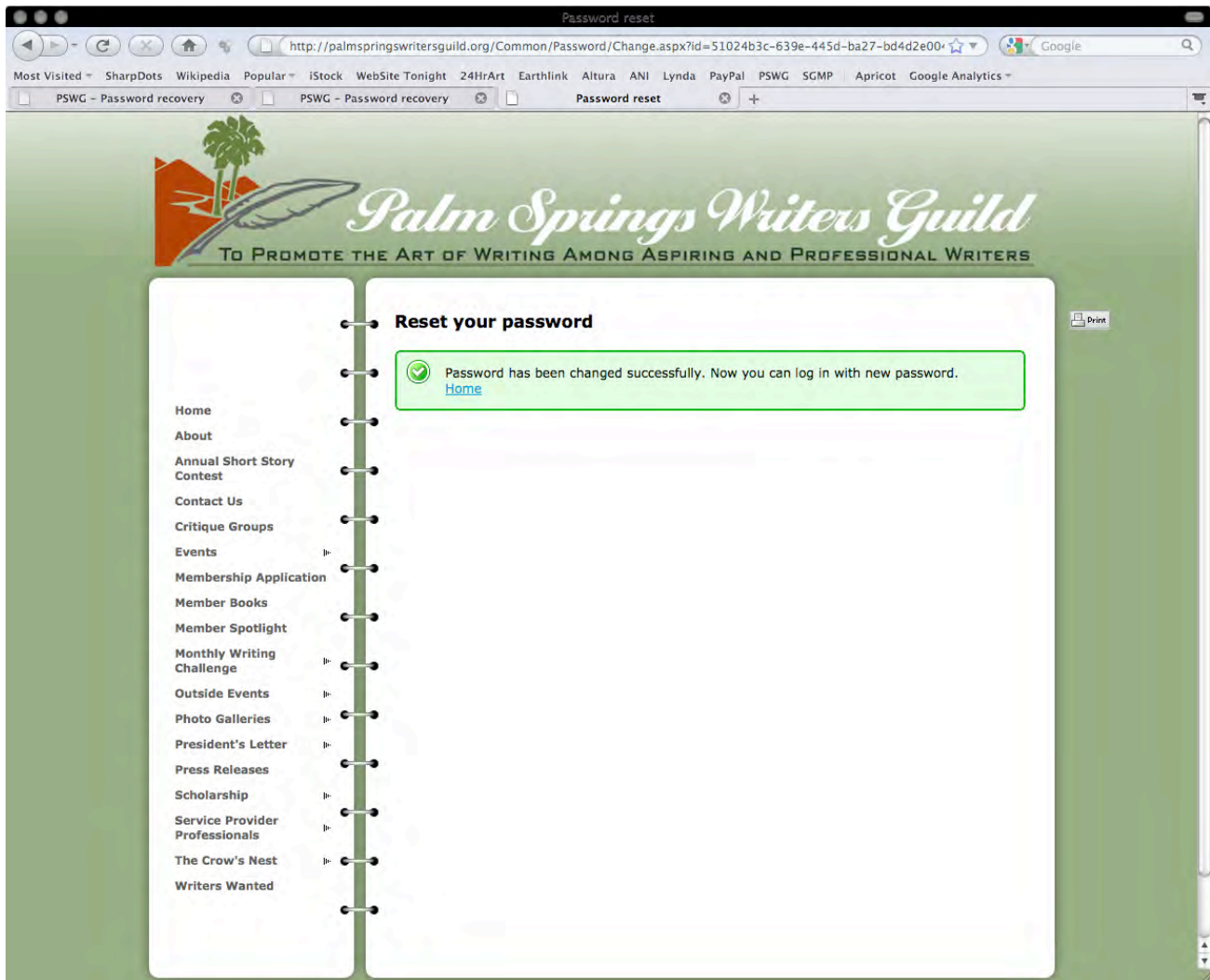
**4. Check your spam folder! When you check your email you will find a message from PSWG. Click on this unique link to be taken back to the PSWG website.**

See next page --->



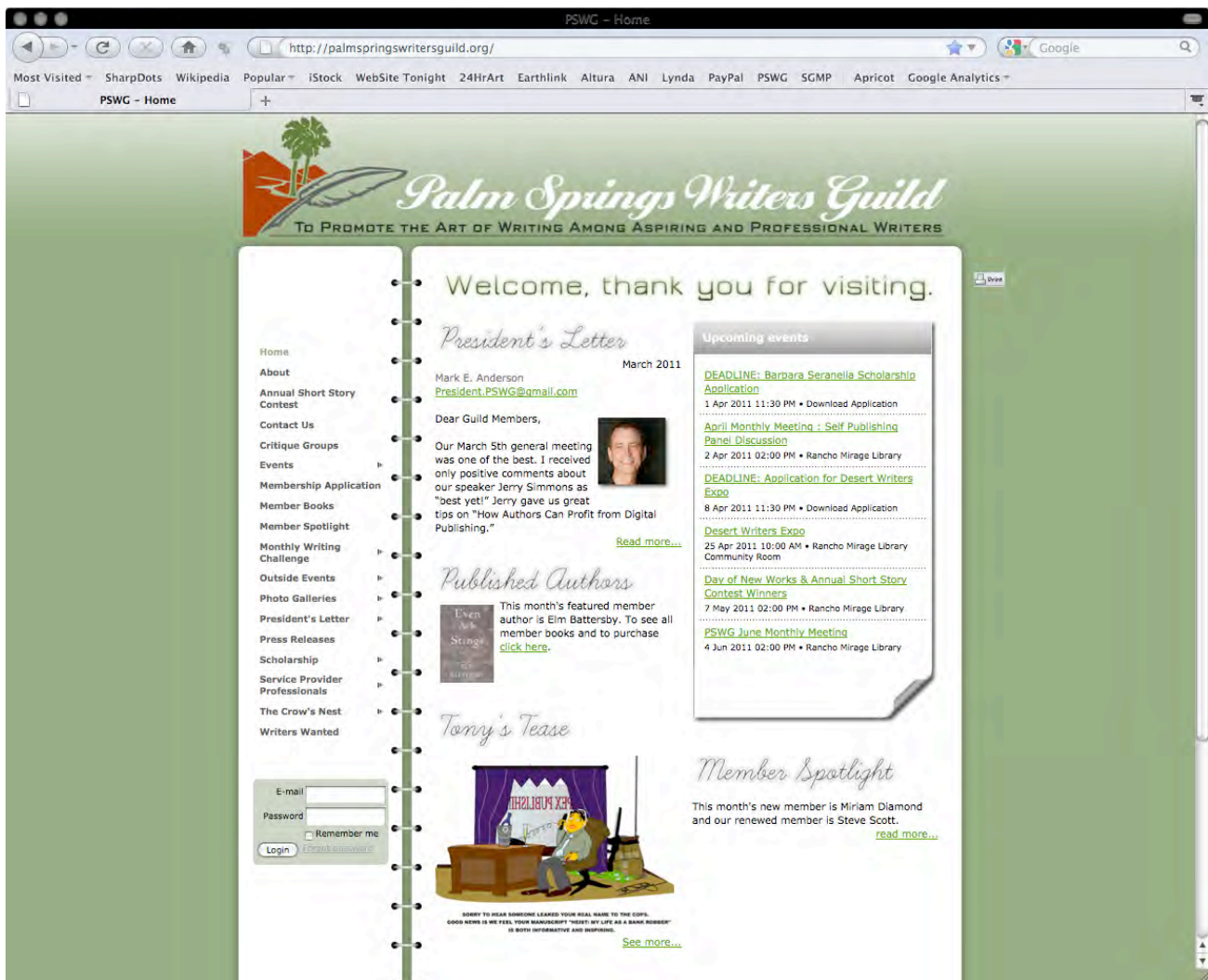
**5. Enter a new password of your choice.**

See next page --->



**6. You will receive a confirmation.**

See next page --->



7. Return to the home page. You have completed this **one time process**. From now on enter your email and password to login.

If you forget your password, please repeat steps 1 through 6. We can not tell you what your password is. The software is encrypted. No one but you knows your password.