

FIRST TIME LOGIN INSTRUCTIONS FOR THE MEMBERS ONLY SITE

To reach the site, type the Members Only website url (below) in your navigational bar or click the words highlighted in blue.

www.vfpmembers.org

You will be taken to the screen below.

Click the 'Forgot your password?' button at the top of the page.



The screenshot shows the login interface for the Veterans for Peace (VFP) Members Only site. At the top, there is a blue banner with the VFP logo on the left, which features a white dove and the text "VETERANS FOR PEACE". To the right of the logo, the banner text reads "Exposing the True Costs of War and Militarism Since 1985". Below the banner, there are three buttons: "Log in", "Forgot your password?", and "Create new account". The "Forgot your password?" button is highlighted in blue. Below these buttons is a login form with two main sections. The first section is labeled "Username or e-mail address *" and contains a text input field with the placeholder text "Email". Below this field is a note: "You may login with either your assigned username or your e-mail address." The second section is labeled "Password *" and contains a text input field with the placeholder text "Password". Below this field is a note: "The password field is case sensitive." At the bottom of the form is a blue "Log in" button. At the very bottom of the page, there is a blue footer bar with the text: "VFP is a 501(c)3 organization. All contributions are tax deductible."

You should now see this screen



The screenshot shows the VFP website's login interface. At the top, there is a blue header with the VFP logo on the left, which features a white dove and the text "VETERANS FOR PEACE". To the right of the logo, the text "Exposing the True Costs of War and Militarism Since 1985" is displayed in white. Below the header, there is a white login box. Inside this box, at the top, are three links: "Log in", "Forgot your password?", and "Create new account". Below these links is a label "Username or e-mail address *" followed by a text input field with the placeholder text "Email". Below the input field is a blue button labeled "E-mail new password". At the bottom of the white box, there is a blue footer with the text "VFP is a 501(c)3 organization. All contributions are tax deductible."

Type your complete email address and click, “E-mail new password” button. Check your inbox for an email from “donotreply@vfpmembers.org” . The subject line of the email will be Replacement login information for <Your Name> at VFP Members' Website. Follow instructions in the email to log into site. If you experience problems, email shelly@veteransforpeace.org.

Keep in mind that to use the Members Only site your national dues must be current and we must have an email address on file.



You're logged in!

You can now enjoy the benefits of the site:

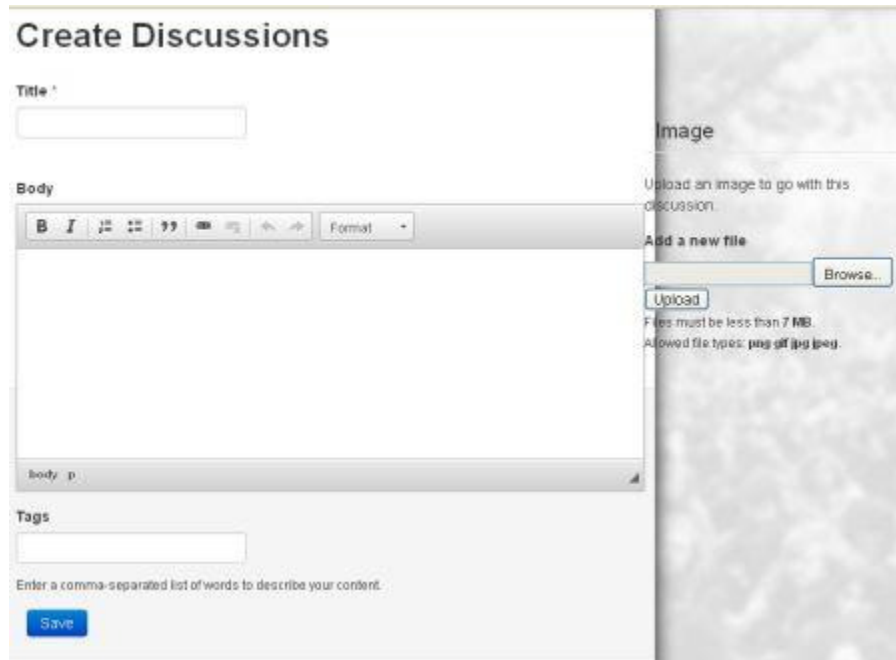
- Participate in semi-moderated forum discussions
- View Members Only documents (Bylaws, Special Request Forms, Toolkits, and more)
- Participate in online polls and voting
- View your member information stored in the VFP National database.
- Contact National office via email

The home screen of the site is below. Discussion topics are listed on this page, including Announcements from National. Click on the topic title to participate in the discussion. If you're unable to comment on a topic, the author has chosen to not allow them.



To Create a Discussion Topic

From the homepage, you can start a new discussion topic. Click the 'Start a Discussion' button or click the Discussions tab on the main navigation bar.

A screenshot of a web form titled 'Create Discussions'. The form has several sections: 'Title' with a text input field; 'Body' with a rich text editor containing a toolbar with icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and a 'Format' dropdown menu; 'Image' with a section for uploading an image, including a 'Browse...' button and an 'Upload' button; and 'Tags' with a text input field and a prompt 'Enter a comma-separated list of words to describe your content.' Below the tags field is a blue 'Save' button. On the right side of the form, there is a sidebar with a heading 'Image' and text that says 'Upload an image to go with this discussion.' followed by 'Add a new file' and a 'Browse...' button. Below that is an 'Upload' button and a note: 'Files must be less than 7 MB. Allowed file types: png gif jpg jpeg.'

- Give your topic a title (**required**)
- Add a description of your topic in the body section
- Add tags that will help others find your topic in a search
- Add images related to your topic
- Upload documents related to your topic

ONCE YOU'VE CREATED YOUR DISCUSSION TOPIC, REMEMBER TO CLICK SAVE

Account Screen

On the account page you can review your information as stored in the VFP national database.

You can

- Upload a photo or image, provide a profile, change your password, set your time zone (Click Edit Profile),
- See a list of all Comments you have posted (Click the Comments button)
- View Discussions (Click the Discussions button) you have initiated.



ONCE YOU'VE UPDATED YOUR PROFILE, REMEMBER TO CLICK SAVE.

Submit the [Change in VFP Membership Data](#) form to notify VFP National of any discrepancies in any of the following fields:

- Name
- Email address
- VFP relationship
- Military Service Verified/Unverified – **This is for veterans only**
- Primary Chapter membership
- Secondary Chapter, if you are associated with two chapters.

Changes will not be made in the VFP database, unless you notify National.