

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 Members Only site. At the top, there is a blue banner with the organization's logo on the left, which features a white dove and the text "VETERANS FOR PEACE". To the right of the logo, the banner contains the text "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 input fields: "Username or e-mail address *" and "Password *". The "Username or e-mail address *" field contains the placeholder text "Email". Below this field is the text "You may login with either your assigned username or your e-mail address." The "Password *" field contains the placeholder text "Password". Below this field is the text "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 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 login page for Veterans For Peace. At the top left is the logo with a dove and the text "VETERANS FOR PEACE". To the right is a blue banner with the text "Exposing the True Costs of War and Militarism Since 1985". Below the banner are three buttons: "Log in", "Forgot your password?", and "Create new account". Underneath is a section titled "Username or e-mail address" with a text input field labeled "Email". Below the input field is a blue button labeled "E-mail new password". At the bottom of the page, a blue footer contains 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:

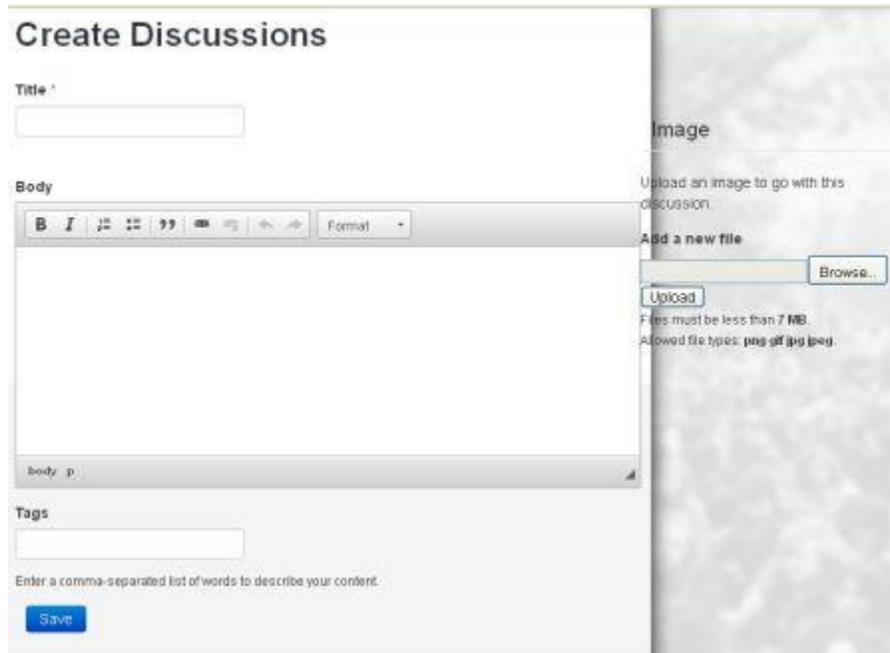
- Participate in semi-moderated forum discussions
- View Members Only documents (Bylaws, Special Request Forms, Toolkits, and more)
- Participate in online polls and voting
- View your member information stored in the VFP National database.
- Contact National office via email

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.



The screenshot shows a web form titled "Create Discussions". It includes a "Title" field, a "Body" field with a rich text editor (containing bold, italic, link, and list icons), and a "Tags" field. To the right, there is an "Image" section with an "Upload" button and a "Browse..." button. Below the "Image" section, it states "Files must be less than 7 MB" and "Allowed file types: png gif jpg jpeg". A "Save" button is located at the bottom left of the form.

- 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.