RHC70s
User Guide

Registration Guide

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RHC70s.org

RHC70s Registration Guide

Who can register?

The site is intended for anyone who was a student at Royal Holloway College between 1965 and 1985. The main focus is for the period during the 70's but being the laid back generation we've provided a bit of latitude on either side. It means the site will cover the period from when men were first admitted as undergraduates to the time of the merger with Bedford College when the name changed.

What's involved?

You need to provide sufficient detail about yourself for your credentials to be checked against the College records and then you have to be patient while we dust off the scrolls to check the details. The details provided will be visible to other members (though you can choose to change this later). Ideally we'd like you to include a photo of you from around the period when you were a student to help others recognise you.
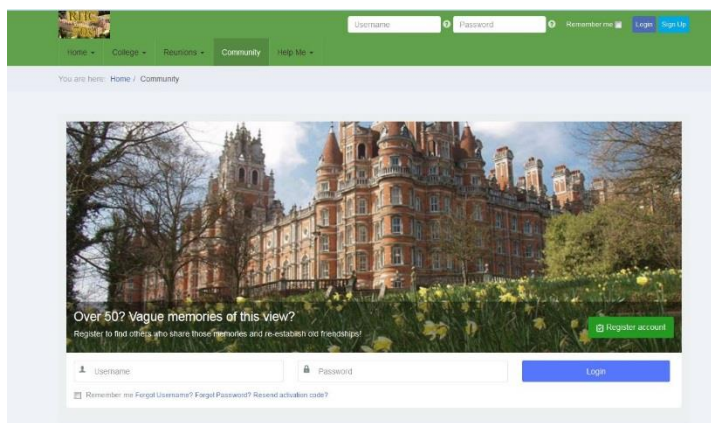
How do you do it?

At the top of the screen there is a LOGIN bar.
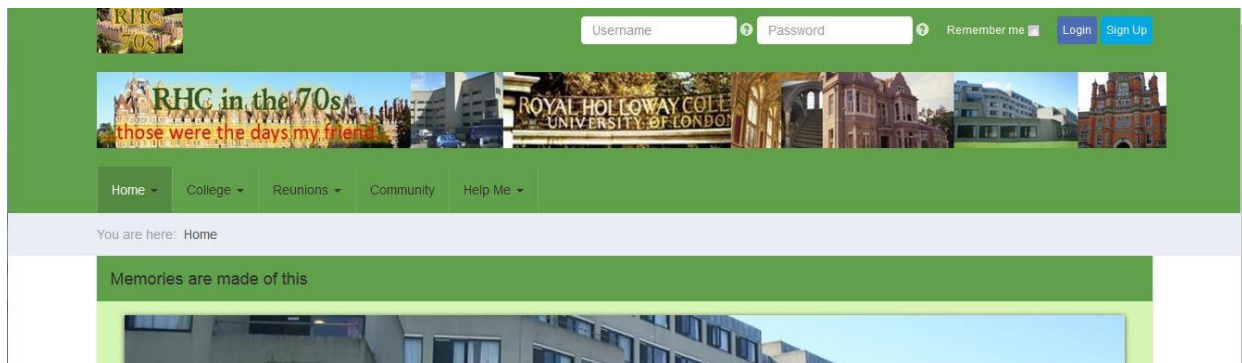
You can either click on the light blue "Sign Up" button as at the top right of the screenshot above or click on the "Community" item in the main menu. (Which is easier will depend on what device you're using but the "Sign-up" button skips the next stage.

If you click the "Community item you'll see this screen:

On the wonderful picture of Founders you'll see a green button that says "Register Account". Click on that to get to the next registration screen – you'd have got straight to the next screen if you'd clicked the "Sign-up" button.

The page includes most of the details listed below so you don't really need to read the rest of the guide.

The registration details are in the central box (again the way this appears will depend on what device you're using).

Where it asks for your First Name and Last Name please use the ones you had as a student. The next page will give you the option of using a shortened name or nickname so it's quicker to check the details if you use the first name as it appears on the College records. Shortened versions of first names are fine provided I can connect it to the name on the Alumni list.

The email address needs to be one you have access to as there will be an email returned asking for confirmation. A personal one is better than a business one as we're all approaching an age where retirement kicks in and site notifications will be sent to the email address (though you can change it later).

The password needs to be at least 6 characters but other than that is fairly liberal.

There is a box to tick to say you're happy with the T's and C's which you must tick before you proceed. The T's and C's are pretty harmless and can be accessed through the menu at the bottom of the screen (where it says Admin Stuff). The completed form should look something like this:

When you click next you'll be asked for your alumni details and some other basic bits (like your surname now).

Please note that the RHC70s site will never request any financial information from you. When we sell tickets to the reunions we do so via the College site. If you ever get a request for information that you're not happy about then don't provide it (and ideally report it).

This is the second registration screen.

Your 'surname then' and 'First Name' will be copied over – but if you're better known by a different / shortened first name (or a nickname) then you edit it.

You'll notice there is a little padlock available by each of the information fields that you can use to limit visibility of your information. These details are only visible to other alumni and will be needed if other alumni are to be able to recognise you so are best left with their current privacy settings. I also need the Alumni details to check the lists. You can

change these settings once you are registered and have access – you will also see how useful they are – but they are really a minimum level of information needed. If the details are not included you are unlikely to get access to the site without the exchange of a few emails. The completed form will look something like this.

Once done click on the 'Register' button.

When you click register you'll be taken to the third (and last) screen. This is where you can upload a picture. The picture when displayed will be pretty small so a head and shoulders shot is best but since pictures from the 70s are fairly hard to find we'll settle for anything.

You can skip this stage - just click 'Skip'. You can upload a picture later. If you do have a picture then click on the 'Select File'. This will display the file manager on your device so you can select a suitable picture. Select one and click 'Upload'. There will be some whirring and clicking and the screen will be updated to show the selected picture and the 'Skip' button will become a 'Next' button.

At this stage you will have been registered on the site but you still won't be able to login to view the good bits.

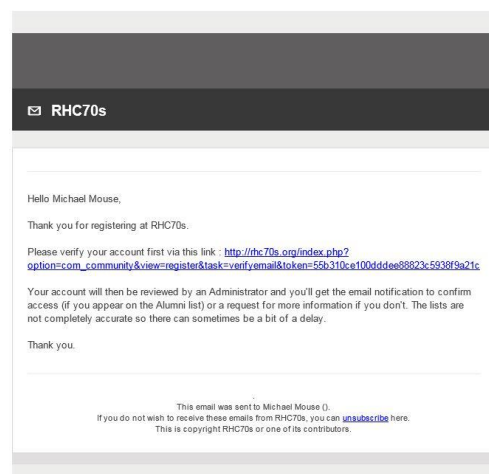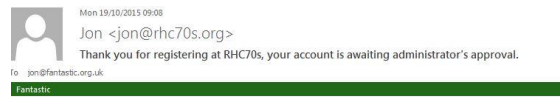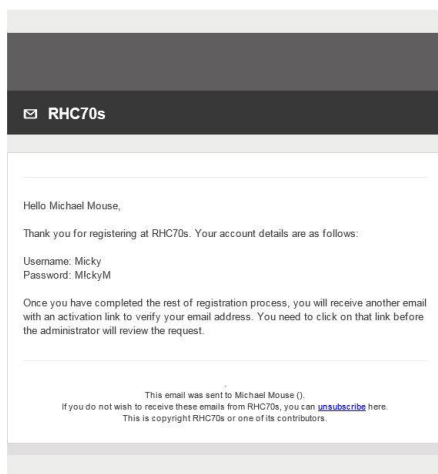You will however start hearing back from the site via email.

Your account has been created and is still under moderation. Until the site administrator approves your account, you will not be able to login. Once your account has been approved, you will receive a notification email.
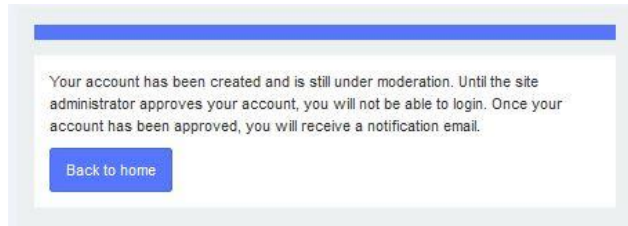
Back to home

The emails will:

- confirm the username and password you provided – you will need these to login.
- confirm your email address by including an activation link to confirm that you have received it. Until you click on the activation link to confirm the email address your details won't be submitted for approval.

This sounds a bit pedantic but stops me getting inundated with requests from duff email addresses.

The emails will look something like these:

Mon 19/10/2015 09:07
Jon <jon@rhc70s.org>
Welcome to RHC70s
To   jon@fantastic.org.uk
Fantastic

✉ RHC70s

Hello Michael Mouse,

Thank you for registering at RHC70s. Your account details are as follows:

Username: Micky
Password: MIckyM

Once you have completed the rest of registration process, you will receive another email with an activation link to verify your email address. You need to click on that link before the administrator will review the request.

This email was sent to Michael Mouse ().
If you do not wish to receive these emails from RHC70s, you can unsubscribe here.
This is copyright RHC70s or one of its contributors.

Mon 19/10/2015 09:08
Jon <jon@rhc70s.org>
Thank you for registering at RHC70s, your account is awaiting administrator's approval.
To   jon@fantastic.org.uk
Fantastic

✉ RHC70s

Hello Michael Mouse,

Thank you for registering at RHC70s.

Please verify your account first via this link : http://rhc70s.org/index.php?option=com_community&view=register&task=verifyemail&token=55b310ce100dddee88823c5938f9a21c

Your account will then be reviewed by an Administrator and you'll get the email notification to confirm access (if you appear on the Alumni list) or a request for more information if you don't. The lists are not completely accurate so there can sometimes be a bit of a delay.

Thank you.

This email was sent to Michael Mouse ().
If you do not wish to receive these emails from RHC70s, you can unsubscribe here.
This is copyright RHC70s or one of its contributors.

After you have confirmed the email address then I (the site admin) get the following notification.
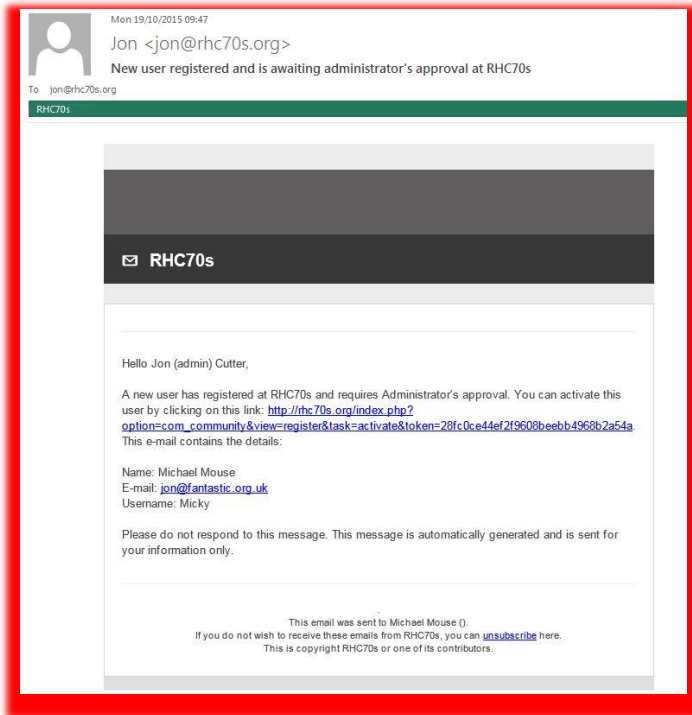
At this stage I then have to wade through the Alumni Lists to see if the details are recognised. Depending where I am when I get the notification it may take a couple of minutes or (more likely) a couple of hours. When I approve it you'll get another email saying you can login if it's nice and easy or (if you're not on my lists) you may get a request for more information and I will ask the College if they can find your details. One way or another you should hear back as long as you've included the details requested.

If you don't get the email verification email within an hour of registration then check your junk mail folders as some messages end up there. If your account has not been approved with 24 hours then use the contact form (in the Help Me section of the menu) to let me know.

If your details are approved I will confirm the status and you should get a third email back:

At this stage you can login to the site – and hopefully you will find it was worth the effort!!

Once you're on the site there are facilities for commenting on pictures and articles and even adding your own material. The more interactive you can make it the better it will be so please do add anything you can or provide feedback about your experience on the site. We are all from a generation that pre-dates the Internet and all this Social website stuff and our subsequent exposure to them varies greatly – but we are hopefully of an age where we can appreciate those differences and all members should be tolerant of the different skill levels of the users.