

Welcome to this video tutorial for the Donoghue Dunedin Toastmasters Club website.

This tutorial will show you how to log in, including directions for first time users and for those that may have forgotten their passwords.

If this is your first time logging into the website, you should have received an email from the website administrator. All members must be added to the website by the administrator before you can log in.

In your email you will find:

A link to the website: www.DunedinToastmasters.com

Directions on how to log in for the first time.

A link to our member help video tutorials, including this video

And a link to the Toastmasters International help site.

To log in click on the website link in your email or type the website address into your browser address bar.

When you first open the site you will see a menu on the left. This is the public menu. Scroll down a little further and you will see the members only menu. These links are not accessible until you log into the website.

To log in, click on the Member Login link below the Member Only menu. A new window will appear.

Start typing your name or email address into the first space.

A list should appear with your name. Select your name from the list. Your name will be replaced with a number.

If you have logged into the site before and know your password type it into the box.

If this is your first time or if you have forgotten your password, leave the space blank and click on “Authenticate/Log In”

You will receive an email with a link to set or reset your password. Open the email and click on the link to copy and paste the link into your browser address bar.

A new window will open. Type your new password into the boxes and click Save.

The website will reload the page with you logged in. You will now have access to the Members Only links including the meeting agendas, Schedules, Private directory and more.

The system is designed to keep you logged in. You will not have to log in again unless you click the log out link or delete the cookies from your computer.

Thanks for watching this video tutorial on How to Log in to your Donoghue Dunedin Toastmasters website account. More tutorials are available about how to use the website including how to edit your profile and sign up for roles on the meeting agenda.