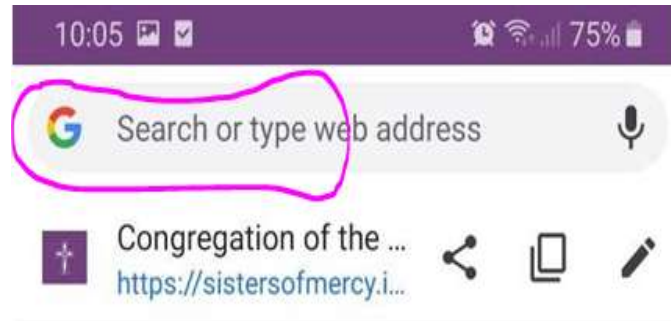


How To Log In To Members Area For Tablets And Mobile Phones

Type www.sistersofmercy.ie in your **Google** bar (as per the picture below in the space circled in pink).



This will bring you to the **Congregational Website**. Click on the **Members Login** as below (circled in pink).



This will bring you to the following page:



Enter your email address in the **Username or Email Address** box. Enter your password into the **Password** box. If you cannot remember or do not have a password, please contact Denise at denisebrennan@csm.ie. **It is very important that you put ticks in the boxes for User Agreement Statement and Privacy Statement as in the picture above.** If the ticks are not in these boxes the system will not allow you to move forward. If you want your password to be remembered, put a tick in the box beside **Remember Me**. Then click **Log In**.

You will know if you are in the **Members Area** as **Members Login** will change to **Edit Profile** and **Logout** as in the picture below (as circled in pink).



Error Messages

If you see the error message below (circled in pink) telling you **Unknown Email Address**. It means that you have entered the wrong email address. You may have changed your email address but it hasn't been updated in the system or a typo has been made. To proceed, re-enter your details in the correct boxes and tick the **User Agreement Statement** and **Privacy Statement** boxes. Also put a tick in the **Remember Me** box if you wish the system to remember you.



The image shows a WordPress login form. At the top is the WordPress logo. Below it is a pink oval containing the error message: "Unknown email address. Check again or try your username." Below the error message are three input fields: "Username or Email Address", "Password" (with an eye icon for visibility), and "Remember Me" (with a checkbox). Below the input fields are two checkboxes: "I have read and agree with the [User Agreement Statement](#)" and "I have read and agree with the [Privacy Statement](#)". At the bottom right is a blue "Log In" button.

This message above (circled in pink) may also say the ***Password you have entered for the email address/user name is incorrect.*** If you get this message you have entered a different password to what is in the system or made a typo. Re-enter your email address and check your password is correct. If you want to see what you are typing in the **Password** section, click on the eye in the **Password** box and you will see what you are typing instead of dots.

The message above (circled in pink) may also say ***You must accept the Privacy Statement conditions.*** If you get this message you have forgotten to enter a tick in one or both of the **Privacy Statement** and **User Agreement Statement** boxes. Re-enter you email address, password and ensure that you tick the two Statement boxes.

Looking Around The Website

The picture below shows the two places where you can see options to choose different menus.



Menu Picture

The **Show Menu** (in the Menu Picture above) which is available at the top of the screen **above Edit Profile** and **Logout** (circled in pink) can be seen by Sisters and members of the public. You can click on these titles and see what items are available in each section. The picture below shows these menu options.



The **Show Menu** (in the Menu Picture above) which is available above **Latest News** (circled in blue) can only be seen by Sisters. You can click on these titles and see what items are available in each section. The picture below shows these menu options.

