

# Logging in to the website for the first time

*Note that to login you need to have either an email address or a mobile number already registered with us. If you don't, then email either [office@sloughbaptistchurch.org.uk](mailto:office@sloughbaptistchurch.org.uk) or [secretary@sloughbaptistchurch.org.uk](mailto:secretary@sloughbaptistchurch.org.uk) and give us one. This may take a day or so.*

1. In the menu, hover over the word ADMIN and click on 'Login'
2. A box will come up. Click on the words "Help, I can't get in ..."
3. Enter your email address or mobile number and click 'OK'
4. A box will come up asking you to enter a confirmation code. Leave this open whilst you wait for your code to arrive, which will either be by email or text (depending on what you entered). It should only take a minute or so
5. Enter the confirmation code and press OK
6. If you share an email address with someone else, you will get a box asking you to confirm who you are
7. Now you can choose a username and password. **DON'T FORGET THEM!** It's good to include numbers in the password, as this improves security
8. You're in!

*Note that you do not need to be a church member to log in. Most of our regular attenders will be able to log in, but some areas of the site are for members only.*