

## For those attempting to login for the first time.

[www.diversionaltherapy.net.nz](http://www.diversionaltherapy.net.nz)

### Obtain a Password

Click 'Login' on the index on the right hand side of the website.

Then click the **'You need to setup a password first - click here!'** This takes you to the set up Password page. Enter your email address (**this must be the same email you have ALEADY supplied to the society**) enter your membership number. The database checks these two items in your file and if they match sends by email your password. See

<http://www.diversionaltherapy.net.nz/databaseonline/setup-password.php>

### Logon to the Members Content

On receipt of the email with the password, click 'Login' on the index on the right hand side of the website. Enter your membership number, email address and the supplied password. I recommend cut and paste, ensure only the password is copied with no empty space after the last letter. If you type in your password in, ensure you do NOT add a space by hitting the space bar key. You are now in the Membership Content part of the website and can access executive job descriptions, policy documents and newsletters etc.

<http://www.diversionaltherapy.net.nz/databaseonline/login.php>

### To read the newsletter.

Click on newsletters, many past issues are available. Click on the underlined issue number you wish to read. It should open on your screen to read. To retain a copy to your PC, go to the top left of the screen and, File, Save File As, the PC should ask where you want save the item, a box with the title of the document and that it is a PDF. This does not work on all systems. IF in doubt you can always save a PDF by clicking the download icon  on the top left of the document, this will ask to save the document which can be found in the download file.

### Access Difficulties.

The most common problem is the email address entered does not match the one held on file by the Society. The second most common is adding space to the password. The password must be entered as supplied. You can always request a new password.