



RMCA

Riverina Marriage Celebrants Association.

Website: <http://riverinamarriagecelebrants.com.au>

Logging into the RMCA Website and Subscribing to all Categories and Topics on the RMCA Forums.

Hello everyone,

With recent feedback from members it has become apparent that many members are missing out on advisory emails from the Forums of our association's website and it is for this reason I needed to create this instruction on how to subscribe to all categories and topics. Only financial members who have been given a **UserName** and **Password** will be able to access the website!

If you have forgotten your **UserName** and/or **Password**, or are a new member and have not yet received your **UserName** and **Password**, please send me a reply email so that I may confirm your membership so that your access to the website may be updated!

If you were able to access the website previously but are now no longer able to do so, perhaps your membership subscription has expired! Or at the very last, I have not been advised of your continuing membership of this great regional association! In doubt, please email me so that I may confirm your membership and update your access to the website!

Logging Into the RMCA Website.

- Log into the website with your User Name and Password (*The link is shown above in banner*);
- Select the **"Contacts" tab**;
- Enter your **"UserName"** and **"Password"** then **"Log in"**.

Subscribe to All Categories and Topics on the Website Forums.

- Select the **"Forums" tab**;
- Select the first of the three main Categories (**"Member Forums – Welcome!"**);
- Click on the small box on the far right hand side of the grey **"Topics in Category"** bar;
- Now all boxes for all topics below the box you just ticked should now also show ticks;
- Now click onto the **"Subscribe"** button, located just above the grey **"Topics in Category"** bar. It is one of just two buttons shown in blue with white print;
- Once done, you will now notice that the **"Subscribe"** button has now changed to **"Unsubscribe"**;
- You will also notice at the very top of the page a message stating that: **"You have been subscribed to this category and will get notified by mail about new posts"**.
(Please check that your email address is correct and is current!)

- Now for the second main Category.
- Select the “Index” tab located above your Forums photograph or Avatar;
- You will now be able to see the three main Categories listed again;
- Select the second of the three main Categories (“*Suggestion Box*”);
- Click on the small box on the right hand side of the grey “*Topics in Category*” bar;
- Now all boxes for all topics below the box you just ticked in the grey area should now also show ticks;
- Now click onto the “Subscribe” button, located just above the grey “*Topics in Category*” bar. It is one of just two buttons shown in blue with white print;
- Once done, you will now notice that the “Subscribe” button has now changed to “Unsubscribe”;
- You will also notice at the very top of the page a message stating that: “You have been subscribed to this category and will get notified by mail about new posts”.

- Now for the final of three main Categories.
- Select the “Index” tab located above your Forums photograph or Avatar;
- You will now be able to see the three main Categories listed again;
- Select the third and final Category (“*SEACMCA/RMCA Meeting Minutes and Speaker Notes*”);
- Click on the small box on the right hand side of the grey “*Topics in Category*” bar;
- Now all boxes for all topics below the box you just ticked in the grey area should now also show ticks;
- Now click onto the “Subscribe” button, located just above the grey “*Topics in Category*” bar. It is one of just two buttons shown in blue with white print;
- Once done, you will now notice that the “Subscribe” button has now changed to “Unsubscribe”;
- You will also notice at the very top of the page a message stating that: “You have been subscribed to this category and will get notified by mail about new posts”.
- Once complete, feel free to browse through the topics or simply “Logout”

Congratulations!

You have now successfully Logged In and Subscribed to all Categories and Topics on the Forums! Our website forums have been designed for communication between our members and also assist each other if information is sort for a colleague. We all need to be subscribed to all Categories and Topics to be able to use it for what is has been designed for, so please have a go at completing these tasks.

Please do not be alarmed if you start receiving notification emails from the website after completing these tasks! If any other member makes a post, or replies to a post, it is normal for all those who have “subscribed”, to be receiving a notification email regarding that posting. Simply login and respond with your reply!

For those members who have followed this process and do not begin to receive appropriate emails from the website, may I suggest that you check your listed email on the website as being correct and is your current email address!

I look forward to seeing you all on the Forums..

Kind Regards,

Barry