

Association's guide to new website

ABSTRACT

Instruction manual for membership administrators on how to login to the website and information that will aid making full use of all the features of the NAS website.

The National Allotment Society June 2024

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1. Introduction

The National Allotment Society welcome you to the new and improved NAS members' website.

Throughout the document, you will see reference to 'membership administrator' and 'affiliate member' or 'affiliates'. As the head liaison for your association, you are the membership administrator. All other members of your association are known as affiliate members.

This document is produced as the members' administrator manual. As the administrator for your association, you will receive step by step instructions to help you navigate around the new members' area, viewing your association's membership details and how you manage your membership.

Please note: The document advises how you log in to the members' area of the website using your personal email address and setting up a password but this does not negate the use of the standard login details provided for all members of an association. The standard login still remains your association's membership number along with the password provided to you by the NAS. You, including all your members can still use these details to login and see the members' area information.

GDPR –

Majority of the example names and details are fictitious for display purposes but for additional precaution, some of the information is redacted from this guide to ensure data protection regulations are met.

This guide is to support and aid both you and the NAS in ensuring we meet the requirements of government data protection to protect people's information.

The manual is designed to help you to be self-sufficient and assume ownership of your membership information. It is also provided to make your experience of using the new website a positive one.

We encourage you to send us notes/feedback via email so we can continue to keep the website and your members' area refreshed.

If you have any questions or queries, please contact the head office team through the 'Contact Us' form page found on the website.

2. How to Log on

Website address – <u>www.thenas.org.uk</u>

Once you go to the website, In the top right hand side, please click on 'Login' on the menu bar to proceed.

(Please note that ALL members will use the same login area when accessing the member's area of the NAS website).



2.1 Standard Association login details

Once in the login area, it will ask for your username and password.

Your association will have standard login details which is available for use by you and all members of your association.

These standard details are your membership number along with a password provided to you by the NAS. (See example photo below).

All members of your association are welcome to use the standard login details.

Discuss use the former leads	
Please use the form belo	ow to log in.
Logging in with your membership account will content and access the Kings Seeds order form personal login to access your ac	let you view member only n, but you need to use your count details.
lf you have not set up your personal accou Membership Secretar	int please contact your y.
Email / Username / Mem No s22801	
Password	

PLEASE NOTE: If you or your affiliates log into the website using the standard association login details, you will be limited to only seeing the general members' area news and information. You have to log in through your personal login details in order to gain access and manage your personal information.

If you login via your association standard login details and try to access your personal details on the 'My Account' section, you will have a page similar to the below display instead:

The National Allotment Society	Home About Us \vee Allotments \vee News Member's Area \vee My Account \vee Search
home > Member's Area > Your Account Your Account	
Your Account	
You are currently logged in	as Cactus Allotments Tester
Please note that this is a generic login for Please contact your membership secretar	rour membership account. If you want access to your personal details you will need to create a personal account. y.
Your Membership Contact Details	
Miss Jane	
Email :	
Tel: 01536 266576	
Work :	
Mob :	

2.2 Setting up Your personal login details

So that you (and all your affiliates) can set up your own personal login details, you will need to make sure the following is already done:

Make sure your email address is already registered with the NAS. If you have previously submitted your member's list via email or post to the NAS with contact details for each member including email address, then these will be registered with NAS.

If you didn't tell us your email address when you applied for membership or updated member details, please email this through to the head office at: <u>contact@thenas.org.uk</u> so we can add to records.

Once the above is done, you can go to the login page on the NAS website. You will then click on the 'forgot your username and/or password' link below.

	Please use the form below to log in.
Log cor	gging in with your membership account will let you view member only ntent and access the Kings Seeds order form, but you need to use you personal login to access your account details.
	If you have not set up your personal account please contact your Membership Secretary.
Ema	il / Username / Mem No
L En	
	nail / Username / Mem No
	nail / Username / Mem No
Pass	nail / Username / Mem No
Pass	word
Pass	word
Pass	nail / Username / Mem No word
Pass	word
Pass	nail / Username / Mem No word
Pass	gin

You will then be directed to the page below where you will be asked to type your email address. Once you put this in, click 'remind me'. You will then receive an email giving you a temporary password.

You can then login with your email address and this temporary password to gain access to your members' area and account. Once you have logged into your account, be sure to reset your password straight away so you do not have to repeat the above process.

Please enter your email address or username below and we will send you an email with your username and a link to reset your password. You need to have an email address registered with your account for this to work. If you haven't got an email address registered you'll need to contact
You need to have an email address registered with your account for this work. If you haven't got an email address registered you'll need to contact
your membership secretary.
Email / Username Email / Username

Please note if any of the members in your association do not have an email address they can register, they will only be able to sign in using the association's membership number and standard password.

None of the above changes the fact you and all your affiliate members can use the standard general login details for your association.

Please note: Logging in via your personal login details allows you access to all areas of the website including the 'my account' area where you can update your details. As a membership administrator, you will have access to your personal information and your affiliates members where you can add, edit and delete affiliate details (see more information on this from section 4 onwards). Affiliate members will be able to see their own details but no one else.

This is intentionally designed as such so that you, (the membership administrator), have access to update your members list rather than emailing the head office.

• • • 6 Once you have signed in, you will automatically go through to your members' home page.

At the top, you will see the menu bar which lists the following -

Home, About Us, Allotments, News, Members Area and My Account. First, let's look at the details in the 'My Account' section.



Access membership only information, offers and downloads

3. Your Account

(Please note some info on the screenshot image below is redacted for data security).

Once you're in your account, you will automatically be in the 'details' section of your membership account which shows you all personal information held for you including your name, address, telephone number and email address.

As the membership administrator for your association, you will see the 'manage account' button on the right hand side which will take you over to your association's details as well as show you all the affiliate members you have.

Allotment Society	Home About Us ~ Allotm	ients 🗸 News Member's Area 🗸 My	Account ~	
ome > Member's Area > Your Account 'our Account				
Your Account				
our Details		Your Memberships		
Name : Miss Jane	Home Address:	membership	position	
Username : user193689 Email : [@gmail.com	123 Test Street Test Town Test	Cactus Allotments Tester	Secretary	Manage Account
Home Tel : 01536 266576 Work Tel : Mobile Tel :	TE54 4AG Edit Home Address			
Terms Accepted : yes Receives E-Newsletter : yes	Work Address:			
Has Insurance : no	Edit Work Address			
Edit Details				

4. How to add an affiliate member

(Please note some info on the screenshot image below is redacted for data security)

Click the 'Affiliates' button to see all your members.

nome > Member's Area > Manage Membership Manage Cactus Allotments Tester	
Details Affiliates Subscriptions and Payments	
Mem Name : Cactus Allotments Tester Mem Num : S22801 Mem Type : Association No.of Affiliates : 15 Website : Join Date : 03 Aug 2023	Links: Region : Scotland Regional Rep : not set Default Contact:
Expiry Date : 02 Aug 2025 Extra Seed Catalogue Info: No. Catalogues : 0 No. Order Forms : 0	Test Street, Test Town, Test, TE54 4AG Email : Il @@gmail.com Tel : 01536 266576 Work : Mob :
Change Catalogue Numbers Notes:	Share: Share number : 203669 not valid
View Seed Catalogue	Web Login: Website login : s22801 Website password : 3327339 Change Password

Once you have clicked on the 'Affiliates' button, all your members details will drop down in the display just as the format seen in the image below. Here you can view, edit and delete affiliate members' names and their details.

home > Member's Area > M Manage Cactus Alla	Manage Membership Stments Tester											
Manage (Details Affiliates	Subscriptions of	llotm	nents	s Tester								
You currently pay fo	or 15 and have 7 nber	linked.										
Search:				Show 50 🗸	entries							
	1↓ position 1↓	Title 🛝	First Name	I↓ Surname †↓	Mail 🔱	Ins 1↓	Address 1 1↓	Address 2 ^{↑↓}	Address 3 î↓	Town î↓	County 11	c
C ×	Secretary	Miss	Jane		 Image: A start of the start of		123 Test Street			Test Town	Test	
C ×	Affiliate		Alayne		~		5 Shakespeare Way			Corby	Northants	U K
C ×	Affiliate		Catherine		~		1 Shakespeare Way			Corby	Northants	U K
Ø ×	Affiliate		Peter		✓		2 Shakespeare Way			Corby	Northants	U K
2 ×	Affiliate		George	_	~		4 Shakespeare Way			Corby	Northants	U K
C ×	Affiliate	Mr	John		 Image: A start of the start of		1	1	1	1	1	1
C ×	Affiliate		Helen	—	~		3 Shakespeare Way			Corby	Northants	U K

(Please note some info on the screenshot image below is redacted for data security)

Here you can view, edit and delete affiliate members' names and their details.

You will see the note of how many members you have paid for against how many members you have registered as an affiliate. This will update as and when you add more affiliates or remove them. For example, if you have 50 members and have listed 40 persons, the note will say "You currently pay for 50 and have 40 recorded."

Please remember that if members are not registered on your account as being a part of your association, they may miss out on a lot of benefits including the Allotmenteers liability insurance cover which requires their details to be listed.

Г

Details Affiliate	Click this button if you would to add a new affiliate member vour association.											
Search:	imber			Show 50	- entries							
	t⊥ position t⊥	Title 1	First Name	t↓ Surname t	Mail 🔱	Ins 🔱	Address 1 1↓	Address	Address	Town 🔱	County 1	۱c
C ×	Secretary	Miss	Jane		~		123 Test Street			Test Town	Test	
	Affiliate		Alayne		✓		5 Shakespeare Way			Corby	Northants	U K
C ×	Affiliate		Catherine	ə —	 ✓ 		1 Shakespeare Way			Corby	Northants	U K
	Affiliate		Peter	_	~		2 Shakespeare Way			Corby	Northants	U K
C ×	Affiliate		George	—	~		4 Shakespeare Way			Corby	Northants	U K
C ×	Affiliate	Mr	John		✓		1	1	1	1	1	1
	Affiliate		Helen		*		3 Shakespeare Way			Corby	Northants	U K

To add another member, click the 'add affiliate member' button.

Once you click on the 'add affiliate member' button, the following pop up will open – You can then fill out all fields with the new members' details.

The M	la da cal				
Allotn	Register an Affiliate	×			
home > Member's Area > M Manage Cactus Allor					
	Email				
Manage (
Details Affiliates	Please enter the person's email.				
You currently pay fo	Title	_			
add affiliate men					
	Please enter the person's title.	_			
Search:	Forename				
					_
	Please enter the person's forename. (required)	w			d
C ×	Surname	st "	Town	Test	
		rb	y	Northants	U
	Please enter the person's surname. (required)	_			К
	Please start by typing in your postcode	rb	у	Northants	U
C ×		dis	y	Northants	ĸ
	Address Line 1				
C ×		arb	y	Northants	U
r x	Address Line 2	_		1	1
C ×		orb	y	Northants	к
	Address Line 3				
4					•

If the new member wants insurance cover, make sure to tick the box for insurance and enewsletter at the bottom before clicking 'register'.

	Town / City			
ome > Member's Area > M lanage Cactus Allot	County			
<i>l</i> anage C				
Details Affiliates	Address Country			
ou currently pay fo				
add affiliate mem	Home Telephone			
	Research the necessive bases telephone			
Search:	viedse enter the person's nome telephone.			
	Work Telephone			
1		wn 🕮		d
C ×	Please enter the person's work telephone.	at Town	Test	
	Mobile Telephone	rby	Northants	U
				к
C ×	Please enter the person's mobile telephone.	rby	Northants	U K
C ×	Terms Accepted (required)	rby	Northants	UK
	Receives E-Newsletter			
	Register for NAS Insurance	rby	Northants	U K
			1	1
		rby	Northants	U
	Register Close			к

You will not be able to click register until you have field out all the compulsory fields.

5. How to edit an affiliate member

(Please note some info on the screenshot image below is redacted for data security)

For each line with an affiliate member, you will see a purple icon – this is the 'edit affiliate' button. Click on this to make edits to an affiliates name and details.

Dotano Annio	ites Subscriptions and	Payments								
You currently pa	y for 15 and have 7 linke	əd.								
add affiliate n	nember									
			01							
Search:			Show 50 V	entries						
	î↓ position î↓ Tit	First le 🄃 Name	î↓ Surname î↓	Mail 🛝	Ins î↓	Address 1 1↓	Address 2 1↓	Address 3 1↓	Town ↑↓	County 1
C ×	Secretary Mis	s Jane		 Image: A start of the start of		123 Test Street			Test Town	Test
C ×	Affiliate	Alayne	, and the second se	✓		5 Shakespeare Way			Corby	Northants
C ×	Affiliate	Catherine		~		1 Shakespeare Way			Corby	Northants
C ×	Affiliate	Peter		✓		2 Shakespeare Way			Corby	Northants
C ×	Affiliate	George				4 Shakespeare Way			Corby	Northants
C ×	Affiliate Mr	John		 Image: A start of the start of		1	1	1	1	1
C ×	Affiliate	Helen				3 Shakespeare Way			Corby	Northants

One you've clicked on the edit button on the line for the affiliate you want to update details for, you will then be taken to their profile where you can then click on 'edit details'.

The National Allotment Society	Home About Us \sim Allotments \sim News Member's Area \sim My Account \sim
home > Member's Area > Your Account Your Account	
Your Account Name : Miss Jane Username : user193689 Email : @gmail.com Home Tel : 01536 266576 Work Tel : Mobile Tel : Terms Accepted : yes Receives E-Newsletter : yes Has Insurance : no Lott Details Change Password	Home Address: 123 Test Street Test Town Test TE54 4AG Edit Home Address Work Address: Edit Work Address

Once you have made the edits you need to make, click 'update details' at the bottom and the system will automatically save these.

Make sure you have still filled in all compulsory details as you will not be able to save if any compulsory field is missing.

Terms Accepted		
Receives E-Newsletter		
Register for NAS Insurance		
	Update Details	Close

Please note: As the membership administrator for your association, you are the default contact for all correspondence sent by the NAS. It is imperative the NAS has details to contact you with regards to any updates or changes to your association.

Because of this factor, you will not be able to change your personal details by any other method except by contacting the NAS office directly via email.

(what the membership administrator will see pop up if they try to change their details).

The Nor Allotm	Edit User Dete	ails			×	
ome > Member's Area > You our Account	As vou are	e the default contact	for an association v	ou cannot e	dit vour	
our Acco	details her Please contact	re the NAS office to update your d	, etails.		,	
our Details						
Name : Miss Jane G				Update Details	Close	
Username : user193_		To at Taxaa				
Email : lisa1986fox@g	gmail.com	Test	Cactus Allotments	Tester S	ecretary	Manage Account
Home Tel : 01536 266 Work Tel : Mobile Tel :	576	TE54 4AG Edit Home Address				
Terms Accepted : yes	s					
Receives E-Newslette	er : yes	Work Address:				
Has Insurance : no Edit Details Change Password		Edit Work Address				

6. How to remove an affiliate member

To remove an affiliate member from your members list, simply find their name on your members list and click the red 'x' button next to their name. This will delete all their details from your members list and your account.

ie > Member's Area > N nage Cactus Allo	Manage Membership otments Tester											
anage (Cactus A	llotm	nents	s Tester								
etails Affiliates	Subscriptions	and Payme	nts									
i currently pay fo	or 15 and have 7	linked.										
idd affiliate men	nber											
					~							
earch:				Show 50 V	entries							
			First				Address	Address	Address	A 1		
	^{⊺↓} position ^{⊺↓}	Title 斗	Name	💷 Surname 🕮	Mail 🎵	Ins 🎵	1 II	2 ^{⊺↓}	3 TI	Town ^{⊺↓}	County TI	
C ×	Secretary	Miss	Jane		 Image: A start of the start of		123 Test Street			Test Town	Test	
C ×	Affiliate		Alayne		~		5 Shakespeare Way			Corby	Northants	
C ×	Affiliate		Catherine		~		1 Shakespeare Way			Corby	Northants	
C ×	Affiliate		Peter		~		2 Shakespeare Way			Corby	Northants	
C ×	Affiliate		George		 Image: A start of the start of		4 Shakespeare Way			Corby	Northants	
C ×	Affiliate	Mr	John		 Image: A start of the start of		1	1	1	1	1	
C ×	Affiliate		Helen		~		3 Shakespeare			Corby	Northants	
							way					

Please note you will be given a warning pop up before the system completely deletes this member. You will then need to click the 'remove from member account' button to confirm the removing of this member. This is just to make sure you have not mistakenly chosen to delete the affiliate's details. It will display on your screen like the image below:



15

7. Subscriptions & Payments

7.1 Paying your membership renewal

Click on the 'subscription and payments' button.

home > Member's Area > Manage Membership Manage Cactus Allotments Tester	
Details Affiliates Subscriptions and Payments	ter
Mem Name : Cactus Allotments Tester Mem Num : S22801 Mem Type : Association No of Affiliates : 15	Links: Region : Scotland Regional Rep : not set
Website : Join Date : 03 Aug 2023 Expiry Date : 02 Aug 2025	Default Contact: Miss Jane 123 Test Street, Test Town, Test, TE54 4AG
Extra Seed Catalogue Info: No. Catalogues : 0 No. Order Forms : 0	Email : II @gmail.com Tel : 01536 266576 Work : Mob :
Notes:	Share: Share number : 203669 not valid
View Seed Catalogue	Web Login: Website login : s22801 Website password : 3327339 Change Password

The page below will then appear displaying all previous and recent payments for your association.



You will then see two buttons leading you to payment area – one in the right hand side next to the last payment made and one on the left side. Both buttons will lead you to the same payment page.

(Note: If you are confused on the options you have of how to make payment, there is a help button next to the 'pay' button below on the right hand side).



You will then be taken to the page to choose your payment method.

You will have the choice of the following:

- 1. pay by bank transfer
- 2. pay by sending a cheque to our head office address
- 3. Pay by online card payment.

home > Member's Area > Make Payment Make Payment for Cactus Allotments Tester
Make Payment for Cactus Allotments Tester Association Membership fees due on 02 Aug 2025
You currently pay for 15 affiliates and have 7 linked.
You can alter the number of affilates for your renewal using the box below.
The minimum number you can pay for is 7. If you need fewer affiliates you need to edit your affiliate list to remove any unwanted accounts.
How many affiliates do you want to pay for?
15
Total Cost £ 45.00
Please choose a payment method below.
I will pay by Internet bank transfer
I will send a cheque
Online card payment

Paying by bank transfer -

If you choose option 1, our business account details for transfer are as follows: Bank: The Co-operative Bank Sort Code: 08 92 99 Account Number: 67270048 Account Name: NSALG Please use your membership number as the reference.

Paying by cheque –

If you choose option 2, you can send this to our head office address which is: NSALG Ltd O'Dell House Hunters Road Corby NN17 5JE

If you click for option 1 or option 2 above – you will then come to the following screen



If you then look back at your subscription and payments page, you will see the payment added showing in an amber colour as 'not paid'. This will update to a green colour showing 'paid' once the funds have been received.

ts Tester	
Member : S22801 - Cactus Allotments T	ester
123 Test Street, Test Town, Test, TE54 4AG	i.
Home tel : 01536 266576	
Work tel : Mobile tel :	
Email : [@gmail.com	
pay	
method notes	updated
Cheque Payment by cheque requested at 2024-04-26 12:39:26	26 Apr How to pay Pay 2024
n	Member : S22801 - Cactus Allotments Te Contact : Miss Jane (Contact : Miss Jane (Member : S22801 - Cactus Allotments Te Contact : Miss Jane (Member : S22801 - Cactus Allotments Te I23 Test Street, Test Town, Test, TE54 4AG Home tel : 01536 266576 Work tel : Mobile tel : Email : Mobile tel : Email : Mobile tel : Email : Mobile tel : Cheque Notes Payment by cheque requested at 2024-04-26 12:39:26

Pay by online card payment -

If you choose option 3 and pay by card, you will be directed to a Stripe payment page where you can enter your details to complete this payment (like seen below)

G.E.T. Internet Services TEST MODE Pay with card Email Card information I234 1234 1234 1234 ICH CVC
G.E.T. Internet Services TEST MODE Pay with card Email S.5.00 Card information 1234 1234 1234 1234 CVC
G.E.T. Internet Services TEST MODE Pay with card renewal 522801 Cactus Allotments Tester for 15 ates .5.00 Card information 1234 1234 1234 1234 MM (VV CVC
renewal S22801 Cactus Allotments Tester for 15 ates 5.00 Card information 1234 1234 1234 1234 MM / VV
5.00 Card information
1234 1234 1234 1234 VISA 🚺 🖼
MM / W
WWY/TT CVC
Cardholder name
Full name on card
Country or region
United Kingdom 🗸
Postal code
Pay
ad by stripe Terms Privacy

Once completed this page and clicked 'pay', the system will process your payment and you will be sent to a confirmation page once this is complete. You will then be able to return to your account page.

Please note: Do not try to go back or refresh the page while the payment is being made as this may cause the payment to fail or could even cause duplicate payment.

7.2 Adding a magazine subscription

To add a magazine subscription, you will need to go to your details on the 'My Account section'.

The National Allotment Society	Home Abo	out Us 🗸	Allotments ~	News	Member's Area 🗸	My Account - Search
home > Member's Area > Your Account Your Account						Manage Cactus Allotments Tester Account

Once there, you will see the option to 'get your own mag subscription'. Click this button in order to set up a subscription for yourself. As the membership administrator, you will be responsible for adding additional subscriptions for yourself and for other affiliates to your association.

home > Member's Area > Your Account Your Account			
Your Account			
Your Details		Your Memberships	
Name : Miss Jane (Home Address:	membership	position
Username : user193689	123 Test Street Test Town	Captus Allatmants Tastar	Socratary
Email : lisal	Test	Cuctus Allot Hents Tester	Manage Account
Home Tel : 01536 266576 Work Tel : Mobile Tel :	TE54 4AG Edit Home Address	Get Your Own Magazi	ine Subscription
Terms Accepted : yes Receives E-Newsletter : yes	Work Address:	If you want to receive your own p link below.	personal copy of our magazine just click the
Has Insurance : no	Edit Work Address	Get Your Own Magazine Subscriptio	on
Edit Details			
Change Password			

You will then have the following description pop up that asks how many magazine subscriptions you are looking to set up. Place in the number of magazines you want to subscribe to and click 'subscribe'.

Magazine Subscription	×
Subscribe To Our Magazine As a current member you can get copies of the NAS magazine at the reduced rate of £10 per subscription copy per year.	ı
Simply tell us how many magazines you require per issue and click the button below to add this to your account.	
How many subscription copies do you need 1	
Subscribe Clos	е

The following page will ask you to confirm the number of magazines you want to subscribe to again before taking you to online payment page to complete payment.

You can then follow the instructions for making payment and the system will automatically set this up for you once payment has been made.

7.3 Subscription renewals

If you are renewing your magazine subscription, you will see the option to 'pay' listed next to the description of your magazine subscription under the 'subscription and payments section.

8. Summary

Now that we have covered all aspects about logging onto your account, viewing and making changes, you can now browse the rest of the website.

There are many discoveries to see on the new website including the new and improved areas listed below:

- History of NAS
- Regional branches
- Volunteer with NAS
- Benefits of Allotments
- Monthly Jobs
- National Allotments Week
- Allotment Magazines (All previous dating to 2018)
- Info & downloads (including all major NAS leaflets such as the 'Voice of the allotments'
- Kings Seed scheme
- Legal advice (which will soon be updated with a more detailed FAQ page)

And more benefits to engage and support all our members.

If you have any feedback or queries, please do let us know by dropping us an email at Head Office – contact@thenas.org.uk.