



The National Allotment Society

National Society of Allotment and Leisure Gardeners Ltd

Individual's guide to new website

ABSTRACT

Instruction manual for Individuals 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

July 2024

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1. Introduction

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

This document is produced as the Individual/Life members' manual. As an individual member of the NAS, you will receive step by step instructions to help you navigate around the new members' area, viewing your 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 to you by the NAS. The standard login still remains your membership number along with the password provided to you by the NAS. You 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.

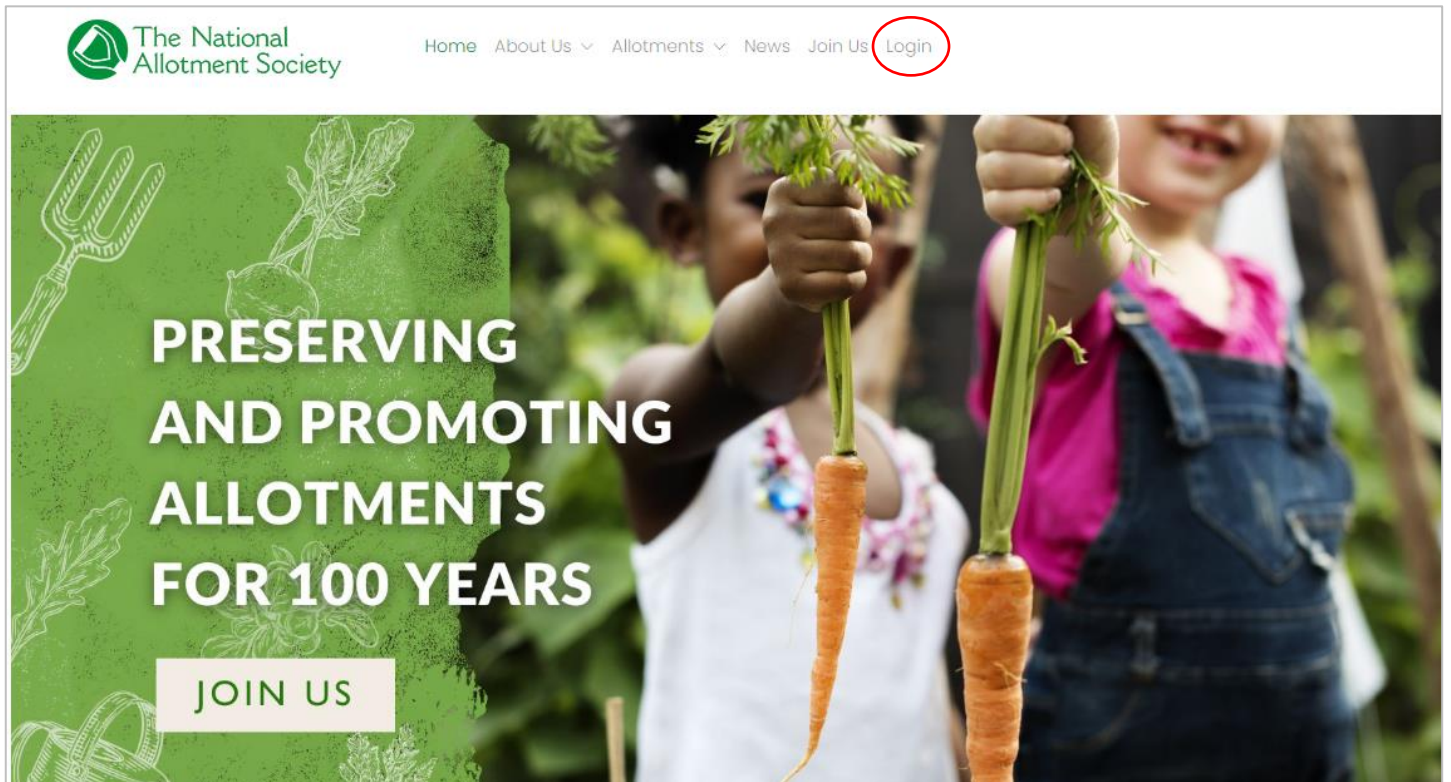
After reading this guide, If you have any questions or queries, please contact the head office team through the 'Contact Us' form page found on the website.

2. How to Log on

Website address – www.thenas.org.uk

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).



The screenshot shows the top section of the website. On the left is the logo for 'The National Allotment Society'. To its right is a navigation menu with links for 'Home', 'About Us', 'Allotments', 'News', 'Join Us', and 'Login'. The 'Login' link is circled in red. Below the navigation is a large banner image of two children holding up carrots. Overlaid on the left side of the banner is a green graphic with white line-art illustrations of a fork, a carrot, and a basket. The text 'PRESERVING AND PROMOTING ALLOTMENTS FOR 100 YEARS' is written in white, bold, uppercase letters. Below this text is a white button with the text 'JOIN US' in green, uppercase letters.

2.1 Standard Login details

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

You will have standard login details which are available for you to use.

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

Please use the form below to log in.

Logging in with your membership account will let you view member only content and access the Kings Seeds order form, but you need to use your personal login to access your account details.

If you have not set up your personal account please contact your Membership Secretary.


Email / Username / Mem No

Password

[Forgot your username and/or password?](#)

PLEASE NOTE: If you 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 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:

Home [About Us](#) [Allotments](#) [News](#) [Member's Area](#) [My Account](#) [Search](#)

home > Member's Area > Your Account

Your Account

Your Account

You are currently logged in as *Jack Reacher*

You are currently logged in using the generic account login.

For full access to your account and personal details, please logout and use your registered email address as your username.

If you're logging in for the first time with your email address, you will need to click the 'forgot password' button and have a temporary sign in link sent to you where you can then set up your own password.

If you haven't registered an email address with the NAS, please email contact@thenas.org.uk

2.2 Setting up Your personal login details

So that you 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 details without your email address, please email this through to the head office at: contact@thenas.org.uk so we can add to records.

Duplicate Emails –

PLEASE NOTE: You will not be able to access your account if your email address is duplicated (If one email address is linked to multiple members). If you think your email address is linked to more than one account, email the Head office to rectify this.

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.

Logging in with your membership account will let you view member only content and access the Kings Seeds order form, but you need to use your personal login to access your account details.

If you have not set up your personal account please contact your Membership Secretary.

Email / Username / Mem No

Password

[Forgot your username and/or password?](#)

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.

Forgotten Your Username or Password?

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 your membership secretary.

Email / Username

[Remind Me](#)

Please note if you do not have an email address you can register, you will only be able to sign in using the standard membership number and standard password.

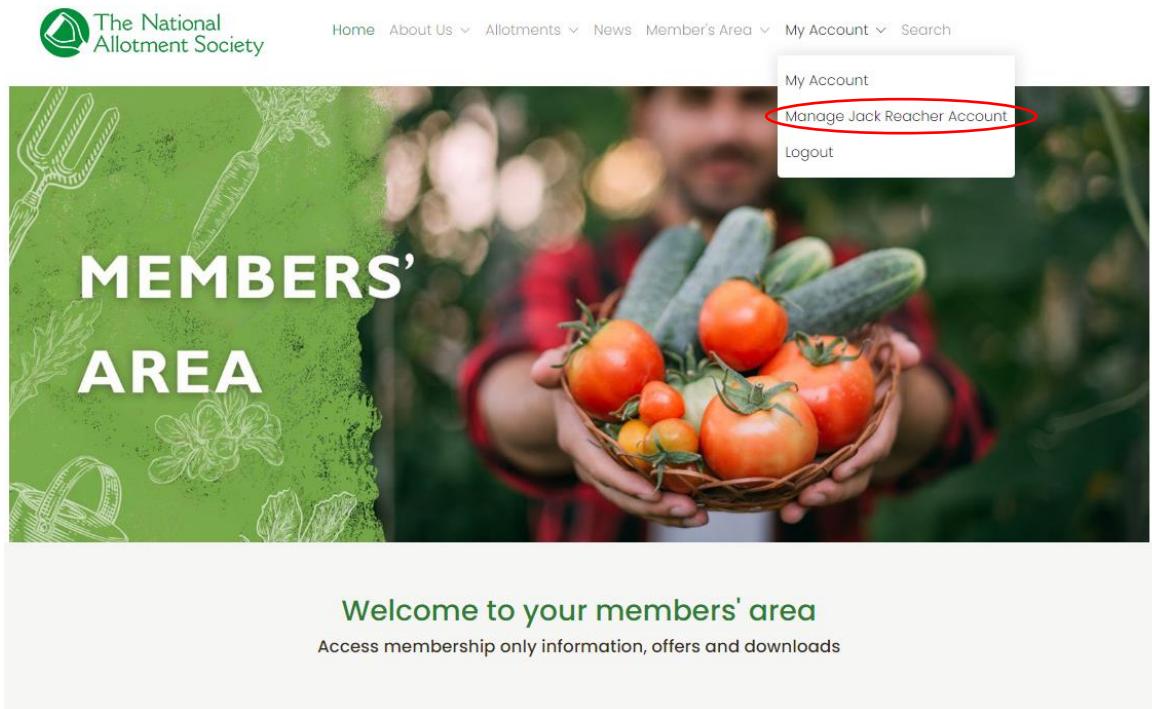
None of the above changes the fact you can use the standard general login details.

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 an individual member, you will have access to your personal information where you can add view your details and pay for annual renewal on your membership subscription.

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.



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.

You will see a 'manage account' button on the right hand side which will take you over to your membership details.

The screenshot shows the 'Your Account' page for 'The National Allotment Society'. The page is divided into two main sections: 'Your Details' and 'Your Memberships'.

Your Details:

- Name: Mr Jack Reacher
- Username: user2118 [redacted]
- Email: [redacted]
- Home Tel: 01563 123456
- Work Tel: [redacted]
- Mobile Tel: [redacted]
- Terms Accepted: yes
- Receives E-Newsletter: no
- Has Insurance: no

Home Address: 1036 Special Investigator Street, Margrave, States, NN17 5JE. There is an 'Edit Home Address' button.

Work Address: [redacted]. There is an 'Edit Work Address' button.

Buttons: 'Edit Details' (blue), 'Change Password' (orange).

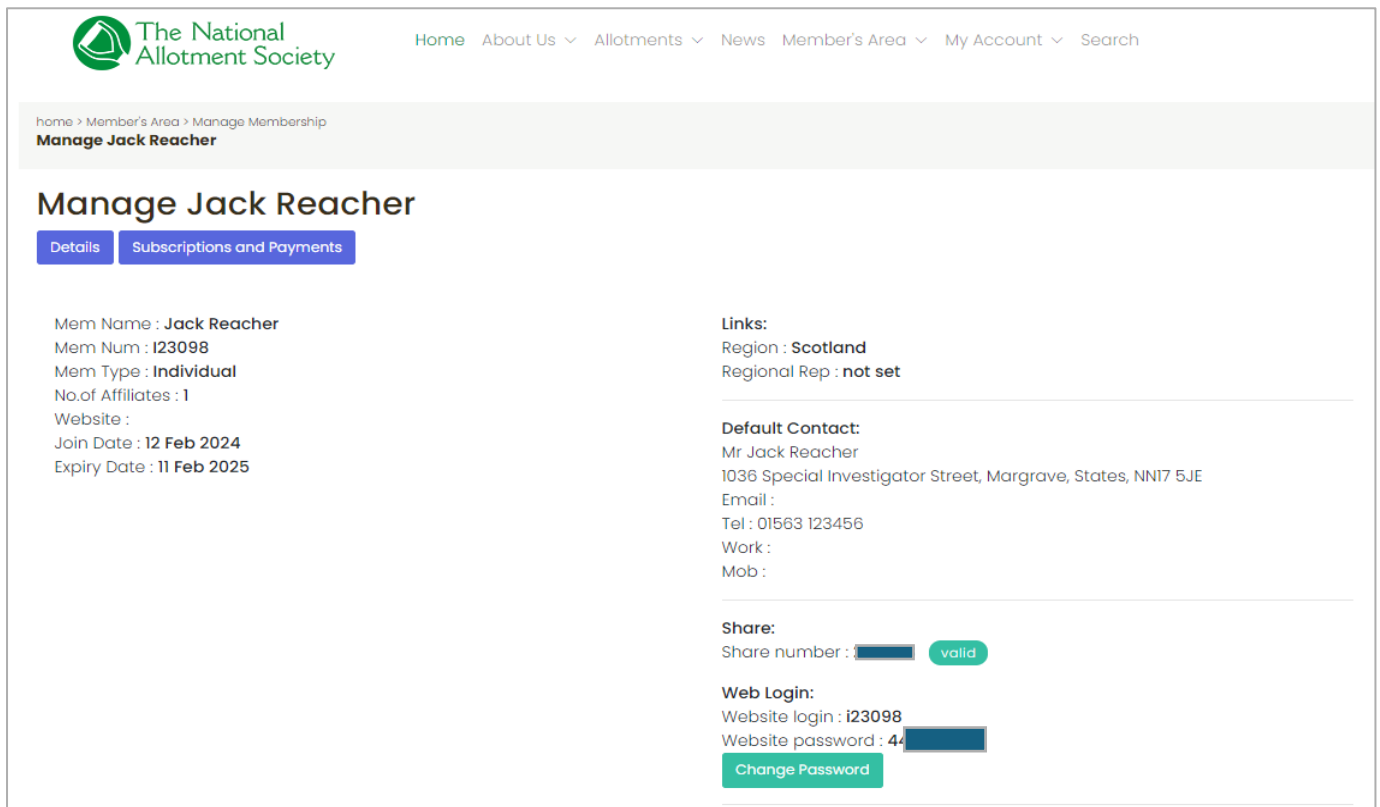
Your Memberships:

membership	position	
Jack Reacher	Not Set	Manage Account

The 'Manage Account' link in the table is circled in red.

Once on the next page, you will see all your membership details which include:

- The date your membership began
- Your renewal date for your membership
- Your Share number (relevant for the NAS AGM)
- Your membership number along with your standard login password (if not using your personal login details)
- Regional location
- Regional Representative's name



The screenshot shows the 'Manage Jack Reacher' page on the website of The National Allotment Society. The page has a navigation bar at the top with links for Home, About Us, Allotments, News, Member's Area, My Account, and Search. Below the navigation bar, there is a breadcrumb trail: home > Member's Area > Manage Membership. The main heading is 'Manage Jack Reacher', with two tabs: 'Details' (selected) and 'Subscriptions and Payments'. The page is divided into two columns. The left column contains membership details: Mem Name: Jack Reacher, Mem Num: I23098, Mem Type: Individual, No. of Affiliates: 1, Website: (blank), Join Date: 12 Feb 2024, and Expiry Date: 11 Feb 2025. The right column contains contact and login information. Under 'Links', it shows Region: Scotland and Regional Rep: not set. Under 'Default Contact', it lists Mr Jack Reacher, 1036 Special Investigator Street, Margrave, States, NN17 5JE, Email: (blank), Tel: 01563 123456, Work: (blank), and Mob: (blank). Under 'Share', it shows Share number: [redacted] with a 'valid' status. Under 'Web Login', it shows Website login: i23098 and Website password: 4[redacted]. A 'Change Password' button is located below the password field.

The National Allotment Society

Home About Us Allotments News Member's Area My Account Search

home > Member's Area > Manage Membership

Manage Jack Reacher

Details Subscriptions and Payments

Mem Name : **Jack Reacher**
Mem Num : **I23098**
Mem Type : **Individual**
No. of Affiliates : **1**
Website :
Join Date : **12 Feb 2024**
Expiry Date : **11 Feb 2025**

Links:
Region : **Scotland**
Regional Rep : **not set**

Default Contact:
Mr Jack Reacher
1036 Special Investigator Street, Margrave, States, NN17 5JE
Email :
Tel : 01563 123456
Work :
Mob :

Share:
Share number : [redacted] **valid**

Web Login:
Website login : **i23098**
Website password : **4[redacted]**
Change Password

4. How to edit your information

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

To edit your personal details, go to the 'My Account' section and click on 'edit details'.

The screenshot shows the 'Your Account' page for 'The National Allotment Society'. The page is divided into several sections:

- Your Details:** Lists personal information such as Name (Mr Jack Reacher), Username (user211992), Email, Home Tel (01563 123456), Work Tel, Mobile Tel, Terms Accepted (yes), Receives E-Newsletter (no), and Has Insurance (no). It includes buttons for 'Edit Home Address', 'Edit Work Address', 'Edit Details' (circled in red), and 'Change Password'.
- Your Memberships:** A table with columns 'membership' and 'position'. It shows one membership for 'Jack Reacher' with a position of 'Not Set' and a 'Manage Account' button.
- Get Your Own Magazine Subscription:** A section with a text prompt and a 'Get Your Own Magazine Subscription' button.

The top navigation bar includes links for Home, About Us, Allotments, News, Member's Area, My Account, and Search. The breadcrumb trail indicates the user is in the 'Your Account' section.

Edit your details in the fields applicable. Once done, click 'Update Details'.

Edit User Details ✕

Username

Please enter a username.

Email

Please enter your email.

Title

Please enter your title.

Forename

Please enter your forename.

Surname

Please enter your surname.

Home Telephone

Please enter your home telephone.

Work Telephone

Please enter your work telephone.

Home Telephone

Please enter your home telephone.

Work Telephone

Please enter your work telephone.

Mobile Telephone

Please enter your mobile telephone.

Terms Accepted

Receives E-Newsletter

PLEASE NOTE: You will not be able to click 'Update Details' until you have filled out all the compulsory fields. You also have to make sure you have accepted the terms & conditions by ticking the box at the bottom.

Reacher

Please enter your surname.

Home Telephone

01563 123456

Please enter your home telephone.

Work Telephone

Please enter your work telephone.


Mobile Telephone

Please enter your mobile telephone.

Terms Accepted

Receives E-Newsletter

Update Details Close



There was an error updating that user

You must accept the terms and conditions

OK

5. Subscriptions & Payments

5.1 Paying your membership renewal

The screenshot shows the 'Manage Jack Reacher' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Allotments', 'News', 'Member's Area', 'My Account', and 'Search'. Below the navigation bar, the breadcrumb trail reads 'home > Member's Area > Manage Membership'. The main heading is 'Manage Jack Reacher'. There are two tabs: 'Details' and 'Subscriptions and Payments', with the latter being highlighted by a red circle. The page is divided into two columns. The left column contains membership details: Mem Name: Jack Reacher, Mem Num: I23098, Mem Type: Individual, No. of Affiliates: 1, Website: (blank), Join Date: 12 Feb 2024, and Expiry Date: 11 Feb 2025. The right column contains contact and login information: Links (Region: Scotland, Regional Rep: not set), Default Contact (Mr Jack Reacher, 1036 Special Investigator Street, Margrave, States, NN17 5JE, Email: (blank), Tel: 01563 123456, Work: (blank), Mob: (blank)), Share (Share number: 203963, valid), and Web Login (Website login: I23098, Website password: 4423212, Change Password button).

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

If you have reached your membership renewal date, you can click the 'Renew Now' button leading you to payment area.

The screenshot shows the 'Manage Jack Reacher' page with subscription details. The breadcrumb trail is 'home > Member's Area > Manage Membership'. The main heading is 'Manage Jack Reacher'. There are two tabs: 'Details' and 'Subscriptions and Payments'. The left column shows subscription information: Subscription type: Individual (active), Last payment made: 12 Feb 2024, Expiry based on payment: 11 Feb 2025, Magazine Quota: standard, and a 'Renew Now' button highlighted with a red circle. The right column shows member and contact information: Member: I23098 - Jack Reacher, Contact: Mr Jack Reacher, 1036 Special Investigator Street, Margrave, States, NN17 5JE, Home tel: 01563 123456, Work tel: (blank), Mobile tel: (blank), Email: (blank). Below this is a table of payments:

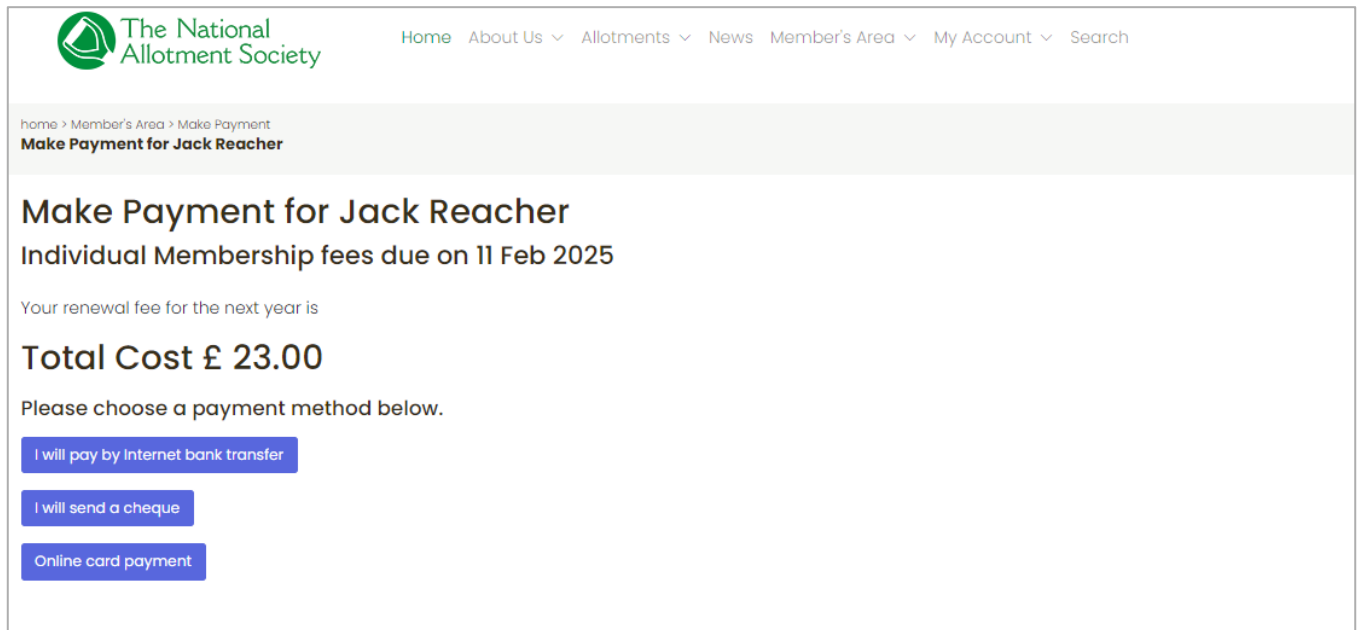
type	due	actual quan	cost	paid	pay method	notes	updated
main	12 Feb 2024	1	£ 0.00	12 Feb 2024	Not Applicable		12 Feb 2024

An 'Email Receipt' button is located to the right of the table row.

You will then be taken to the page showing the cost of your membership and ask you to choose your payment method.

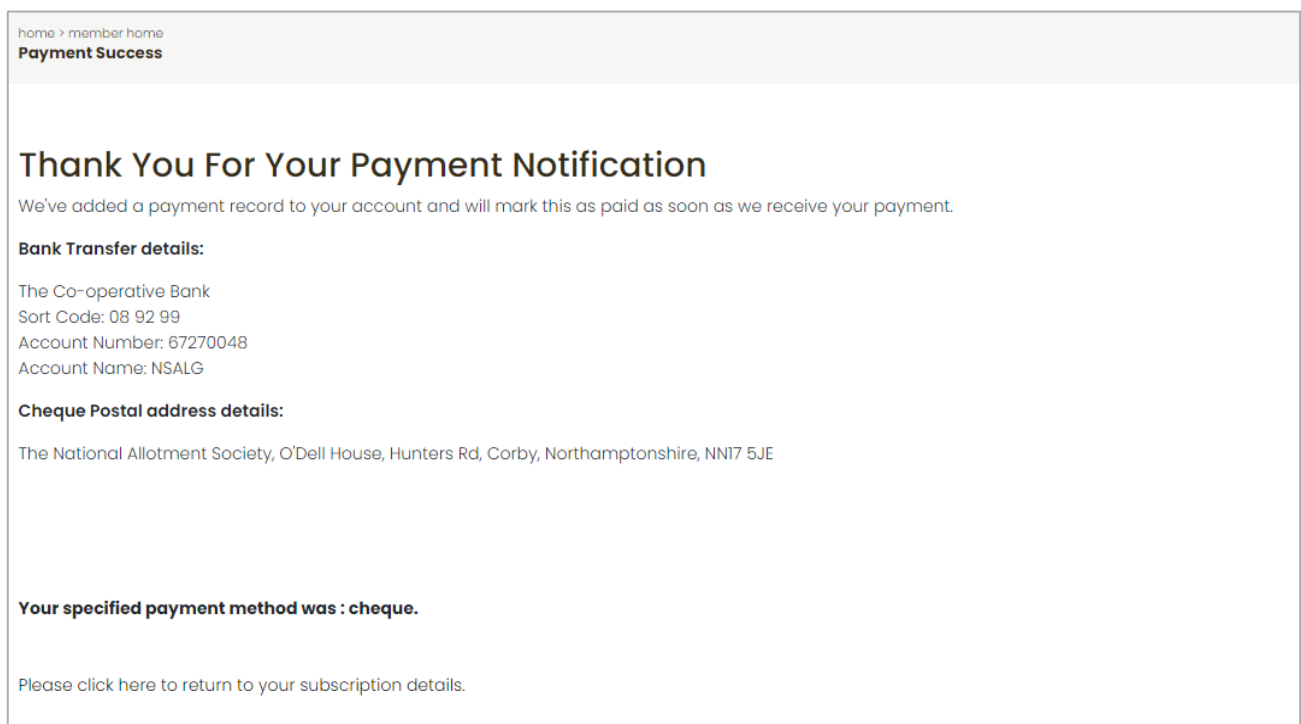
You will have the choice of the following:

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



The screenshot shows the website header with the logo and navigation menu. The breadcrumb trail is 'home > Member's Area > Make Payment'. The page title is 'Make Payment for Jack Reacher' with a subtitle 'Individual Membership fees due on 11 Feb 2025'. The text states 'Your renewal fee for the next year is' followed by 'Total Cost £ 23.00'. Below this, it says 'Please choose a payment method below.' and lists three options: 'I will pay by internet bank transfer', 'I will send a cheque', and 'Online card payment'.

If you click to pay by bank transfer or cheque, you will be directed to a notification page that will advise your future payment has been registered and will be pending until funds are received. (See example below).



The screenshot shows a 'Payment Success' notification page. The breadcrumb trail is 'home > member home'. The main heading is 'Thank You For Your Payment Notification' with a sub-heading 'Payment Success'. The text says 'We've added a payment record to your account and will mark this as paid as soon as we receive your payment.' It then lists 'Bank Transfer details:' with information for The Co-operative Bank, including Sort Code: 08 92 99, Account Number: 67270048, and Account Name: NSALG. It also lists 'Cheque Postal address details:' with the address: The National Allotment Society, O'Dell House, Hunters Rd, Corby, Northamptonshire, NN17 5JE. At the bottom, it states 'Your specified payment method was : cheque.' and provides a link to return to subscription details.

Paying by bank transfer –

If you choose option 1, our business account details for transfer will appear on the thank you screen. These details 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

PLEASE NOTE: Please make payable NSALG LTD

Option 1 or option 2 above will then be registered on your ‘Subscriptions and payments’ page showing in an amber colour as ‘not paid’. This will update to a green colour showing ‘paid’ once the funds have been received.

(See example image below)

The screenshot shows the 'Manage Jack Reacher' page on the NSALG website. The page includes navigation links, a breadcrumb trail, and a title 'Manage Jack Reacher'. Below the title are two tabs: 'Details' and 'Subscriptions and Payments'. The main content area displays subscription information: 'Subscription type: Individual active', 'Last payment made: 12 Feb 2024', 'Expiry based on payment: 11 Feb 2025', and 'Magazine Quota: standard'. A 'Renew Now' button is present. Contact information for 'Mr Jack Reacher' is listed, including address, phone numbers, and email. Below this is a table with columns: type, due, actual quan, cost, paid, pay method, notes, updated, and buttons. The first row is circled in red and shows a 'not paid' status for a cheque payment. The second row shows a 'paid' status for a 'Not Applicable' payment.

type	due	actual quan	cost	paid	pay method	notes	updated	
main	12 Feb 2025	1	£ 23.00	not paid	Cheque	Payment by cheque requested at 2024-07-18 13:48:44	18 Jul 2024	How to pay Pay
main	12 Feb 2024	1	£ 0.00	12 Feb 2024	Not Applicable		12 Feb 2024	Email Receipt

Pay by card payment online –

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

For security, this may ask to send you a verification code to confirm its you but if you prefer to do this without the link, you can click 'Pay without link' below

The screenshot shows a mobile payment interface. On the left, the merchant is 'The National Allotment Society' and the item is 'NAS renewal I23098 Jack Reacher' for £23.00. On the right, the 'link' app is used for verification. The user is prompted to enter a code sent to a phone number ending in '76'. A button labeled 'Pay without Link' is highlighted with a red circle, indicating an alternative to receiving a code.

Once you've completed this page, click 'pay' and the system will process your payment. 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.

This screenshot shows the card payment form. It includes fields for email, card details (number, expiry, CVC), cardholder name, and country/region. A checkbox allows the user to save their information for future 1-click checkouts. A prominent blue 'Pay' button is at the bottom of the form.

6. 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 back to 2018)
- Info & downloads (including all major NAS leaflets such as the 'Voice of the allotments Community' brochure
- Kings Seed scheme
- Legal advice (which also includes a 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.