

# The Northern Association of Model Engineers (Founded 1945)

An Association Promoting Model Engineering Through It's Member Societies

Instructions For Logging On and Editing/Entering Data to the NAME **Website Database** 

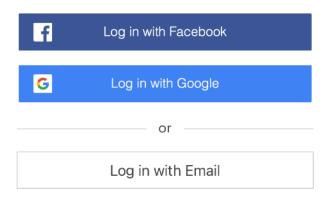
### Website address - https://www.name-1.org/

1) If you have received an email from Wix you can login to the site by using the Login option on the right of the Welcome page.



## Log In

New to this site? Sign Up



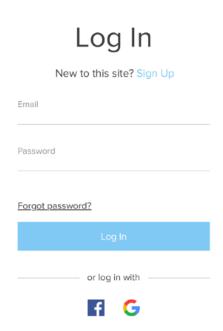
You will need to login either by Facebook, Google or Email and if by email and you do not have a Wix Login, you will need to record/remember the password you enter

### Create New Password

Please enter your email address



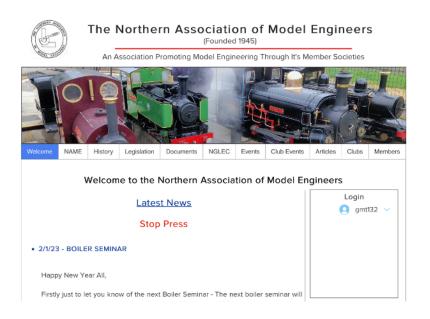
2) If however you deleted the Wix email, then you will need to follow the steps above, but click on Log in with Email and this box will pop up.

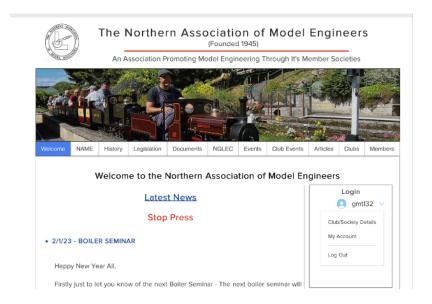


Click on Forgotten Password and Wix will send you another email inviting you to set/reset your password, this needs to be done even if you have not set a password.

Note check your trash as the email may end up in there!

3) When you login you will be able click the down arrow to display the menu shown below. Then select Club/Society Details. You can update your club/society details including website address and number of members, please note this will automatically calculate your fees for the year.







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Welcome	NAME	History	Legislation	Documents	NGLEC	Events	Club E	vents	Articles	Clubs	Members	
		I		ub/Society		ub/Soc	iety	Deta	ils			
	ŏ			me *	Number.	2						
	gmt132			Grove MES								
Club/Society Details			W	Website Address *				Number of Members *				
My Account		L	www.gmt13.org	j.uk			23			0		
				Save Detail	S			Annu	al Fee: £5	5.75		
			Ma	anage Member	rs							
				Select Membe	r Role		~					

4) Then please check and update the details held for the following by selecting from the Manage Members drop down box:

Chairman
Secretary
Treasurer
Delegate
Boiler Tester 1 through to 10

#### Remember to save your change

