

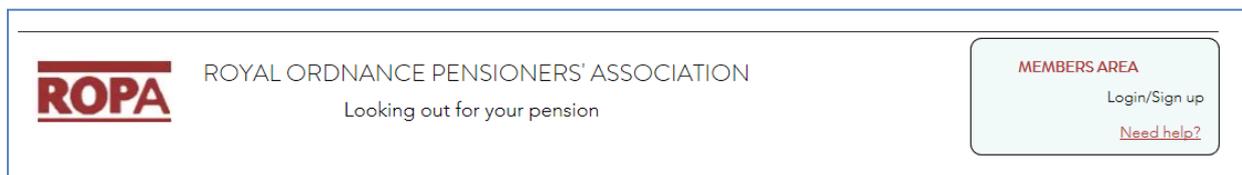
Website Guide

This guide explains how to reach the ROPA Website at www.ROPA.org.uk and then login to the **Members Area**.

To reach the website you may use any web browser to:

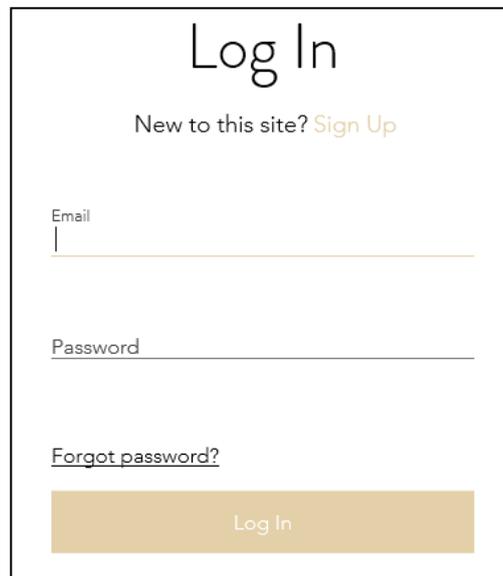
- enter the web address www.ropa.org.uk directly, or
- search for 'royal ordnance pensioner', or
- search for 'ropa.org.uk'

This will allow you to reach the ROPA Website Home page, headed:



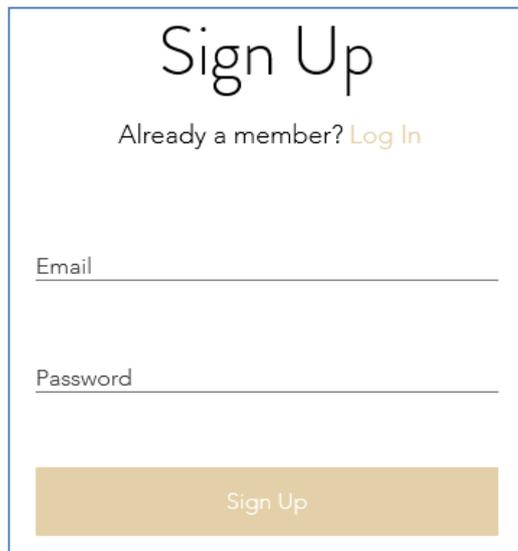
The Members Area is available to any ROPA Member. It can be accessed by creating a simple yet secure account for the ROPA website.

Click on the 'Login/Sign Up' text, found in the 'MEMBERS AREA' box, at the top right of the Home page, to create your account. This opens another web page:



To create your ROPA website account click on the gold 'Sign Up' text after 'New to this site?'

The webpage changes and is then headed 'Sign Up' as follows:



Sign Up

Already a member? [Log In](#)

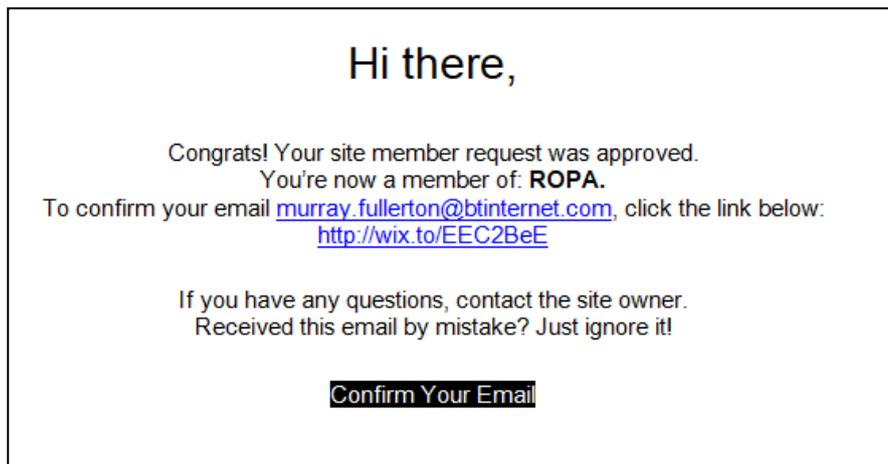
Email _____

Password _____

[Sign Up](#)

Fill in your **Email** address and choose a memorable **Password**, then click the gold **[Sign up]** button. This sends a message to the ROPA Membership Secretary who will then check your ROPA membership status.

If you are a current ROPA member you will soon receive a confirmation message to the email address you have filled in, similar to the one below. Note that you may have to check for this confirmation email in Junk or Spam mail boxes, depending on your email system.



Hi there,

Congrats! Your site member request was approved.
You're now a member of: **ROPA**.

To confirm your email murray.fullerton@btinternet.com, click the link below:
<http://wix.to/EEC2BeE>

If you have any questions, contact the site owner.
Received this email by mistake? Just ignore it!

[Confirm Your Email](#)

Once you have clicked on the link to confirm your email address, you should visit the ROPA Website Home page again.

If you already have a ROPA Website account, click on the '**Login/Sign Up**' text found in the **MEMBERS AREA** box.

Enter your **Email** and **Password** and then click on the gold **[Log In]** button, to enter the private part of the ROPA Website.

You'll then see a '**Welcome back...**' message at the top right of the ROPA Home page. Click on this text and a drop down menu appears, providing the following four options:

- [My Account](#)
- [Members Area](#)
- [Archive](#)
- [Log Out](#)

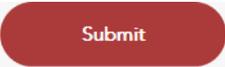
Please note that there is no need to Log Out when you leave the website. You may also Log In on smartphones and tablets and leave these devices logged in if you choose. Each device you use has its own 'Log in' status.

However if you use a shared device then ROPA recommend that you Log Out at the end of each visit; if you remain logged in your personal information in [My Account](#) would then be visible to other users of that device.

Non-Members

Non-members may also apply to join by clicking on the  button on the ROPA Home page and filling in the application form on the web page.

Anyone

The ROPA Home page allows anyone to contact ROPA by completing the contact form at the bottom of the page and clicking on the  button.

No Email Address?

You may still use the ROPA website even if you don't have an email address. When sending a contact form message or applying to join, just mention that you'd like a reply by letter, phone or text etc. and include your contact details, as necessary.

The Email box must be filled in, so type: [yourname@ropa.com](#) before clicking the button. Yourname could be anything but your first name followed by a dot and then your last name would be a very good idea – for example: joan.green@ropa.com