

Password & Username Recovery

This guide will help you to recover or change your username and/or password. You will need the email Address you used to set up your account.

You can use almost any text for your username. When your account was first created it would have been in the form firstname.lastname (There is a dot between firstname and lastname).

Your password must be at least 8 characters long and should contain at least one uppercase and one lowercase character and at least one number

Important: If you need to reset both your username and password then start with your username.

Changing or Recovering your username

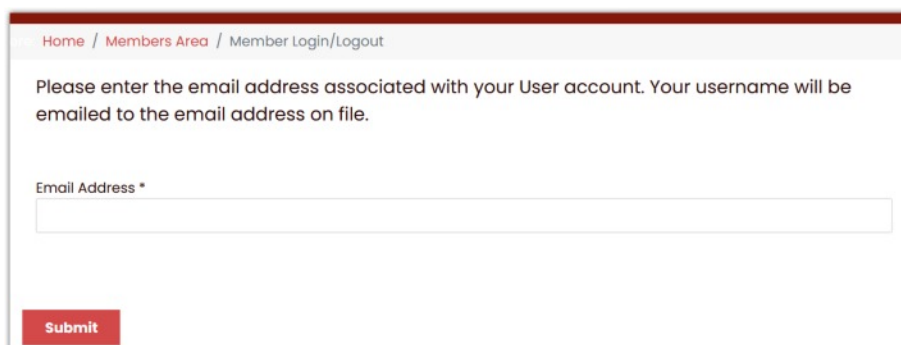
On the login page click on
Forgot/Change your username



A screenshot of a login page. At the top, there is a teal button labeled 'LOG IN'. Below it, there are two links: 'Forgot/Change your password?' and 'Forgot/Change your username?'. The second link is highlighted with a red rectangular box.

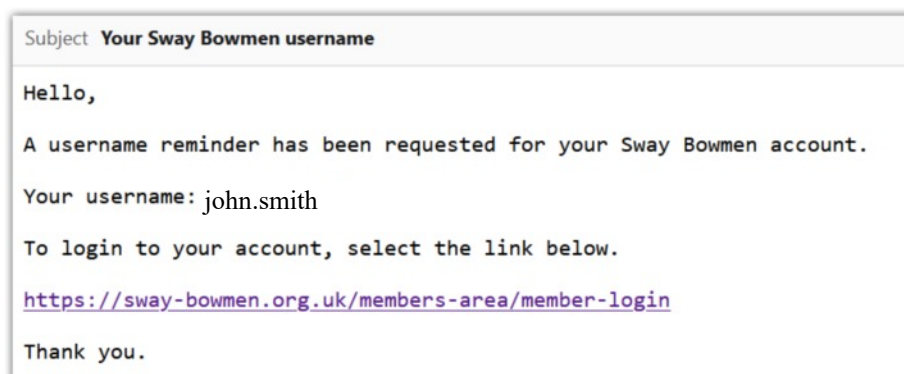
Enter your email address, tick
the captcha box and click
Submit.

This will generate an email that
will be sent to the address
provided. The address must be
the one associated with your
account.



A screenshot of a web form for email recovery. The breadcrumb trail at the top reads 'Home / Members Area / Member Login/Logout'. The main text says: 'Please enter the email address associated with your User account. Your username will be emailed to the email address on file.' Below this is a text input field labeled 'Email Address *'. At the bottom left, there is a red 'Submit' button.

Check your email. If your address
was found in the database you
should receive an email containing
your username. Click on the link
and you will be taken back to the
login



A screenshot of an email reminder. The subject line is 'Subject Your Sway Bowmen username'. The body of the email reads: 'Hello, A username reminder has been requested for your Sway Bowmen account. Your username: john.smith To login to your account, select the link below. <https://sway-bowmen.org.uk/members-area/member-login> Thank you.'

You will be taken back to the login page where you can enter your username password.

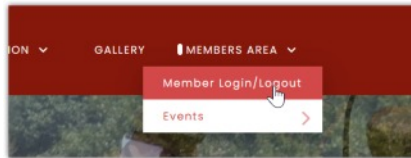
Username *
john.smith

Password *
.....

Remember me

LOG IN

Once logged in click on 'Membership | My details' where you can change your username.



Changing or Forgot your password

On the login page click on Forgot/Change your password

LOG IN

Forgot/Change your password?

Enter your email address, tick the captcha box and click Submit.

This will generate an email that will be sent to the address provided. The address must be the one associated with your account.

Please enter the email address for your account, you will be able to choose a new password

Email Address *
johnSmith@myemail.com

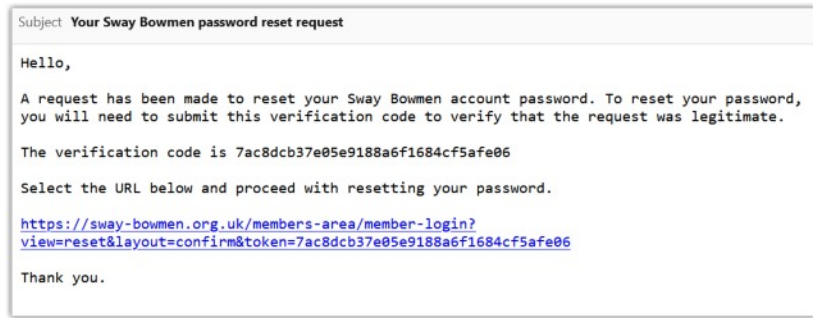
Captcha *
success!

CLOUDFLARE
Privacy - Terms

An email has been sent to your email address. The email has a verification code, please paste the verification code in the field below to prove that you are the owner of this account.

Username *

The email will contain a verification code and a link. You can either click on the link or copy the code.



Return to your browser and enter your username and verification code in the boxes provided. If you clicked on the link in the email the verification code will already be entered.

code, please paste the verification code in the field below as the owner of this account.

Username *

john.smith

Verification Code *

60c0094b96e5329dd80bccbda8aeb14e

SUBMIT

Enter your new password into the boxes provided and click Submit.

To complete the password reset process, please enter a new password.

Password *

Minimum Requirements — Characters: 8, Numbers: 1, Upper Case: 1

.....

Password accepted

Confirm Password *

.....

SUBMIT

You will be taken back to the login page where you can enter your username and new password.

Username *

john.smith

Password *

.....

Remember me

LOG IN