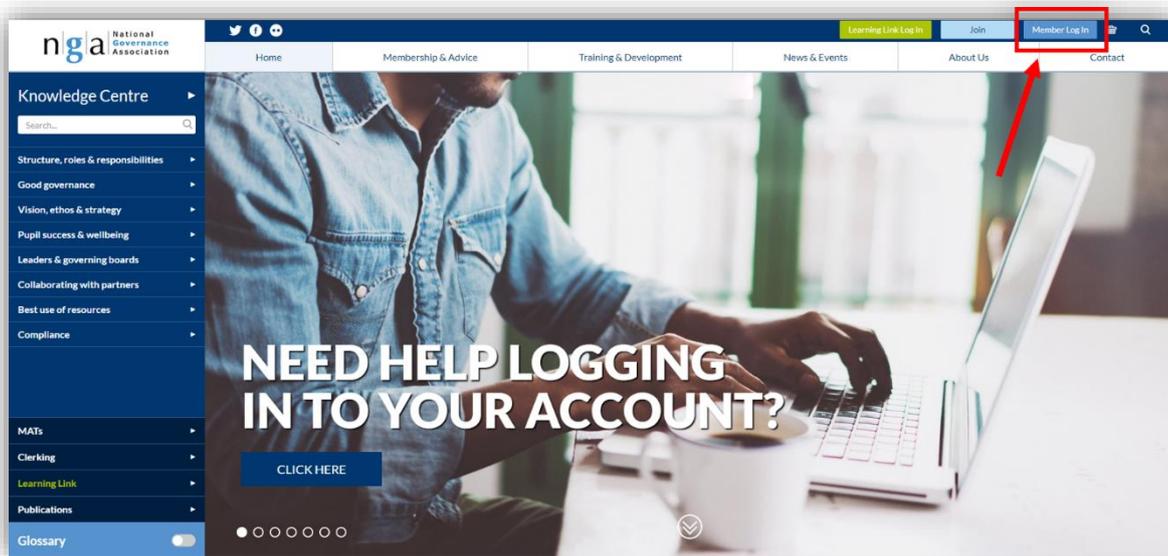


# Website user guide: Checking your members

Please follow the below steps in order to check whether your members are connected to the correct organisation and role. In some instances we have found cases where the data you will see is out of date or incorrect. Please note: Only the account manager, chair, co-chair, vice chair and clerk have the permissions to do this. The account manager may be the person who set up the account, or whoever is going to manage it going forward.

1. Please navigate to [www.nga.org.uk](http://www.nga.org.uk)
2. Log in to your account using the **Member Log In** button in the top right corner.



3. Enter your email address and password to login. If this is your first time logging in to the new website, you will need to click the **Reset password** button and follow the process. Please note: if you are experiencing any difficulties when logging in, please [contact us](#) and a member of the team will be happy to help.

## LOGIN

To enter the members' only area of this site, please enter your login details below - **if this is your first login on our new site, you will be redirected to reset your password:**

If you experience issues when trying to reset your password, please contact us via our enquiries

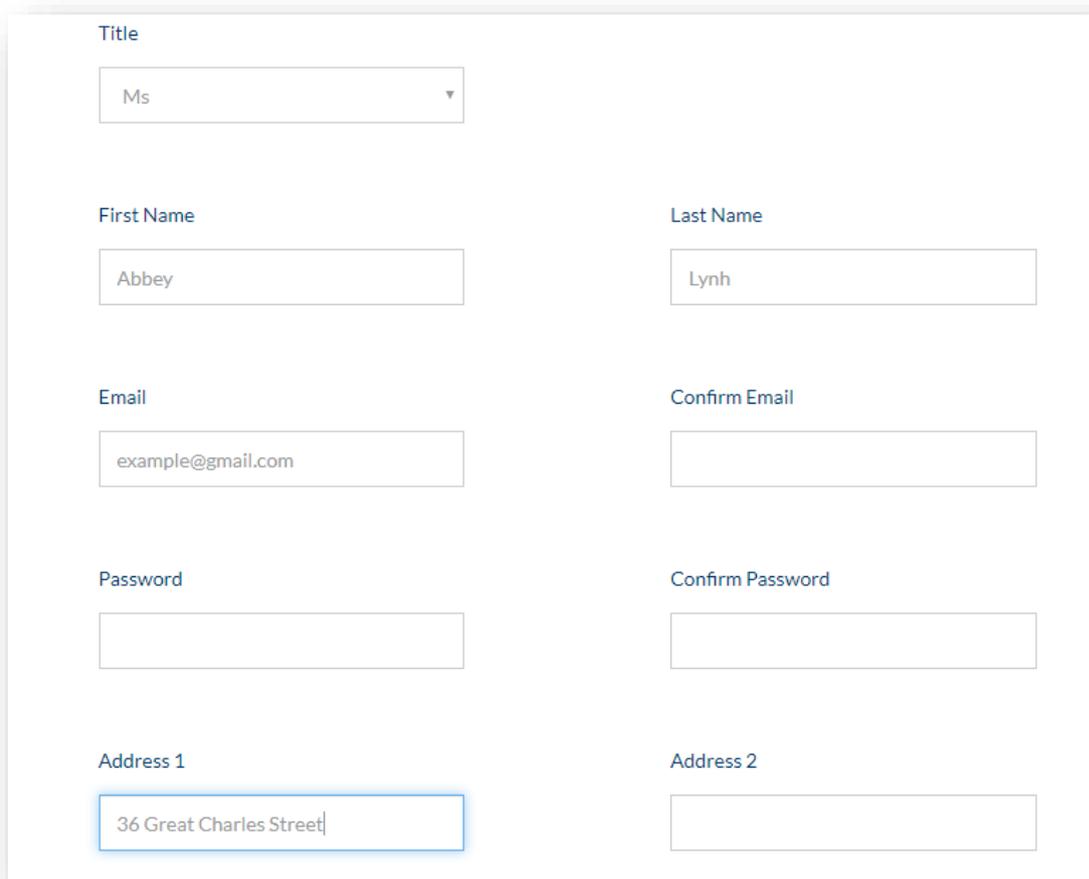
User name:

Password:

Stay signed in on this computer

- 4. Once logged in, the first screen you see will be your profile. Please check that the information in this section is correct, and update any blank fields.

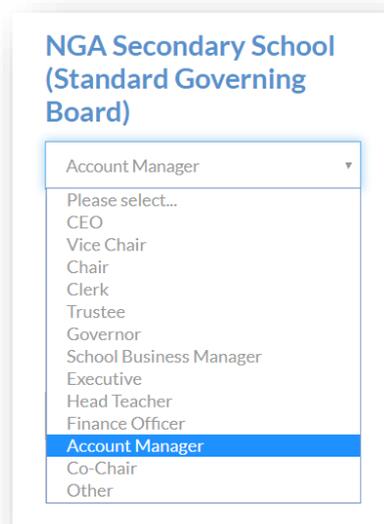
Please note: If you aren't directed to this screen, you can view your profile by clicking on the **My Account** button in the top right corner.



The form contains the following fields:

- Title: Ms
- First Name: Abbey
- Last Name: Lynh
- Email: example@gmail.com
- Confirm Email: (empty)
- Password: (empty)
- Confirm Password: (empty)
- Address 1: 36 Great Charles Street
- Address 2: (empty)

- 5. Scroll down to the bottom of this screen and you will see **My Roles**. Here you should see each organisation you are a part of with your correct roles showing.
- 6.
  - a. If any of your roles are incorrect, you can edit these by clicking on the dropdown menu and selecting the correct role. Click **Save**.
  - b. If you are missing any organisations or if your data is incorrect please [contact us](#) to rectify this.



NGA Secondary School (Standard Governing Board)

Account Manager

- Please select...
- CEO
- Vice Chair
- Chair
- Clerk
- Trustee
- Governor
- School Business Manager
- Executive
- Head Teacher
- Finance Officer
- Account Manager**
- Co-Chair
- Other

**My Roles**

**NGA Secondary School (Standard Governing Board)**  
Account Manager

**NGA Primary School (Standard Governing Board)**  
Account Manager

**Dreamscape School (Standard Governing Board)**  
Co-Chair

**NGA (Complimentary)**  
Account Manager

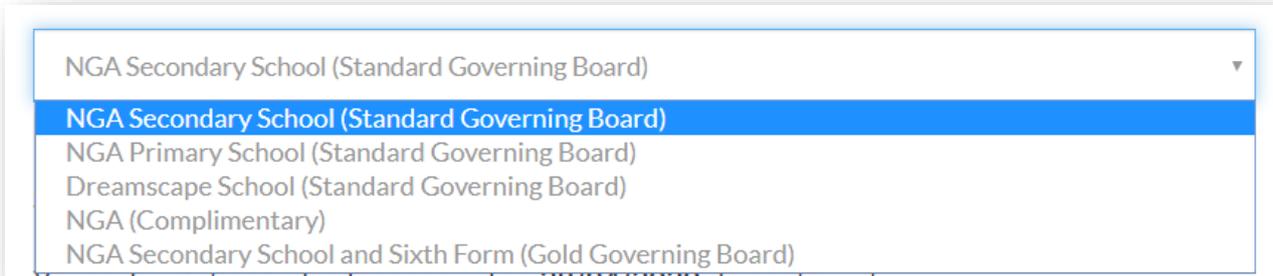
**NGA Secondary School and Sixth Form (Gold Governing Board)**  
Account Manager

7. Once you have updated your information, click on the **Manage Membership** option in the right-hand side menu.

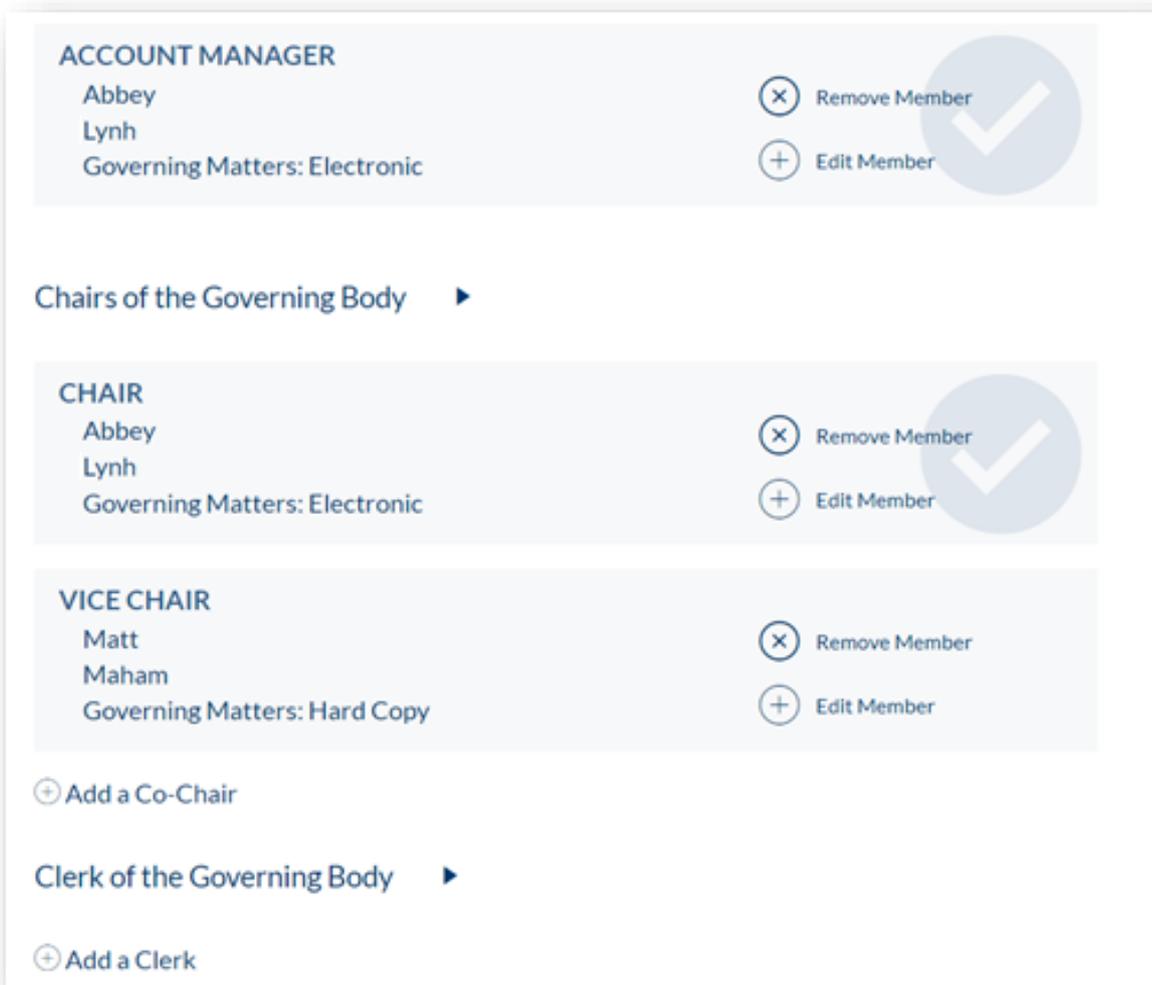
My NGA

- My Profile
- Manage Membership**
- Bookmarks
- Create Goldline Advice Request
- Events
- Communication Preferences

- 8. If you are connected to multiple boards, use the dropdown at the top of the screen to select the correct organisation. (Again, if you aren't seeing all of your organisations in the dropdown, please [contact us.](#))



- 9. On this screen you will see a list of your members and the roles they are associated with, split into the following sections: Account Manager, Chairs, Clerk and Members.



10. If any of these positions are missing people, use the 'Add a ...' buttons underneath the relevant sections to add them to your board.

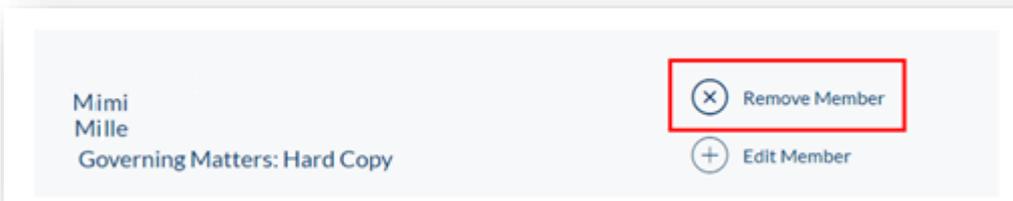


11. Complete the form that opens with their details

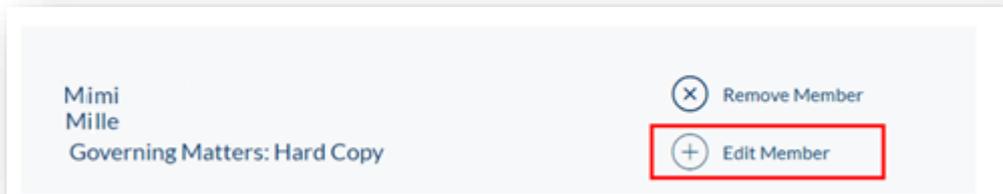
A form titled 'Adding a Clerk to your board' with a horizontal line under the title. The form contains several input fields: 'Email' and 'Confirm Email' (text boxes), 'Title' (a dropdown menu with 'Please select...' selected), 'First Name' and 'Last Name' (text boxes), and 'Governing Matters Subscription' (a dropdown menu with 'Electronic' selected).

12. Repeat this if you are missing any members.

13. If you are seeing a person that is no longer a member of your board, or is sitting under the wrong membership, you can remove them by clicking **Remove Member** next to their name.



14. If a member has the incorrect details or the wrong Governing Matters subscription, you can edit this by selecting the Edit Member button next to their name and updating the relevant fields.



15. Please follow these steps for every membership that you are connected to.

Please note: If a member is sitting under the wrong membership, you will need to **remove** them from the incorrect one, and then **add** them as a new member to the correct one using the above steps.

If you have any queries, please [contact us](#).