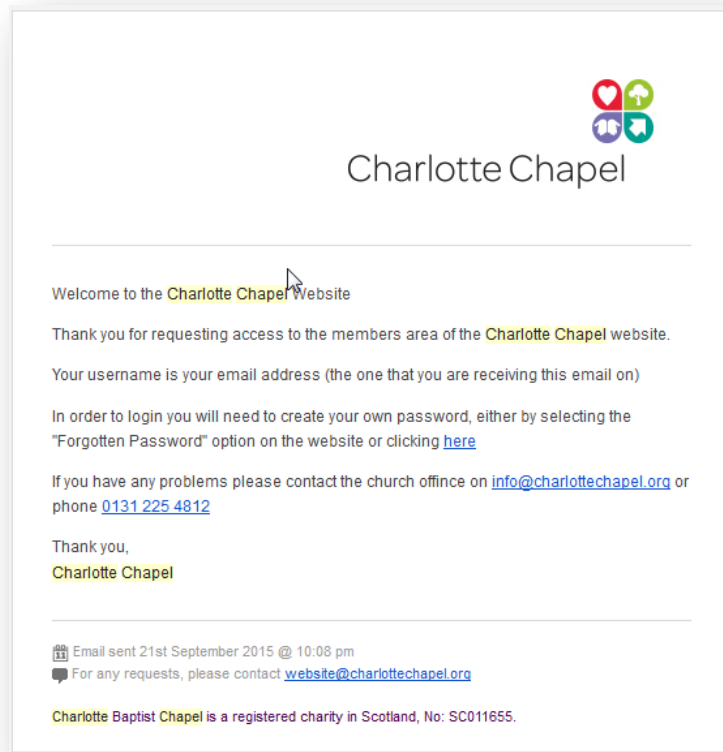


Accessing Charlotte Chapel Website – Members Area

Updated 22nd September 2015

When your new account is created you will receive an email like the one shown below:



When you receive this, click the hyperlink in the email or go to <https://www.charlottechapel.org/my-church/forgotten-password/> This will allow you to create your own password to access the site. Enter the email address that the welcome email came to and click the "Get New Password" button

The image shows a screenshot of a web form titled "FORGOTTEN PASSWORD". The form contains the following text: "If you have forgotten your password please use this form below or contact the office (info@charlottechapel.org)", "Please enter your username or email address.", "You will receive a link to create a new password via email.", Below this text is a text input field labeled "Username or E-mail". At the bottom of the form is a red button with the text "GET NEW PASSWORD".

You will get confirmation that you have been emailed a link to confirm your address

The image shows a screenshot of a web page titled "FORGOTTEN PASSWORD". The page contains the following text: "If you have forgotten your password please use this form below or contact the office (info@charlottechapel.org)". Below this text is a green box with the text "Check your e-mail for the confirmation link."

Click the hyperlink in the email

Someone requested that the password be reset for the following account:
If this was a mistake, just ignore this email and nothing will happen.
To reset your password, visit the following link: <https://www.charlottechapel.org/443/my-church/forgotten-password/?submit>

Charlotte Baptist Chapel is a registered charity in Scotland, No: SC011655.

Enter your new password twice (to make sure you entered it correctly) and click “Reset Password”

FORGOTTEN PASSWORD

If you have forgotten your password please use this form below or contact the office (info@charlottechapel.org)

Password

Repeat Password

[RESET PASSWORD](#)

You will then receive a message on screen to say your password was changed successfully

FORGOTTEN PASSWORD

If you have forgotten your password please use this form below or contact the office (info@charlottechapel.org)

Your password has been successfully changed!

You can now go to “My Church” on the website (or <https://www.charlottechapel.org/my-church>) and login using your email address and password
When you login you will be presented with the welcome page and the dropdown menu will now be populated with the items you have access to.

MY CHURCH

Welcome back Alistair McLeod

The members-only area of the site is confidential and for members of Charlotte Chapel only. Members site using their own login details, which must not be shared with anybody else.

You can find information about:

- Members' contact details via the [church directory](#)
- [Giving](#)
- Church [publications](#), including the weekly Bulletin
- Church [Calendar](#)
- [Care](#) ministry
- Our [move](#) to Shandwick Place

You can also check the [details](#) we hold on you in our church database.

To find out how you can get involved in the life of the church, please speak to your growth group leader or pastoral team to find out about up to date opportunities.

[Log out](#)

[My Church](#) ▾

- My Details
- Member Search
- Publications
- Calendar
- Care
- Our move
- Giving
- Update Details
- Forgotten Password