

MyPlaceMySay Beginners Guide



How to Register

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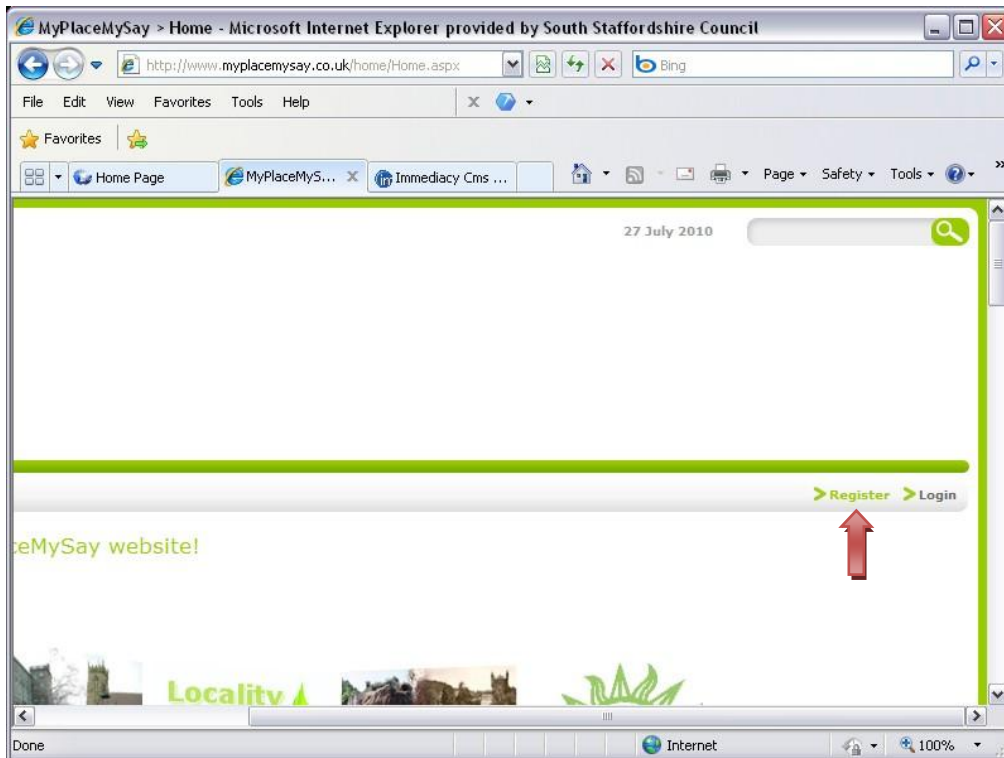
Registering as a user

When you first use the MyPlaceMySay website, you can view any page without being registered as a user.

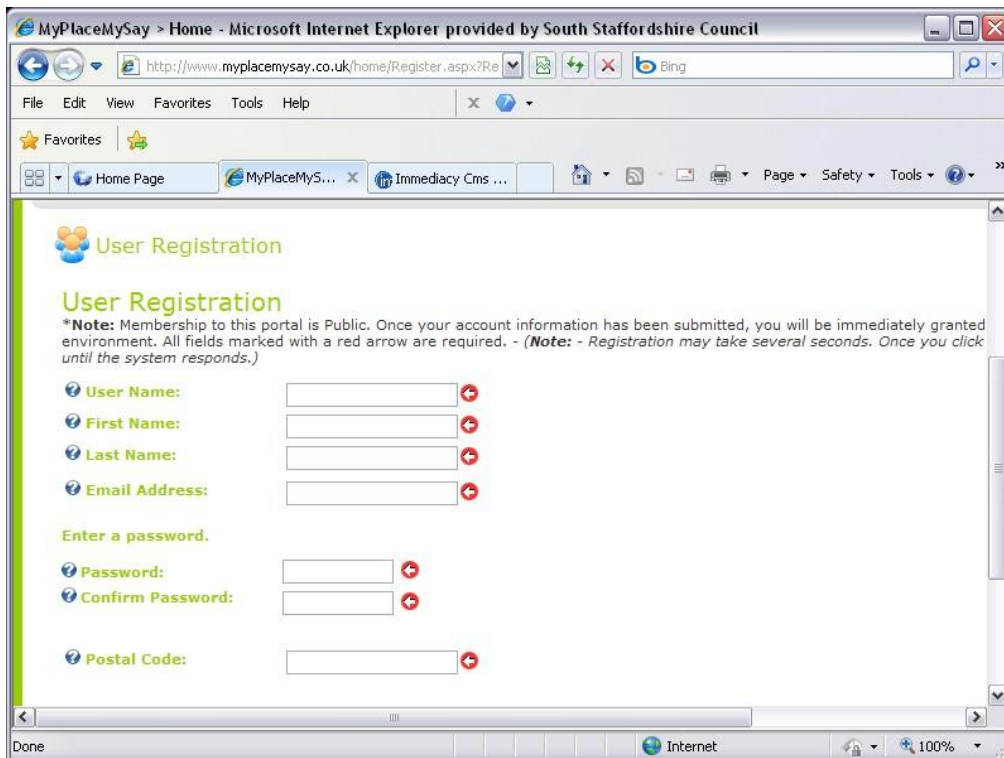
To be able to post comments in a forum, you will need to register as a user.



To do this you need to follow the steps below:



Select the **Register** link (*This is displayed in the top- right hand side of the homepage*).



The User Registration page appears.

To register as a user you are required to fill out the following:

User Name: This can be anything you wish to be known as in the forum.

First Name: Your first name.


Last Name: Your last name.

Email Address: A registered email address.

Password: Any alpha-numeric phrase with a minimum of 6-8 characters.

Postcode: Your postcode.



Security Code: A random alpha-numeric code generated each time you login.

Once you have filled out all the information, click the Register  Register button to continue. This will then take you to the homepage to confirm you have registered successfully.

Trouble Registering?

Here are some common problems when trying to register:

- Make sure your password is correct. Passwords MUST contain a minimum of 6-8 alpha-numeric characters.
- Make sure you leave a space between the beginning and end of your postcode. For example:

WV81PX = 
WV8 1PX = 

- Double check your security code. The security code is case sensitive so make sure all the characters are correct.

If you need any more help or guidance with using our website, please contact us at:

Contact

Web Team

Tel: 01902 696140

Email: myplacemysay@sstaffs.gov.uk

Have you seen our Facebook page? Find us at www.facebook.com