

# Accessing the new membership database (MemberMojo)

You can find the new database in two ways

## 1. Via the ABMSAC website

On the bottom left of the front page of the ABMSAC website is a section titled [Club information](#).

Click on [current members](#).

Locate the highlighted section titled 'Current Members Information' and click on 'own contact'.

## 2. Directly

The internet address of the club website is <https://membermojo.co.uk/abmsac>.

## Initial signing in with your email address

Following either of the above routes will bring you to the sign in screen.

When you first sign into the MemberMojo system, this is done with your email address.

The screenshot shows the sign-in interface for the Association of British Members of the Swiss Alpine Club. At the top left is the club's crest, and at the top right is a 'Sign In' button. A pink banner reads 'Please sign in to renew your membership.' Below this, the text says 'Sign In to Association of British Members of the Swiss Alpine Club at membermojo'. Instructions state: 'You do not need a password to Sign In. Enter your membership email address so we can send some simple instructions.' There is an input field for an email address, followed by two buttons: 'Sign In with email' (highlighted in orange) and 'Sign In with password'. A dashed box points to the 'Sign In with email' button with the text 'Click on this option'. The footer contains 'Membership Enquiries', 'abmsac.org.uk', and 'Powered by membermojo'.

## The system will then send you a link, to verify who you are

The screenshot shows an email verification message from the Association of British Members of the Swiss Alpine Club. The header includes the club's logo and name, and the recipient's email address. The main body of the email states: 'Your email address, [redacted] was used to request a Sign In email to Association of British Members of the Swiss Alpine Club at membermojo. If this was you, [click here to Sign In](#).' A dashed box points to the link with the text 'Click on this link'. Below the link, it says: 'Or, copy and paste the following line into your browser's address bar.' followed by the URL: <https://membermojo.co.uk/abmsac/token?k=2ghHLd640UJZNr1s1f68cbRvd5xzandN&t=e>. It also notes: 'This link can only be used once and is valid for 2 hours.' and 'If this was not you, you can safely ignore this email.' The email header shows the date and time: 'Tue 24/12/2019 14:53'.

Once you click on the link, which lasts for two hours, you are taken into the MemberMojo system.

## How do I know I'm in the system?

Normally, the system will start by showing you a summary of your details, and below that a series of options that give you access to several member functions (see on for screenshot).

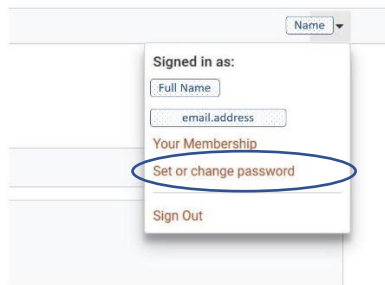
If this does not appear, check that the sign-in button (top right) has changed to your name. If it has, click this to display the drop down menu, and select the Your Membership option.

## Making sure your browser doesn't clear at the end of each session

Within the MemberMojo system, you can set up a password, so that you do not have to use the sign-in and verification process each time. Please be aware that if you want to make use of this function, you need to set your browser controls so that the contents are not cleared at the end of each session.

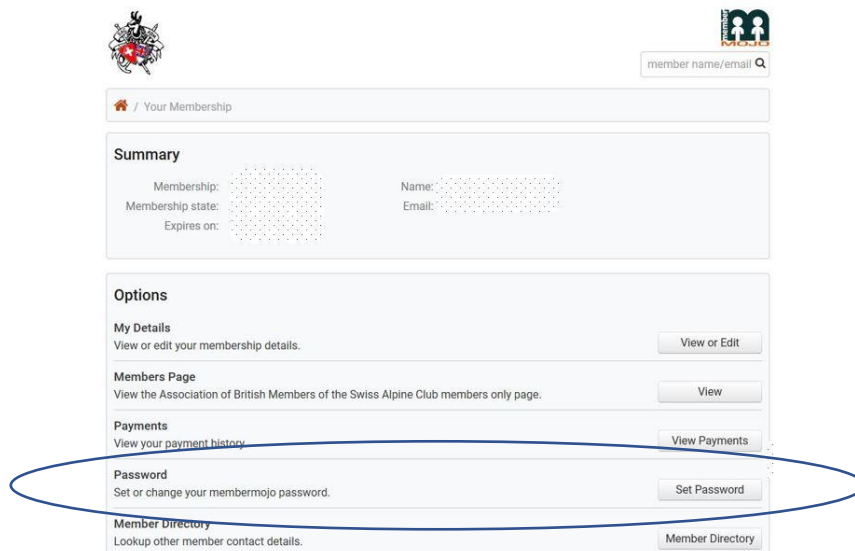
## Setting up a password

You can access this option in two ways. The first is to click on the drop down box in the top right corner with your name on.

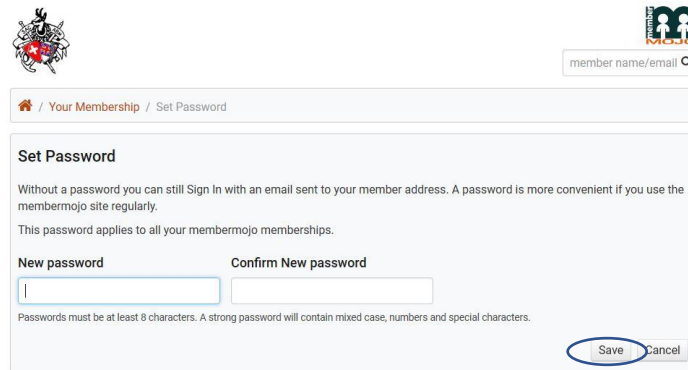


Select the Set or change password option to change your password.

The change password option can also be accessed by clicking "Your Membership" on the toolbar across the top of the screen.



Both will take you to the screen for changing your password.



The screenshot shows a web interface for setting a password. At the top left is a crest logo. At the top right is a search bar with the text 'member name/email' and a magnifying glass icon. Below the search bar is a breadcrumb trail: 'Home / Your Membership / Set Password'. The main heading is 'Set Password'. Below the heading is a paragraph: 'Without a password you can still Sign In with an email sent to your member address. A password is more convenient if you use the membermojo site regularly.' This is followed by another paragraph: 'This password applies to all your membermojo memberships.' There are two input fields: 'New password' and 'Confirm New password'. Below these fields is a note: 'Passwords must be at least 8 characters. A strong password will contain mixed case, numbers and special characters.' At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in blue.

Once you have changed your password, remember to click save.