

How to Register and Reset Password

(version 1.0, June 2008 – by "Room Admin" admin.lotuslicht@gmail.com)

To register to the new web site, there are 3 major steps:

- 1) Create New Account (fill the required information)
- 2) Wait for approval from admin
- 3) Activate your account and set your login password

A) Create New Account:

- 1) Go to the web site and click **Create new account**

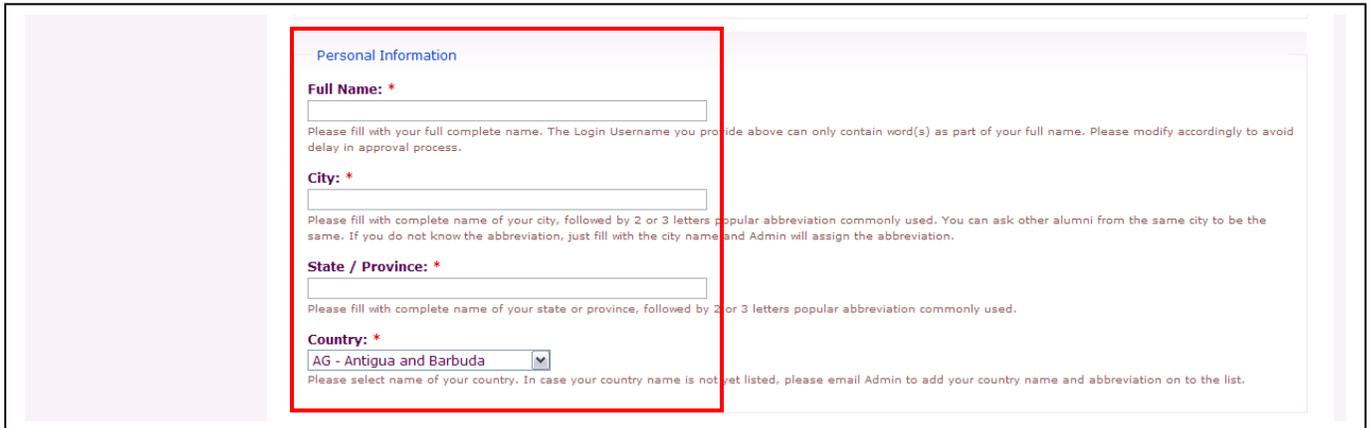
The screenshot shows the homepage of 'Open-Your-Heart'. On the left, there is a 'User login' section with input fields for 'Username' and 'Password', a CAPTCHA section with a math question '2 + 11 =', and a 'Login' button. Below the login section, a red circle highlights the 'Create new account' link. The main content area shows 'Latest News' with two items and a 'Welcome Every Heart' message.

- 2) Fill **Login Information** (Login Username and E-mail address) Please read the information guide first

The screenshot shows the 'Login Information' registration form. A red box highlights a detailed registration guide. Below it, the 'Login Information' form has fields for 'Login Username' and 'E-mail address', both highlighted with red boxes.

Please study the user name regulation to create proper user name.
Please use active email address and check the junk mail folder.

3) Fill in **Personal Information**



Personal Information

Full Name: *

Please fill with your full complete name. The Login Username you provide above can only contain word(s) as part of your full name. Please modify accordingly to avoid delay in approval process.

City: *

Please fill with complete name of your city, followed by 2 or 3 letters popular abbreviation commonly used. You can ask other alumni from the same city to be the same. If you do not know the abbreviation, just fill with the city name and Admin will assign the abbreviation.

State / Province: *

Please fill with complete name of your state or province, followed by 2 or 3 letters popular abbreviation commonly used.

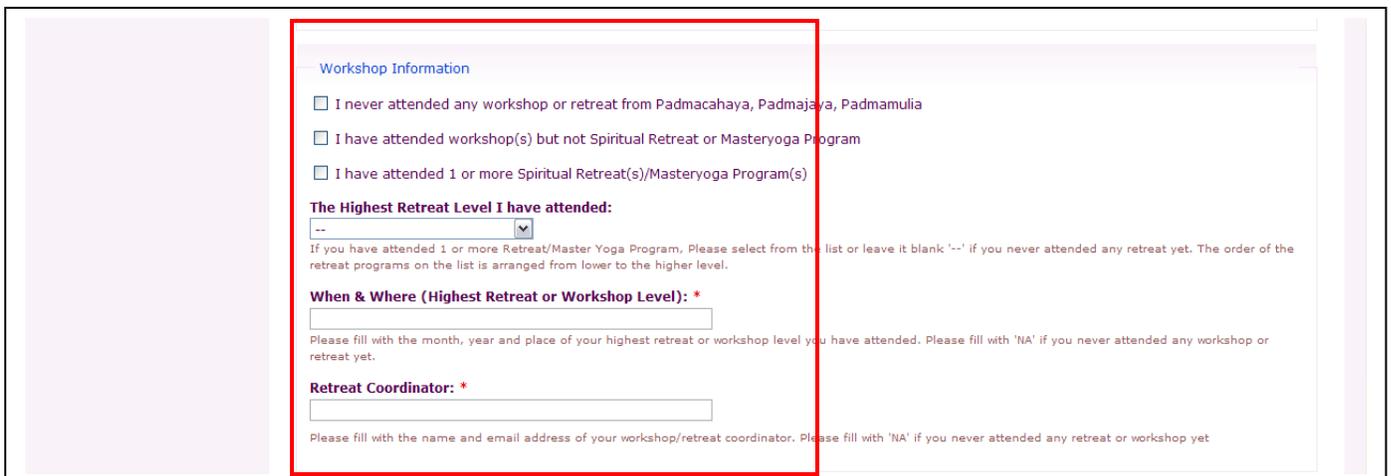
Country: *

AG - Antigua and Barbuda

Please select name of your country. In case your country name is not yet listed, please email Admin to add your country name and abbreviation on to the list.

Please fill with your Full Name, City name and its proposed abbreviation (3 letters), your state or province name with its 2 letter abbreviation and select your country name from the list. If you country name is not listed yet, please report to the admin

4) Fill in **Workshop Information**



Workshop Information

I never attended any workshop or retreat from Padmacahaya, Padmajaya, Padmamulia

I have attended workshop(s) but not Spiritual Retreat or Masteryoga Program

I have attended 1 or more Spiritual Retreat(s)/Masteryoga Program(s)

The Highest Retreat Level I have attended:

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If you have attended 1 or more Retreat/Master Yoga Program, Please select from the list or leave it blank '--' if you never attended any retreat yet. The order of the retreat programs on the list is arranged from lower to the higher level.

When & Where (Highest Retreat or Workshop Level): *

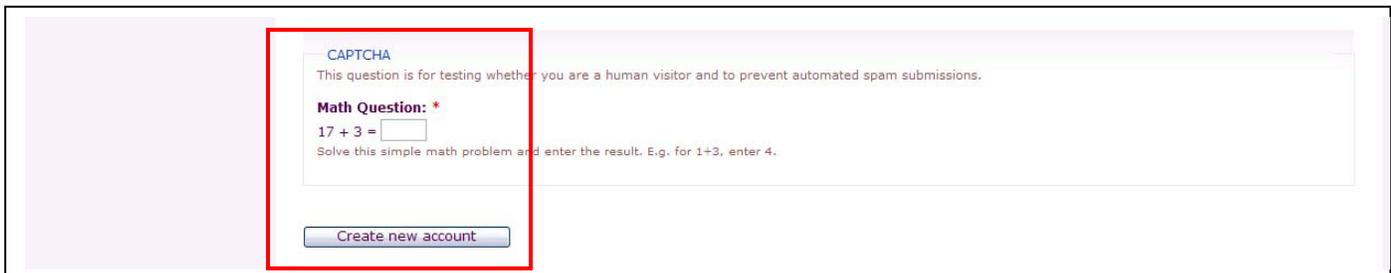
Please fill with the month, year and place of your highest retreat or workshop level you have attended. Please fill with 'NA' if you never attended any workshop or retreat yet.

Retreat Coordinator: *

Please fill with the name and email address of your workshop/retreat coordinator. Please fill with 'NA' if you never attended any retreat or workshop yet

Check, Choose and Type in all information required. Please read the notes below the field you need to fill.

5) Fill the CAPTCHA and Click **Create new account** button



CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

Math Question: *

17 + 3 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

The CAPTCHA is required to prevent spam.

B) Wait for Admin Approval

You will receive 2 emails from room admin. The first email is notification that your subscription has been received and is pending approval. The second email is the approval notification. In the second email you will have a link for one time login to see your valid user name and link to set your password. Your valid user name may not be the same as login user name you provided during registration process.

If you do not receive any emails from room admin, please check again your spam folder and make sure you provide valid email address of yours during registration process.

If you do not receive approval after 2 days, please email the room admin

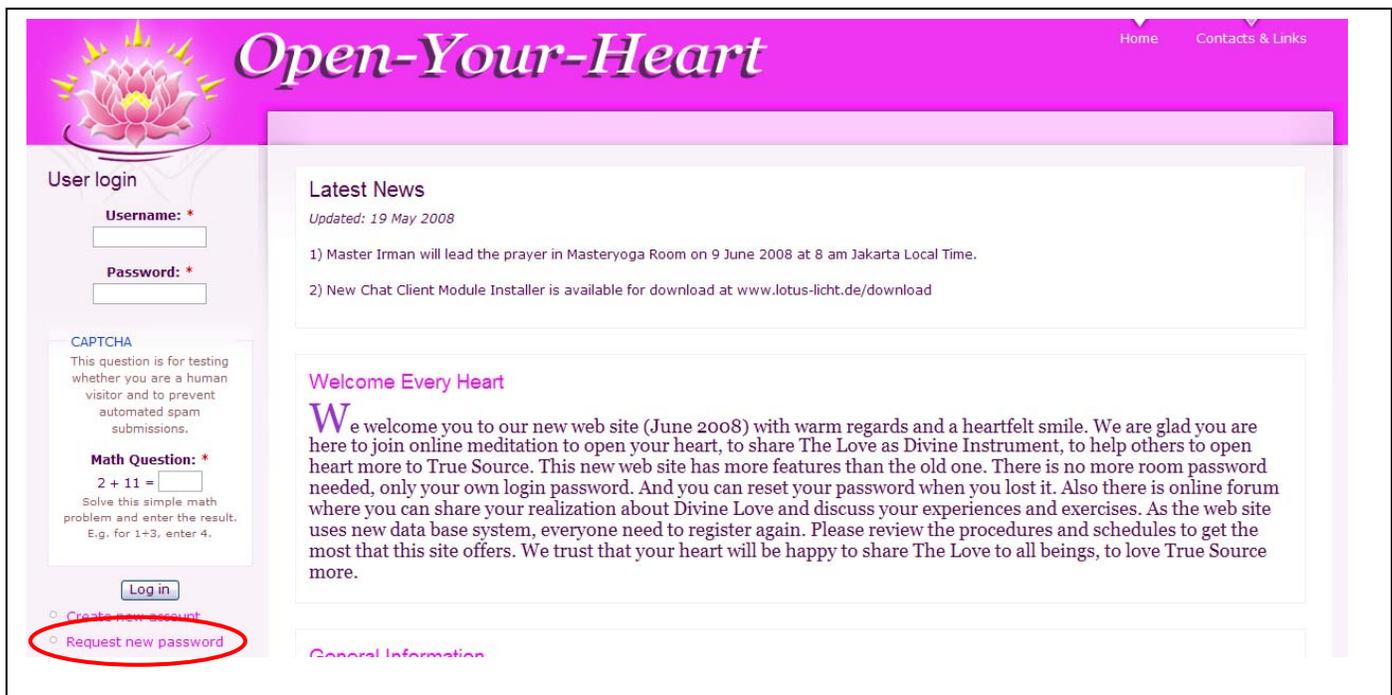
C) Activate your account and set your login password

Access the one time login link in the second email (directly clicking or copy and paste the link to the browser) and follow the instruction. Please set your password and record your valid approved user name.

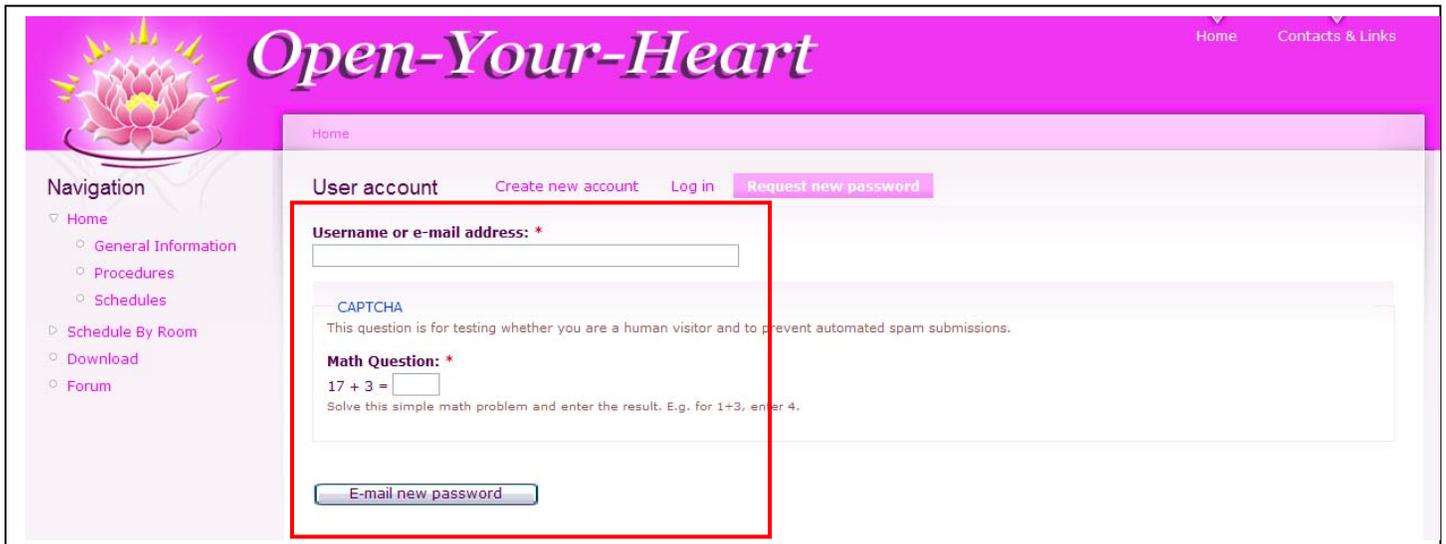


To Reset Your Password:

- 1) Click **Request new password** menu



- 2) The new page appears as below asking you to enter either valid login user name or e-mail address. If you forget your valid user name, you better enter your valid e-mail address you use during registration. Then fill the CAPTCHA and click **E-mail new password** button.



- 3) Go to your mailbox, do not forget to check your junk mail folder also, and find an email from room admin with the subject: **Replacement login information for <your user name>** There is no password given in the email, but a link for one-time log in. Please click the link or copy and paste to your browser. You will be directed to the page where you can login and set your new password as below.



- 4) Click **Log in** button and then you will see the page where you can enter your new password two times, one for confirmation. If you wish, you can also change your email address or update some information you give during registration process. Do not forget to click the **Submit** button, to make the change permanent.
- 5) You can also change your details or information via **My account** Menu after you login normally.
- 6) Please note that all one-time login links within the email from room admin has a time limit based on server time system which is GMT. It is usually valid for 1 time login and last for 24 hours. After that, if you do not use the link, you will need to request another link.