

# Tutorial: Register New User on TheConsolidatedLodge.com

This document outlines the process of registering a User and configuring their new profile in WordPress (WP) for theconsolidatedlodge.com.

Before we begin, the below picture is what the website should look like for you upon initial entry. This site should work in all modern web browsers. Ensure you run at a minimum Internet Explorer 8. Firefox, Chrome, and Safari all display smoothly.

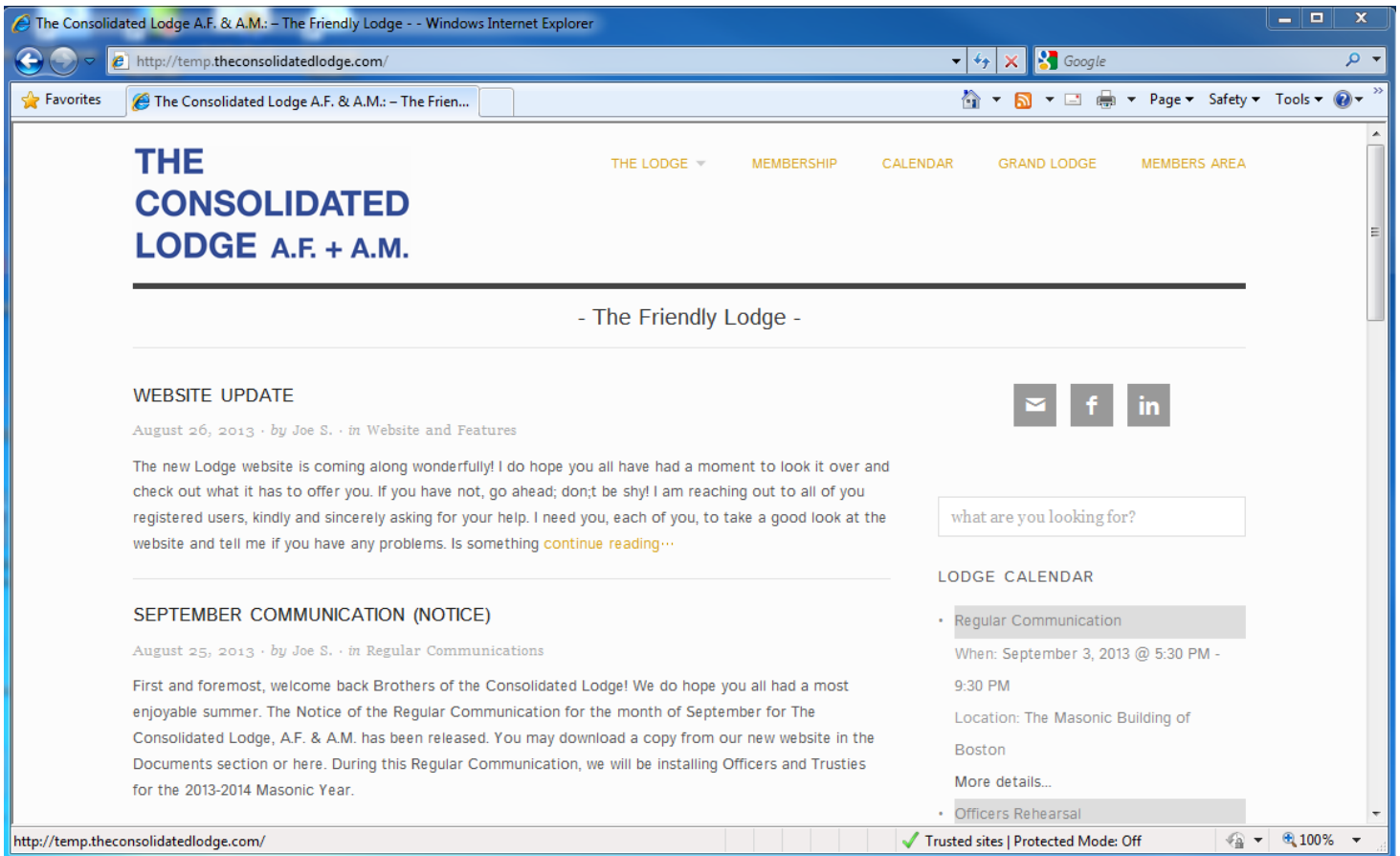


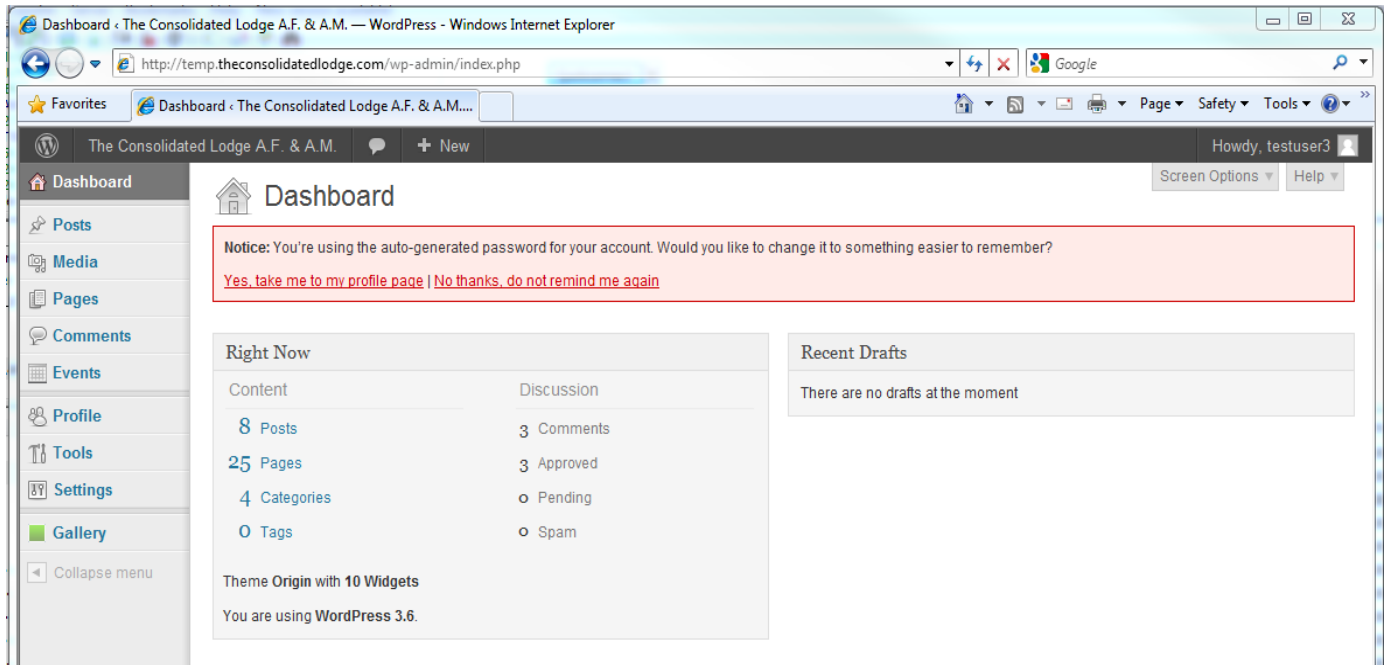
Figure 1

1. Register for an account by navigating to:  
<http://theconsolidatedlodge.com/wp-login.php?action=register>
2. Fill in the form with your desired **username** and **email** address. *Note: the username cannot be changed, however an alias can be created. Meaning, your name as it appears to members and the public, can be altered. Email addresses can also be changed.* Click **Register**. You'll receive an email with your **password**.
3. Check your email box for an email from:  
[wordpress@theconsolidatedlodge.com](mailto:wordpress@theconsolidatedlodge.com)



Figure 2

- Open the email you received from the website. It contains your username and password. Open the link in the email to be brought to the login page. Use the credentials in the email to login.
- You should now be logged into the website. This first time login, your browser will open right to your profile options screen. It should look like this:



- Click the red link towards the top of the page that reads “Yes, take me to my profile page”. You will be brought to a page where you will fill out a few personal details and change your password. After you have entered your information, make sure you click the blue **Update Profile** button at the bottom of the page. Completed, your page should look like this →

Notes: Please use your full names, you may decide on a Nickname. The nickname is the name the people will see when you write a Post. **Use your first name as you like to be called, followed by the first initial of your last name.** In the below screen capture, my name is “Joseph Susmeyer”. So my nickname will be “Joe S.”. Under the pull-down for Display Name Publicly As, please use that nickname. *Administrators of this website will never be able to see user passwords, however they do have the ability to change a user’s password. If you ever forget your password, go back to the registration page and select the link for forgot My Password.*

## Profile

Profile updated.

### Name

Username	<input type="text" value="testuser3"/>
First Name	<input type="text" value="Joseph"/>
Last Name	<input type="text" value="Susmeyer"/>
Nickname (required)	<input type="text" value="Joe S."/>
Display name publicly as	<input type="text" value="Joe S."/> ▼

### Contact Info

E-mail (required)	<input type="text" value="jsusmeyer@gmail.com"/>
Phone (Events Manager)	<input type="text"/>
Mobile Number	<input type="text" value="203-258-1047"/>

### Password

New Password	<input type="password" value="....."/>	<i>If you would like to change the pas</i>
Repeat New Password	<input type="password" value="....."/>	<i>Type your new password again.</i>
<input type="button" value="Strong"/>		<i>Hint: The passw " ? \$ % ^ &amp; ).</i>

**You have successfully completed this tutorial on how to register and configure a profile in WP.**