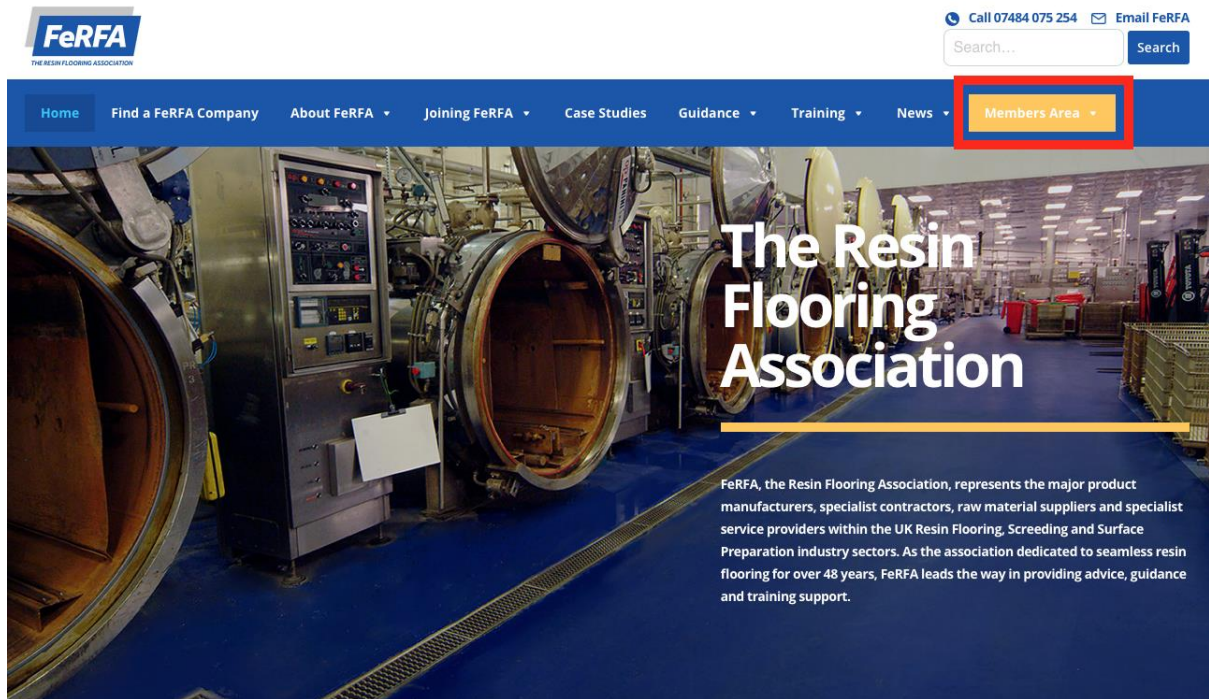


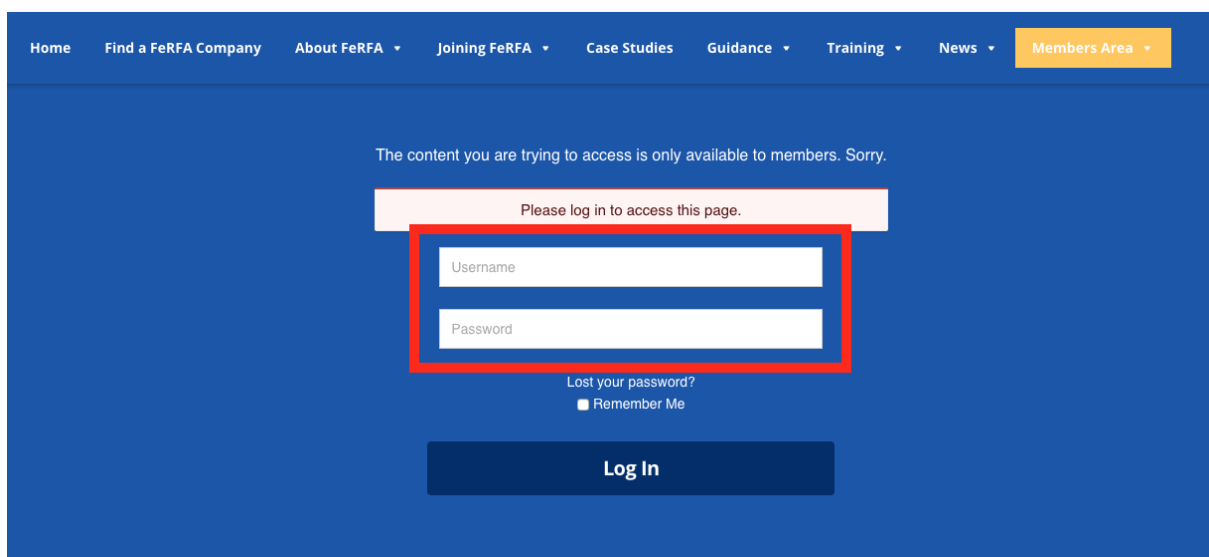
## INSTRUCTIONS FOR USING THE FeRFA MEMBERS AREA ON THE WEBSITE

The following instruction manual provides guidance on how to use the FeRFA MEMBERS' AREA – depending on which role you have been assigned.

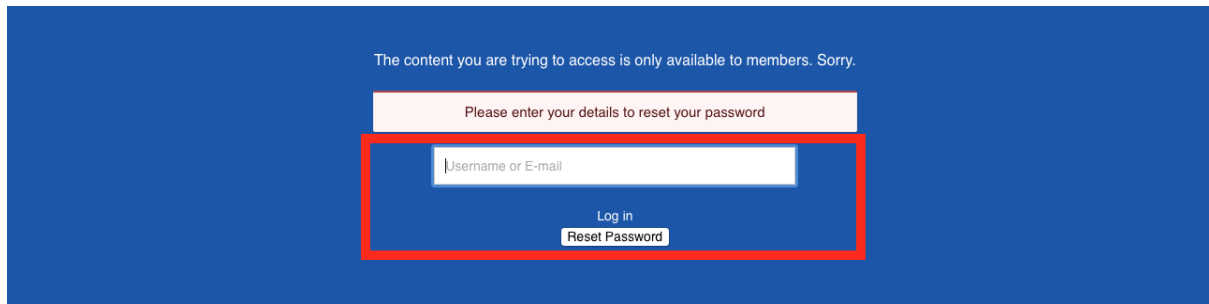
The Members Area is accessed via the navigation bar at the top of the FeRFA website at the right hand end.



To access the members area you will need to use your FeRFA registered email (i.e. your company email) and password.



Click on the links below the **Reset Password** button if you have Not Registered or would like to make a lost password change request.



The content you are trying to access is only available to members. Sorry.

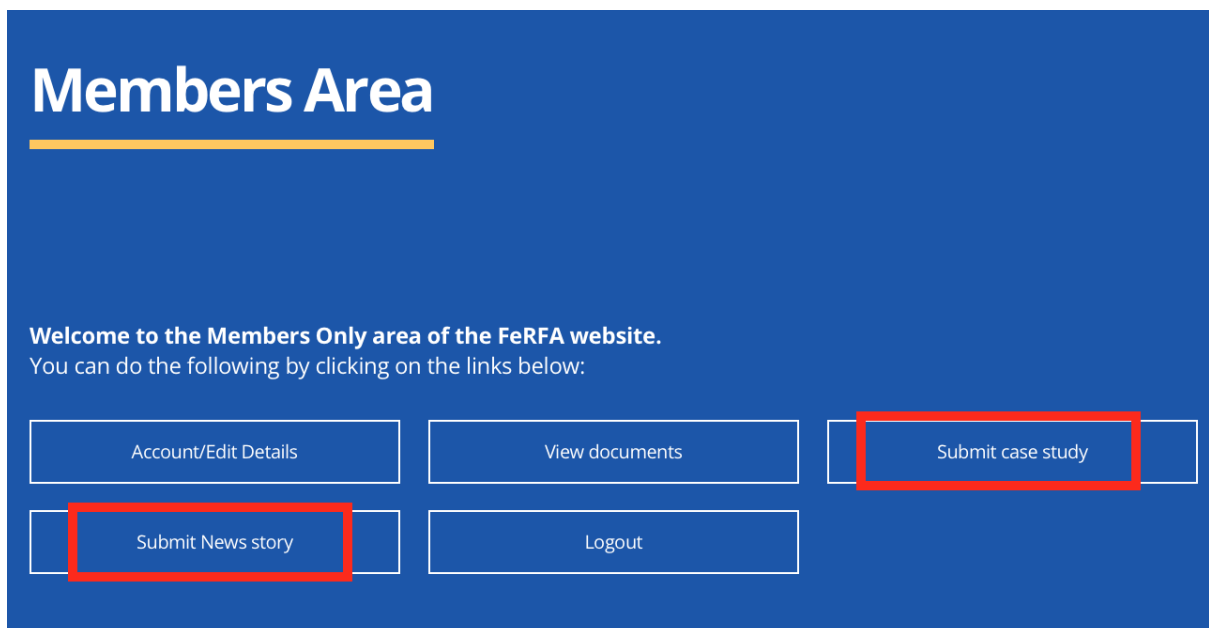
Please enter your details to reset your password

Username or E-mail

Log in

Reset Password

Once you are in the **MEMBERS AREA** the page that will open first will be for the top level of access that has been assigned to you. Use the drop down list to access other areas available to your user level.



# Members Area

Welcome to the Members Only area of the FeRFA website.  
You can do the following by clicking on the links below:

Account/Edit Details

View documents

Submit case study

Submit News story

Logout

## User Permissions

- **Company editors only features**

## Further notes

- All employees of a member company have access to the **PRIVATE** (i.e. Members Only Documents)
- One person within each member company has been appointed as the **COMPANY EDITOR**. Generally this is our main contact or the person we communicate with most frequently.
- If you sit on any FeRFA Committees this will also be shown here, and where documents relevant to that committee will be placed.

A **COMPANY EDITOR** is able to do the following:

- Edit details of their assigned companies listing
- Submit a case study (project) or press release (general company news)
- View Members only Documents
- Change Password
- Log Off

(Please note that submitted Case Studies and Press Releases are moderated before going live.)

If you are a company editor and wish to transfer your user level to another member, you can do so by contacting the FeRFA administration team. In the case of any member of your organisation leaving the company please inform the FeRFA administration team so that we can deactivate their account.

A **PRIVATE USER** is an employee of a member company and can do the following:

- View Private Documents
- Update your own details
- Change Password
- Log off

#### **NOTES ON EDITING YOUR ENTRIES:**

**Company Editors** are assigned as the author of their companies listing. This provides them with the ability to edit the following page details:

- Address details
- Company description
- Social networking links - (User must input entire page URL including Https wherever present, i.e. <https://twitter.com/Username/>. Simply inputting the user name i.e @Username will not work)
- Add or amend company Logo and Header image (No more than **2mb** in size)
- Office Locations & Operates in locations
- Flooring Types
- Services Offered (contractors only)
- Industrial Sectors covered

Once you have finished updating your companies information click the **UPDATE THE LISTING** button at the bottom of the page

Member Youtube

Member LinkedIn

Logo

No image selected [Add Image](#)

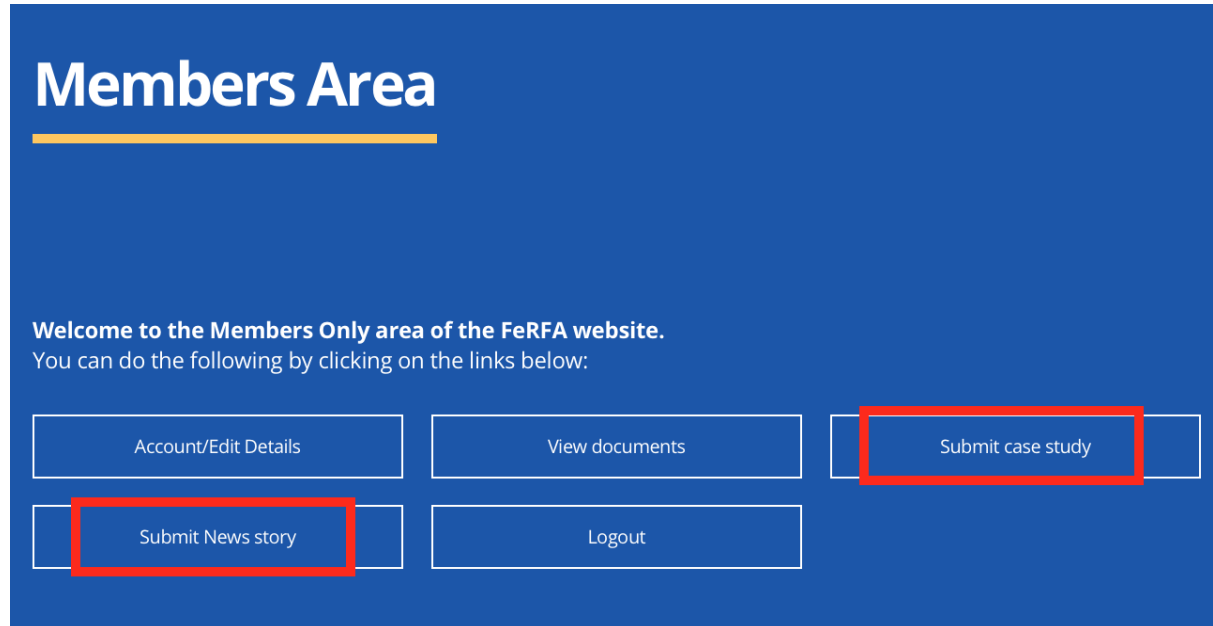
Member Google Plus

Member Pinterest

[Update the listing](#)

## Adding Case Studies and Press Releases

COMPANY EDITOR'S can add case studies and press releases by visiting the relevant pages within the members area.



**Members Area**

Welcome to the Members Only area of the FeRFA website.  
You can do the following by clicking on the links below:

- [Account/Edit Details](#)
- [View documents](#)
- [Submit case study](#)
- [Submit News story](#)
- [Logout](#)

Fill in all relevant detail and hit **UPDATE**

**Category**

- Automotive & Transport
- Aviation & Aerospace
- Car Park Decking
- Commercial
- Education
- Food & Drink
- Healthcare & Pharmaceutical
- Leisure & Retail
- Manufacturing & Warehousing

**Case Study Image**

Choose File | no file selected



Site administrators will then moderate your submission before it is posted.

Image file size should be no larger than **2mb**

If you need any help in any of the above please get in contact with the FeRFA administration team at [secretariat@ferfa.org.uk](mailto:secretariat@ferfa.org.uk)