



Shiatsu Society UK Reset Password Guide v3

19th August 2021

1. **Go to this URL:** <https://www.shiatsusociety.org/user/password>

- *Either by click the above link or typing it into your address bar in the browser*
- *It will take you to a webpage titled “Reset your password”*

← → ↻ 🏠 <https://www.shiatsusociety.org/user/password>

Reset your password

[Log in](#) [Reset your password](#)

[Home](#)

Username or email address *

Password reset instructions will be sent to your registered email address.

2. **Insert your email address;** for example theshiatsusocietyuk@gmail.com

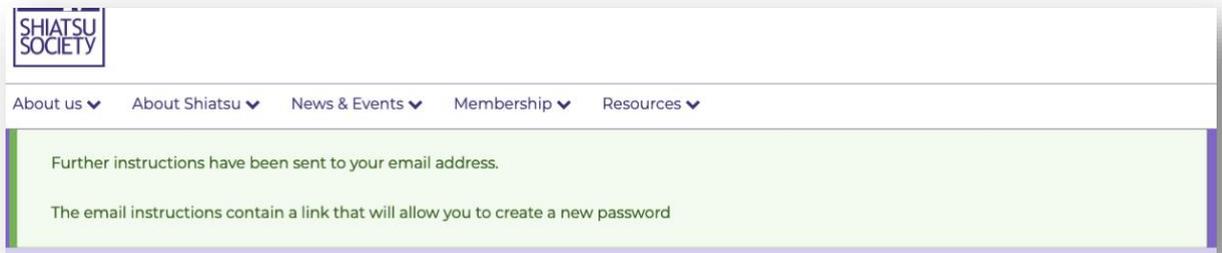
- *It is important you use the email address you have registered with us, this will be the email we communicate with you.*



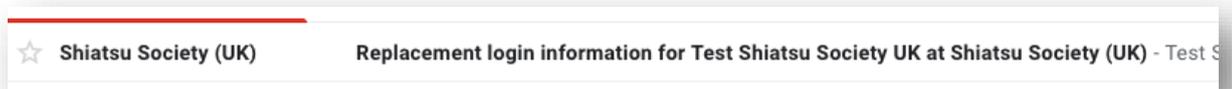
Shiatsu Society UK Reset Password Guide v3

3. **Click the ‘Submit’ button**, below where you entered your email

- *You will receive a green notification: “Further instructions have been sent to your email address. The email instructions contain a link that will allow you to create a new password”*



4. **Go to your email inbox**, you will see a message with the subject line: “*Replacement login information for [your name] at Shiatsu Society (UK)*”



5. **Click the link within that email**, (or copy and paste the URL into your browser)

- *Please note this will only be usable for 24 hours, and it can only be used once*
- *You will be taken to a webpage titled ‘Reset password’*





Shiatsu Society UK Reset Password Guide v3

6. Enter a new password, confirm it and then click the 'Login'

Reset password

[Home](#)

Set New Password *

Password *

Password strength: Strong

Confirm password *

Passwords match: **yes**

Please set a new password so that you can login next time.

This is a one-time login for *Test_Member* and will expire on *Wed, 18/08/2021 - 14:36*.

Click on this button to log in to the site and change your password.

This login can be used only once.

You should be redirected to your dashboard

[View](#) [Address book](#) [Edit](#) [Orders](#) [Contact information](#) [Membership](#) [My practice](#) [My sessions/clinics](#)

[Home](#)

✔ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.
Your new password has been saved.

User links

[Home](#) [Logout](#) [My venues](#) [my public profile](#)

Direct Debit Mandate

We use GoCardless to manage membership payments by direct debit.
The "Set up Mandate" button will take you to the GoCardless website



Shiatsu Society UK Reset Password Guide v3

You are now set up on the system please keep your password safe, if you forget you can go through these steps to reset it.

Thank you for your time

Kind regards

The Shiatsu Society UK Team
