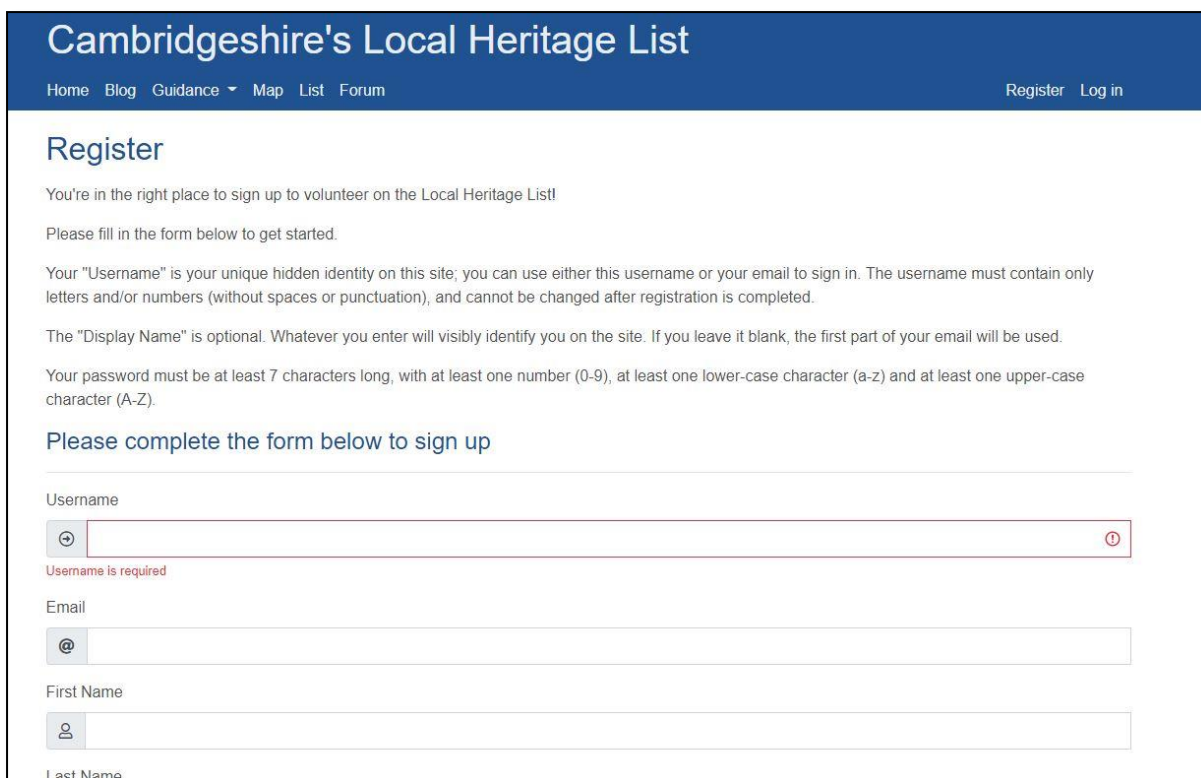# Cambridgeshire's

Local Heritage List

Registering to use the website

Before you can nominate an 'asset' on the online platform you will need to register as a user. This is a quick and easy process.

Step 1. From the Home page, click on 'Register' on the right-hand side of the page and this will take you to the registration form.

Step 2. Choose how you would like to be identified and fill in your details.

• Username - This can be any name you choose but will not be seen by any other users on the site. It can be used to log in to the site.

• Email Address - This can be used instead of your username to log in to the site. Your email address can only be seen by the site administrator and will only be used if they need to contact you about a nomination you have submitted. For example, if 2 users have nominated the same asset or if more information is needed by the assessment panel.

• First and Last Names - These are just needed to link a person to their email address and will not be seen by anyone on the site.

• Display name - This can be any name you choose, your real name, your groups name or a nickname/ made up name. This is the only name that both registered and unregistered users of the site will see on your comments and forum posts. It will also be the name

attached to any nomination you submit but will only be seen on the form by the site administrator and you.

Step 3. Relevant Expertise/Interests, this box allows you to tell us about yourself and any specialisms you have. This box, however, is not mandatory and will have no effect on your registration to add assets to the site if it's left blank. If you are interested in one of the project volunteering roles, please also use this space to tell us which role you are interested in and our project officer will be in contact to take you through the volunteer application process.

Step 4. Choose and confirm your password. This will need at least 1 uppercase letter, 1 lowercase letter and 1 number (0-9) but can be anything memorable to you.

Step 5. Read and agree to the Terms & Conditions and Privacy agreement by clicking the links and the tick box.

Step 6. Click the 'Register' button to submit your form. You will then receive a conformation email within the next 24 hours that will have a link to click on. Once you have confirmed your email address, you'll be able to log in and start commenting and nominating