

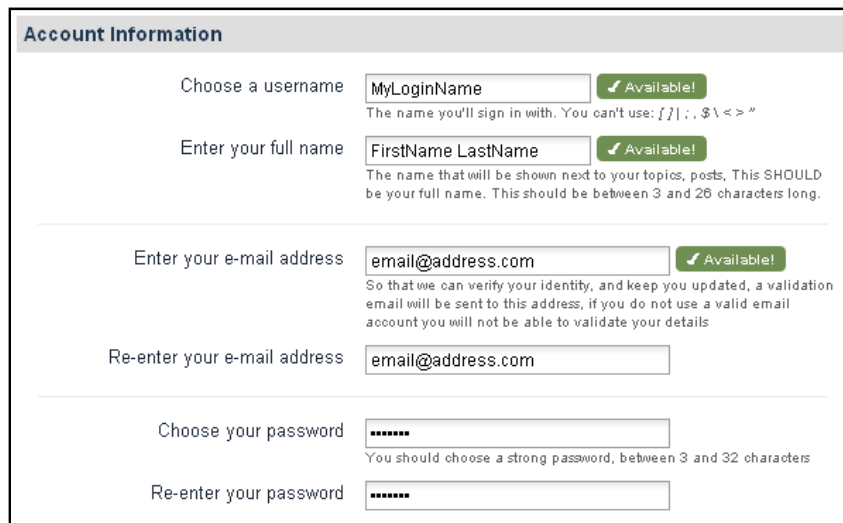
Creating an account with FTR Community

1. In your web browser go to <http://community.fortherecord.com/index.php?app=core&module=global§ion=register>
2. Read the Registration Terms & Rules
3. At the bottom of this page check the **I have read, understood and agree to these rules and conditions** checkbox and click **Continue Registration**



A grey horizontal bar containing a checkbox with a checkmark and the text "I have read, understood and agree to these rules and conditions". To the right of the text is a red button with the text "Continue Registration". Both the checkbox and the button are circled in red.

4. Fill out the **Account Information** section



The "Account Information" form contains the following fields and instructions:

- Choose a username:** Input field with "MyLoginName" and a green "Available!" status. Below it: "The name you'll sign in with. You can't use: [] ; , \$ \ < > \"
- Enter your full name:** Input field with "FirstName LastName" and a green "Available!" status. Below it: "The name that will be shown next to your topics, posts, This SHOULD be your full name. This should be between 3 and 26 characters long."
- Enter your e-mail address:** Input field with "email@address.com" and a green "Available!" status. Below it: "So that we can verify your identity, and keep you updated, a validation email will be sent to this address, if you do not use a valid email account you will not be able to validate your details"
- Re-enter your e-mail address:** Input field with "email@address.com"
- Choose your password:** Password field with "*****" and a note: "You should choose a strong password, between 3 and 32 characters"
- Re-enter your password:** Password field with "*****"

- a. **Choose a username** – This is the name you'll sign in with at the login page.
- b. **Enter your full name** – This should be your full name.
- c. **Enter your e-mail address** – This must be a valid email address. A validation email will be sent to this address so it is important to ensure it is correct. If it is not correct you will not be able to validate your account.
- d. **Re-enter your e-mail address** - Re-enter you email address to confirm it is correct.
- e. **Choose your password** – This will be your password to login to the site.
- f. **Re-enter your password** - Re-enter your password to confirm it is correct.

5. Fill out the **Board Options** section

Board Options

Receive email from administrators

Receive email from other members

Time Zone

Enable automatic DST detection?

- Receive email from administrators** – Select this check box to receive emails from site administrators.
- Receive email from other members** - Select this check box to receive emails from other site users.
- Time Zone** – Set this to your current time zone
- Enable automatic DST detection?** – Select this check box if you want the system to automatically adjust for daylight savings time.

6. Fill out the **Additional Information** section.

Additional Information

Industry *
* This is a required field

Role*
* This is a required field

Location*
* This is a required field

Company

- Industry** – Select your industry.
- Role** – Select your role within the company.
- Location** – Select your geographical location.
- Company** – Enter your company name.

7. Click the **Register** button.

or

8. Once clicked you will be sent a validation email to the email account provided in the **Enter your e-mail address** field. Please check your mail box for the validation email.

Note: Some of our customers have had the validation email be marked as spam, so if you do not receive your validation email within half an hour please follow the instructions listed here for various reasons why it is not delivered

<http://community.fortherecord.com/index.php?/forum/131-i-registered-but-have-not-received-a-validation-email/>

If you still cannot find your validation email please contact FTR via the **Contact Us** page <http://www.fortherecord.com/contact-page/>. To assist us with your enquiry please include the email address you used in the registration process.

9. Validate your account.

Your validation email will appear similar to the one below. To validate your account simply click on the link in your email similar to the link highlighted in yellow below.

Note: this will not be highlighted in your email.

If you cannot validate your account then please try the steps highlighted in green.

Note: this will not be highlighted in your email.

FirstName LastName,

This email has been sent from <http://community.fortherecord.com/index.php>.

You have received this email because this email address was used during registration for our forums.

If you did not register at our forums, please disregard this email. You do not need to unsubscribe or take any further action.

Activation Instructions

Thank you for registering.

We require that you "validate" your registration to ensure that the email address you entered was correct. This protects against unwanted spam and malicious abuse.

To activate your account, simply click on the following link:

http://community.fortherecord.com/index.php?app=core&module=global§ion=register&do=auto_validate&uid=32566&aid=4b6be6dc3e11928766778aa9b3212c07

(Some email client users may need to copy and paste the link into your web browser).

Not working?

If you could not validate your registration by clicking on the link, please visit this page:

<http://community.fortherecord.com/index.php?app=core&module=global§ion=register&do=05>

It will ask you for a user id number, and your validation key. These are shown below:

User ID: 32566

Validation Key: 4b6be6dc3e11928766778aa9b3212c07

Please copy and paste, or type those numbers into the corresponding fields in the form.

If you still cannot validate your account, it's possible that the account has been removed. If this is the case, please contact an administrator to rectify the problem.

Thank you for registering and enjoy your stay!

10. Once you have clicked this link, your account is now valid and you will be redirected to the **Forum** home page

Note: If you receive the error below your account is most likely already validated and you should be able to login to the community with the account details provided above on the main page.

An Error Occurred

Sorry, an error occurred. If you are unsure on how to use a feature, or don't know why you got this error message, try looking through the help files for more information.

[#10120] We could not find the validation request you are attempting to verify. It is most likely your account has already been validated, please try and login with the login information you provided when you registered.

11. To login to the FTR community simply browse to <http://community.fortherecord.com> and enter the username and password you provided in steps 4a and 4e above.

Please log in to access content on the FTR Community