

MEMBER GUIDANCE

Logging in

As an RSCDS Member you have the ability to login to the RSCDS website, and in this walkthrough, we are going to go over how to successfully login to the new website.

To take advantage of Member discounts on shop items and event bookings, Members must log in to the website. After you have logged in to the website your Member discount will automatically be applied to all purchases.

1 Let's begin! In order to login, please go to www.rscds.org by clicking this link. This will open up the website in your default internet browser (eg. Google Chrome, Safari, Firefox, Internet Explorer, etc).

Once on the website, click the blue "My RSCDS" button on the top right corner. You will then be taken to the login page with two options: "Login" and "Register".

If you are a Member you can login to the website, and there is a helpful orange coloured instructional box that asks you to create a new password*.

If you are not a Member you can still register with the website.

In order to login to the new website you will need to create a new password. This password can be the same one as before, but you will need to set it up again.

My RSCDS

Login Register

As you may have noticed, we've launched a new website! If you had an account on the old website, then this has been transferred. However, you will need to create a new password. [Click here to create a new password.](#)

Email address*

Password*

Forgot Password?

LOG IN

Why join the RSCDS?

Most people become members because it is a fun, enjoyable way to keep active and socialise with people from around the world.

Some benefits of membership include:

- A 10% discount on items in our shop
- A twice-yearly members' magazine to your door or inbox
- Regular email newsletters
- Access to members-only content
- Reduced entrance fees to classes and other events worldwide
- Tapping in to a global community of Scottish Country Dancers
- Opportunities to advance dancing & teaching skills
- Help preserve an important part of Scottish culture

EXPLORE RSCDS MEMBERSHIP OPTIONS

2 Your account on the old website, which included your personal details, has been transferred to our new contact database, but in order for the database and the website to connect to each other we need you to help us link both platforms.

When we imported your data in to the new database before launch, we did not copy your password, as the RSCDS does not hold that information. This is for privacy and security reasons and we will never hold your password, even with this new website, so we ask that you create a new one to proceed.

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You can create your new password by clicking on the text in the orange instructional box, "Click here to create a new password". This will take you to a page to enter your email address.



Reset your password

Email address*

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

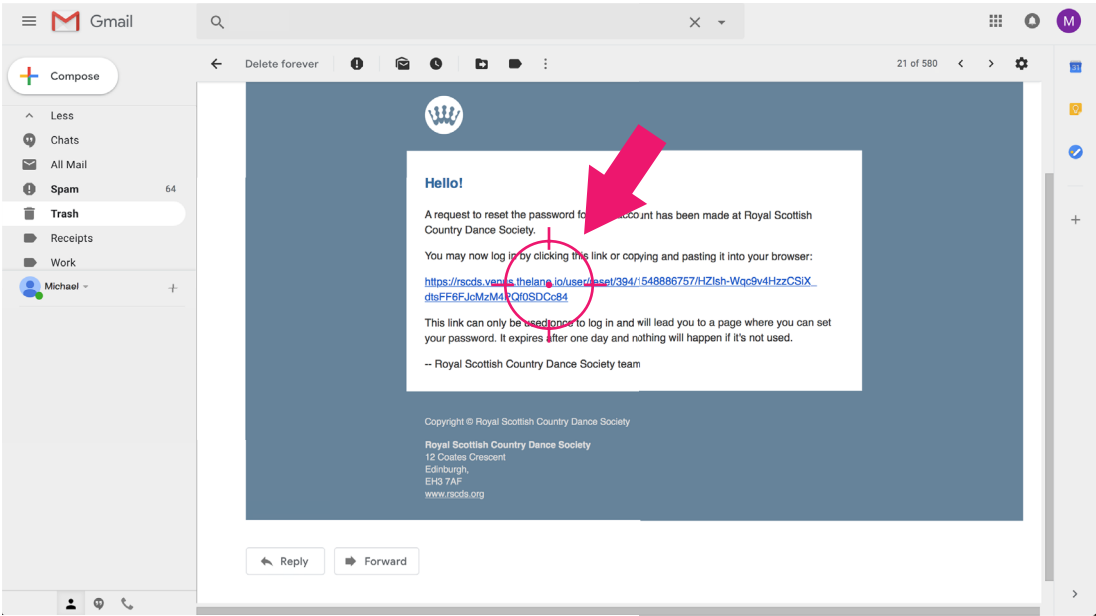
SUBMIT

Use the same email address you had on the old website. If you do not know the email address you used on the old website, please get in touch.

After entering the email address that is registered on the RSCDS database you will receive an email from the RSCDS team.

Check your junk mail if the email doesn't arrive in your inbox.

In the email you will be asked to click a link, which will take you back to our website where you will choose a new password. Please follow this link and create a new password.



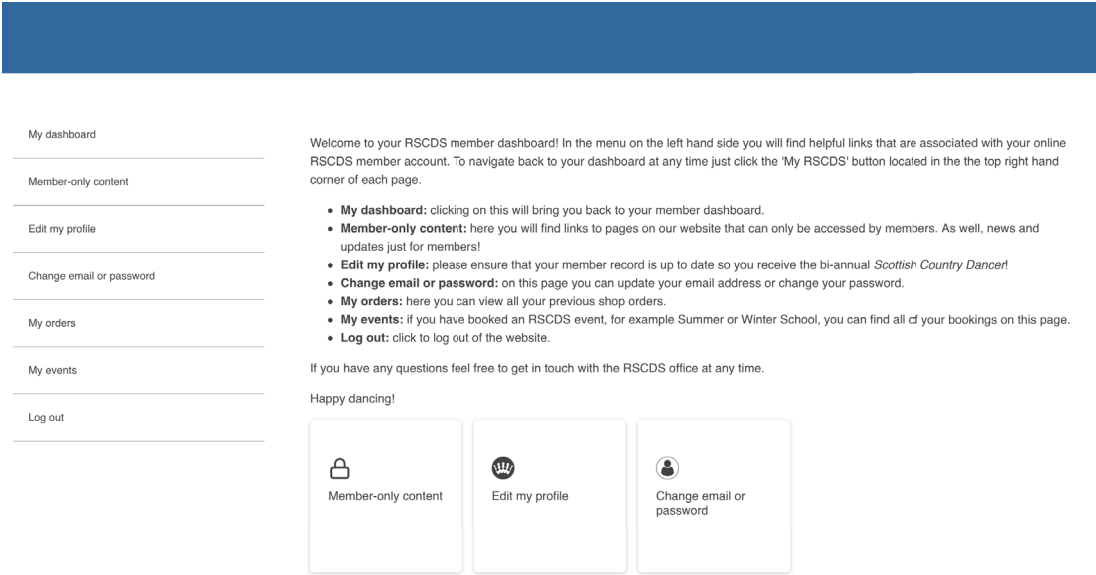
When you have chosen a new password please click the button "Save password and Log In"; if you are successful then you should see your Member dashboard.

If you were unsuccessful then try the process again. If it is still not working, please get in touch and let us know.

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Congratulations! You have now logged in to the RSCDS website.

Welcome to your Member dashboard; please take some time to look around and familiarise yourself with the functions and side menu. There is some helpful text that should explain everything on the page with links to view orders from the shop and event bookings.



When importing your data to the new contact database we did not import prior shop purchases or event bookings. We do have copies of these on file at the RSCDS office if needed.

Please explore the website! If you ever need to get back to your Member dashboard, please just click the "My RSCDS" button. If you would like to log out of the website, please go to your Member dashboard and then click "Log out" from the menu on the left-hand side.

If you have any trouble, please get in touch with the RSCDS team as we are always happy to help.

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If you are a new member, then welcome! We are glad to have you with us. Members who joined through a Branch will need to speak with their Branch Secretary or Membership Secretary, as they will have created a membership record for you in our database. Creating this record will also create an activation code, and the Secretary will need to pass this along to you in order for you to login to the website.

Please ask the Secretary of your Branch for your unique activation code.

If they have done this then your email address will be registered, and the activation code will be created. You can then go on to the "My RSCDS" page, click the "Register" tab, and input your email address and the activation code. This will then sync your account and allow you to login to the website and access your dashboard.

My RSCDS

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EXPLORE RSCDS MEMBERSHIP OPTIONS

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If you are not a Member, but would like to register on our website, click on the **"My RSCDS"** button at the top right-hand corner of the screen. You will then be taken to the **"My RSCDS"** page. Instead of logging in to the website, click on the **"Register"** tab. You will then be asked to input your email address. Do not worry about entering an activation code as it does not apply right now.

Once you input your email address and click **"Create New Account"**, you will receive an email asking you to complete your registration. Please click on the button **"Login to My RSCDS"** and you will be taken back to our website where it will ask you to create a new password.

Once you have created a password and clicked submit, you will be taken to your dashboard and have successfully logged in to the website!

FAQs

Q. Does the RSCDS hold my password on file?

No, we do not hold any password information on file. If you lost your password or forgot it, you can request a new password by going to the **"My RSCDS"** page and inputting your email address. A link will then be sent to your email inbox where you can create a new password.

Q. Who has access to my details?

The only people that have access to your details are yourself, the Branch Administrators, and the RSCDS staff team. No one else has access to your details, and we would never share your details with anyone without prior written consent.

Q. I am a Branch/Group Administrator, will I still hold admin privileges?

Yes, we have transferred over that data, so when you login to the website for the first time and link your account, it will recognise you as a Branch Administrator and you will have admin rights for your Branch/Group.

Q. I am not a Member, so why should I register with the website?

If you register with our website then you will have your own dashboard where you can view your event bookings, shop orders and manage your personal details. This is a way of staying in touch with the RSCDS without

becoming a Member. If you do decide to become a Member, we would love to have you!

Q. Will I still receive the RSCDS eNewsletter?

Yes, we have not altered the list since importing data in to the new website. If you received the eNewsletter before then you will continue to receive it. If you would like to receive the eNewsletter please sign up using the form at the bottom of our website.

If you do not want to receive the eNewsletter please go into your details page and untick the box.

Q. Can I login with my membership number?

The RSCDS has changed the login process so that going forward, if you would like to login to the website, you must have an email address. We will no longer be allowing members to use their membership number to login to the website.

If you previously used your membership number to login, we suggest you create an email address through one of many free providers (eg. Gmail, Yahoo, Outlook, etc.) and then get in touch with your Branch Secretary so they can update your profile (for HQ members please get in touch with the RSCDS office).

Once your profile is updated you will then be able to use the password reset function and create your own password to login to the website.

Q. If I forget my password, how can I reset it?

The staff at the RSCDS office do not have the ability to reset your password. If you forget your password at any time, please go to the "**My RSCDS**" page and use the password reset function. The system will then send an email to your inbox with a link to changing your password.

Need some more help? Visit www.rscds.org/about/frequently-asked-questions, email us on info@rscds.org or give us a call on +44 (0)131 225 3854