USER GUIDE

Welcome! This document provides a brief overview of our website including creating a login for secure forms should you need one. Please make sure your browser is uptodate for the best results. Our site is secured with an SSL certificate and can be accessed https://www.gardenontario.org.

The full user guide can be found on the web support page. A link to it is always under the login page.

NAVIGATION AND USER ACCESS

The website offers a few options to navigate. It has a top menu of main pages and a 'breadcrumb' menu underneath the main section on each page that offer the visitor a way to backup or link to previous sections in the chain. **Clicking on the GardenOntario logo at the top will reload the Home Page at any time.**
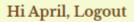
REGISTRATION & LOG IN

A user login is required for any member that needs to open password protected forms and information or manage their society page.

All requests for access at gardeontario.org are for persons who are members of a horticultural society and must agree not to share their login or password with anyone. Our logins are self-managed and can always be reset from the home page. There is no limit to how many from a society can register if they need access. This allows your profile page to always be accessible by someone in your society without the need to document any login info centrally.

If you would like to remove a user, change your society profile page to link to a different user, or add special access to any user, please contact the webmaster using our online form.

We now have a hello on the top header of the site that you will see if you are logged in… you don't have to log out but the option is there if you need it… if you are not logged in, it will give you a link to log in.

To check if you are logged in or to access any secure forms, open the user login and secure forms page using this link https://www.gardenontario.org/user-login/ which can also be found under the Secure Forms menu in the left "sidebar" on the home page. Tip: bookmark this page in your browser.

First Time Registration

You will need to **click Register** to open the form and create your log in to access the members only section of the website. Once submitted, the webmaster will be notified to add the permissions you need depending on what selections you made in the user registration form. Please allow a few days for this to be set up.

Login and Access

The system will allow you 3 tries to log in successfully. If you don't remember your password you can reset it from the same page by clicking on **Forgot Password**. Entering an incorrect password will lock the system for about 20 minutes but resetting your password will unlock it right away.

Please note, there are restrictions on the user registration form:

- There are fields that are mandatory and these must be filled in – some fields appear by default (like website) and unless you want to share that, they are not required and can be skipped.
- Do not use a forward such as myname@gardenontario.org.
- Use a personal email account that you use regularly. Once saved, this email becomes the username and cannot be changed. If needed the webmaster can delete it for you to start again upon request.
- For security reasons, you are registering yourself for access. This username is not to be shared. If you no longer need your log in, please request it be removed.
- Passwords must be STRONG to be accepted (check before clicking SUBMIT) and you can choose your own password rather than the random one presented by clicking inside the space and typing:
  - It must be at least 12 characters long
  - Use upper and lower case letters, numbers, and symbols like ! " ? $ % ^ &)
- Change/reset your password periodically – you won't be able to reuse an old password or use your name
- Trouble logging in? Passwords are case sensitive so Pennyloafer1 is different from PennyLoafer1. Also make sure your CAPSLOCK and NumLock keys are not ON.

Member Login

Username

Password

☐ Remember Me

Login

Register

Forgot Password?

Forgot Password

Click Forgot Password? if you don't remember or want to reset your password. The system will ask for your email address that you used when you registered. Accept the password it suggests or click inside the space and type one you want to use. Make sure it is marked as Strong before clicking RESET.

BOOKMARK LOGIN:

After you create your log in, you can bookmark https://www.gardenontario.org/user-login/ to quickly return.

On the left you will see a sign in and on the right are secure forms. Once signed in, you will always see that you are signed in on the left like this:

Garden Ontario

About   Get In

Welcome April Davies

You are currently logged in as **April Davies**. Log out?

Logout

ENTER
Secure Forms:

These forms require you to creating a username for the password, click on Forgot P

Please login (in the left pane
1. Request an Insurance Cer and send a new request.
2. Add a Society Page for th has been approved.

*Tip: If you are on your own computer, don't forget to check the "remember me" box if you want windows to remember the login for next time... and/or you don't need to log out; simply close your browser or move to another page

SECURE FORMS

Once you have the right permissions, go back to the Secure Forms login and registration for a list of password protected forms and information... the page should look something like this:

Welcome April Davies

You are currently logged in as **April Davies**. Log out?
Logout

ENTER
Secure Forms:

These forms require you to be logged in with the appropriate access level. If you do not see the form after logging in, please contact the webmaster for to confirm your access level.

Please login (in the left panel) before clicking on a form.
1. Request an Insurance Certificate for the first time. Use the Certificate List to edit and send a new request.
2. Add a Society Page for the first time. Use the Society List to edit your page after it has been approved.
3. Add a District Page for the first time. Use the District List to edit your page after it has been approved.
4. Add a Judge Page for the first time. Use the Judges List to edit your page after it has been approved.
5. Add a Speaker for the first time. Use the Speakers List to edit each entry after it has been entered.

PRIVACY, PERMISSIONS, AND ACCEPTABLE USE

The OHA requires all content posted on any of its sites to be respectful and courteous. Content includes all text, pages, comments, posts, articles, images, graphics, and photographs.

Website(s), social media, and other online sites are a great way to share information, but it's important to make sure that the information is yours to share. If it is not, permission is required. Here is an article from Google on copyright.

Care should be taken when posting anything online. All social media sites have a terms of service and/or privacy policy that indicates the permissions you give them and how your information will be collected, saved, and used. Read it prior to posting. Its difficult to get something off once its posted and it is there for a long time.

Here is a release form you can use for photographs. If anyone under the age of 18 appears in or owns any part of the content, you will also need a parent or guardian to approve and sign the release.

Please read our privacy policy, and check online for more information. The Office of the Privacy Commissioner is a good resource Privacy Online and Social Networking, and CAPIC for Photographic Copyright Law.