

## Charles W. Ferris Association Website Instructions

- Go to [www.charlesferris.org](http://www.charlesferris.org) in your internet browser to access the Ferris website.
- Public Menu Items
  - **Home** - Overview of the Association
  - **Contact** – Contact form
  - **Lectures** – Public lectures given by Charles W. Ferris
    - You may open these lectures by clicking on the title. You may save them, print them, and share them.
  - **Log In** (for Association members only)
    - Click “**Log In**” on the menu (if you’ve found these instructions on the site, you have already gotten this far!)
    - Enter your username in the “**Username or Email Address**” field. This is usually the email address you have on record with the Association.
    - Enter your password in the “**Password**” field.
    - Click “**Remember Me**” if you are using a computer only you access and you want your browser to automatically fill in your password when you come to the site. Do not click this box if you are using a public or shared computer.
    - Click “**Log In**” below
    - If you do not know your password, click “**Lost your password?**” and follow the instructions
- Member Menu Items (after logging in)
  - **Home** - Overview of the Association
  - **Contact** – Contact form
  - **Lectures** – Public lectures given by Charles W. Ferris
    - You may open these lectures by clicking on the title. You may save them, print them, and share them.
    - Close the opened documents by clicking on the “X” in the browser tab.
  - **Addresses** – Addresses given to the Association by Charles W. Ferris

- You may open the addresses by clicking on the title. You may save them and print them, but only for your own use. Please do not share them with anyone.
- Close the opened documents by clicking the “X” in the browser tab, especially if you are on a public or shared computer.
- o **Log Out** – Click log out when you are done using the site, especially if you are on a public or shared computer, making sure all documents you opened are closed.

If you have questions or suggestions, please email [secretary@charlesferris.org](mailto:secretary@charlesferris.org).