

Guidance Document for Setting up your Account if your Council is already a Member of One Voice Wales

Go to www.onevoicewales.org.uk

1. Click on Join Now.

The screen you will see is this:

Registration Form

To be completed by the Clerk or Chair of the Council please.

Please tick one option and then follow on-screen instructions.

Our Council is already a member of One Voice Wales. We require login details for the Members Area and for adding details to our Councils dedicated page on this website.

Our Council has decided to join/renew membership of One Voice Wales.

2. Choose option 1 (Already members of One Voice Wales) and you will be directed to the member's Registration Form (see below)

Registration Form

Please fill in this form if you are already a member of One Voice Wales and would like to register to use the member's area and complete your council's Individual page. Once the form has been submitted we will contact you shortly with your membership details

Community/Town Council Details

Council Name
Slowly type the name of your council (not including "community/town council") then select from the drop down box that will appear.

Clerk's Name ▾
Enter Clerk's Name.
Contact Address ▾
Enter the address where you can be contacted
Postcode ▾

Telephone ▾

E-mail ▾
Enter an email address where we can contact you. This is essential in case the password is lost. We respect your privacy, and we won't be sharing your address with any third parties or revealing it anywhere.
Website
If you have a website then please enter its address here, otherwise leave blank.
Chair ▾
Enter the name of your council's current chair. This is for internal use only and will not be published on the website.
Chair's telephone number
This is for internal use only and will not be published on the website

3. Please complete the Registration Form by filling in all the required fields marked with a red square.

Once you have submitted your application you will shortly receive the following e-mail to say that your request has been received.

Dear Fred Jones,

This email confirms that your request has been received by One Voice Wales and is currently being processed. On acceptance of your application, you will receive two e-mails from "Site Administrator" with your login details.

One Voice Wales

Your request will be verified against the details we currently hold on your council and accepted (if correct) by a member of staff at the Ammanford Office. Shortly after, you will receive two e-mails each containing different usernames. One username, together with a password set by you, should be given to your councillors and is used for accessing the members' area of the site. The other username and password should be kept completely private as it used for editing the council's individual page - we recommend this is done by just one person from the council (usually the clerk).

Dear Clerk/Chair

Members' Area Login Details

Thank you for registering your Council on the One Voice Wales website. The Members' Area provides a wealth of useful information for councillors and clerks.

This e-mail contains login details for the Members' Area of the website.

**Please click on the link below to activate your account.
Your password MUST be set by following this link.**

USERNAME: mbpentrebacas

<http://www.onevoicewales.org.uk/passwordreset/0575965bf3aee572ef2de341558173dc?userid=mbpentrebacas>

You must activate your account within 168 hours, so before 13.01.2009

The login details above are for the exclusive use of members of Pentrebacas Town Council. Please ensure that your members do not divulge this information to anyone outside of your council as this is a benefit of your membership subscription.

After setting your password, to access the Members' Area of the site, users should click on 'Members' Area' in the menu on the left hand side of the home page and enter their username (see above) and chosen password. They will then enter into the Members' Area.

You will also receive another e-mail with details of your Clerk/Chair login that will allow you to amend details of your council's page on the One Voice Wales website.

One Voice Wales

Site Administrator

Dear Clerk/Chair

Your Council's Page Login Details

Thank you for registering your council on the One Voice Wales website.

Within this site, One Voice Wales is providing a page for each member council to have basic information about their council and community, and a link to their own website if relevant.

**Please click on the link below to activate your account.
Your password MUST be set by following this link.**

USERNAME: pentrebas

<http://www.onevoicewales.org.uk/passwordreset/20e648db3bf0593de37f8e7335db3b14?userid=pentrebas>

You must activate your account within 168 hours, so before 13.01.2009

To update your Council's page follow these instructions:

1. Click on 'Members' Area' in the menu on the left hand side of the home page and enter the username shown above with your chosen password.
2. Next click on 'Local Councils' at the bottom of the left hand menu.
3. Click on 'View A-Z Index of individual member council pages'
4. Choose the letter that your council name starts with and then select your council from the list shown.
5. Edit the contents of your council's page and/or add further information as necessary.

Note: To ensure you maintain control over changes to your council's page, we would respectfully ask that these details remain with the Clerk and/or Chair ONLY.

You will also receive another e-mail giving you details of how your members can log in to the site to access the Members' Area.

One Voice Wales

Site Administrator

Please note that examples of the e-mails shown in this guidance document are in English only but the e-mails you will receive will be Bilingual.

4. To set your council's passwords, click on the link shown in your e-mails and you will be taken to the following page.

Set your password


Please fill out the form below to set your password.

New Password

My user name is
Enter your user name for verification.

New password
Enter your new password. Minimum 5 characters.

Confirm password
Re-enter the password. Make sure the passwords are identical.



Once you have entered and confirmed your password (although we can reset this for you, it's best to make a note of it), you'll see a screen like this:

Password set


Your password has been set successfully. You may now log in with your new password.

That's it – your account is now set up.

5. To login, you need to return to the Members' Area. Enter your Username and Password as shown below and you will then have access to everything in the Members' Area.

If you do not have an account here, head over to the [registration form](#).

Please log in

<p>Login Name <input type="text" value="abergele"/></p> <p>Password <input type="password" value="●●●●●●●●"/></p> <p> <input type="button" value="Log in"/></p>	<p>Forgot your password? If you have forgotten your password, click here to retrieve it.</p>
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Once you have logged into the Members' Area you will see the following page:

Search Site Search

Un Llais Cymru
One Voice Wales

One Voice Wales

site map log out contact cymraeg

Home
About us
All about councils
Benefits of Membership
News
Members' area
NEC
Area Committees
Larger Local Councils Committee
Training
Resources
Links
Public Appointments
Events
Local Councils

Info Welcome! You are now logged in.

Welcome to the members' area of the website

This area of the website is reserved for members of One Voice Wales. It contains a wide variety of information including: training materials; resources such as model financial regulations and employment policies; and agendas and minutes of the National Executive Committee and other Committees.

[Download the latest edition of The Voice \(January 08\).](#)

The National Executive Committee (NEC) oversees the running of One Voice Wales on behalf of our members. Take a look at the NEC section of the site to see more of what they do, details of their meetings and the work of the three working committees - Training & Communications, Finance and Policy.

Area Committees provide an opportunity to meet with other community and town councils in your locality and benefit from presentations from guest speakers. The committees have been grouped into three areas for convenience and each area has a Development Officer who organises their activities. As well as looking at your own area committees page, why not look at what's happening in other areas?

Training - from May 2008 a brand new training scheme for community and town councils will be piloted and delivered or facilitated across Wales. For details of training events being held near you please look in the Training section.

In the [Resources](#) section you'll find a wealth of advice and guidance and useful documents to download.

[Send this](#) [Print this](#)

Y LLAIS
THE VOICE

Newsletter
January 08

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Accessing your council's page

1. To get to your council's page, login to the Members' Area and click on Local Councils.
2. Click on "View A-Z Index of individual member council pages"
3. Choose the letter that your council name starts with then choose your council from the list shown

Local Council Index


Please use the index below to search for your council by name.

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

[Abergele](#)
[Abergwili](#)
[Abermule with Llandyssil](#)
[Aberystwyth](#)

Your council's page will look like this:

Contents View Edit | Add new... ▼



Abergele Town Council

Contact:
Tina Barley

Address:
Town Hall, Llanddulas Road, Abergele.

Post Code:
LL22 7BT

Phone:
01745 833242

If you want to contact this council, fill in the form below.

Send a message to this council

Name *

E-Mail *

Subject *

Message *

Send

Editing/Adding/Removing Information

1. To edit any of the information on your council's page click on the Edit tab at the top of the page.

Please note that this page can be accessed without logging in but you **must** be logged in to edit it.

Please also note that this page should only be edited by the Clerk or Chair of the council.

Please remember to save any information you have input by clicking the save button. If you do not wish to save what you have done, choose cancel.

You have the facility to add up to 3 Agendas and Minutes at any one time. To do this, click on "Add new..." at the top right hand of the page and choose whether you would like to upload a) Meeting Agenda or b) Meeting Minutes.



2. To add either an Agenda or Minutes, choose which you would like to upload from the drop down box as shown above and proceed to input your information.

3. Choose the file you wish to upload by browsing the files on your computer.

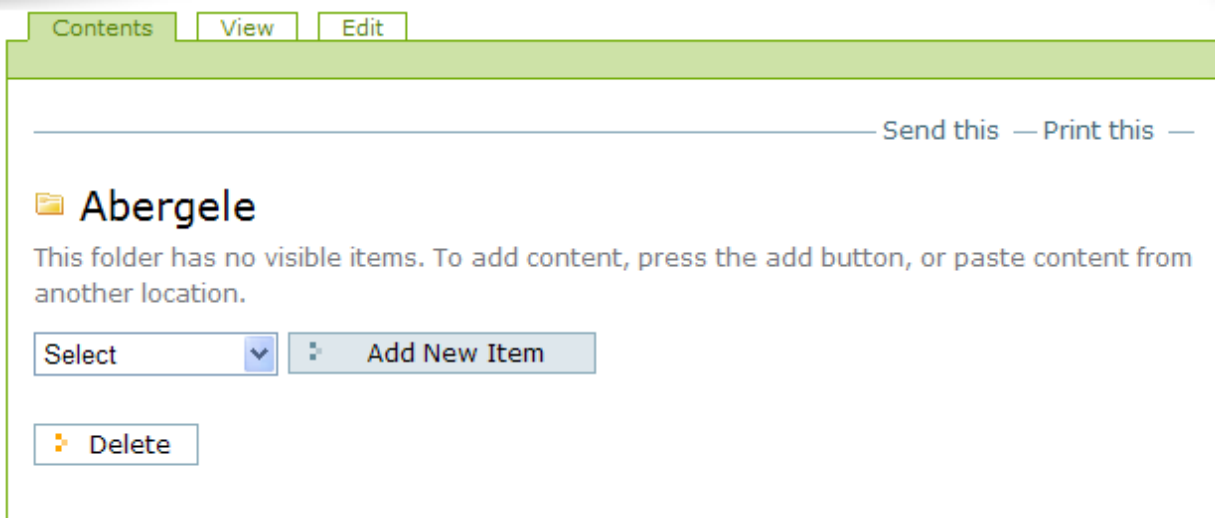
4. Repeat the same for uploading Minutes

Add Meeting Agenda

A page that contains the agenda of forthcoming meetings

A screenshot of the 'Add Meeting Agenda' form interface. At the top, there are five tabs: 'Default' (selected), 'Categorization', 'Dates', 'Ownership', and 'Settings'. Below the tabs, the form is titled 'Agenda of' and has a text input field. Underneath, there is a section titled 'Description' with the subtitle 'A short summary of the content.' and a large text area with a vertical scrollbar. Below the description, there is a section titled 'File' with a text input field and a 'Browse...' button. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

You can also view what files you have uploaded to your council's page by clicking on the "Contents" tab at the top of the page.



5. To remove items from your council's page you simply click on the item you wish to get rid of and hit the Delete button.

6. To upload your council's logo or crest, click on the "Edit" tab and scroll down to the bottom of the page.

Choose your file by browsing the documents on your computer.

If you do not have a logo or crest, the One Voice Wales logo will be displayed.