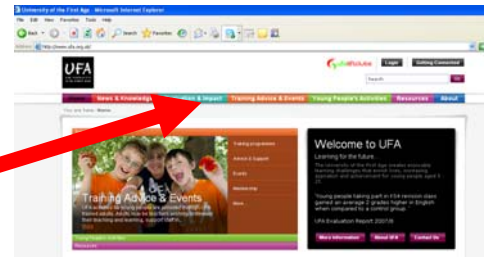


Logging on to the UFA website. To do this you need to.....

1. Go to www.ufa.org.uk

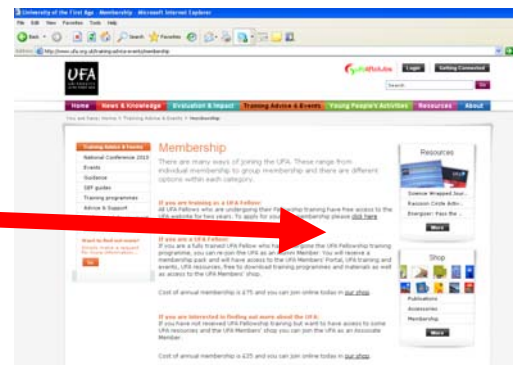


2. Click on the tab "training advice and events"

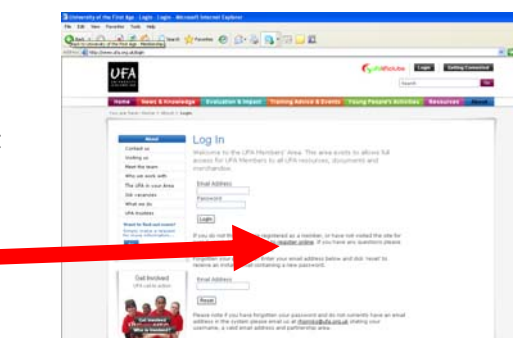
3. Click on the drop down "membership"



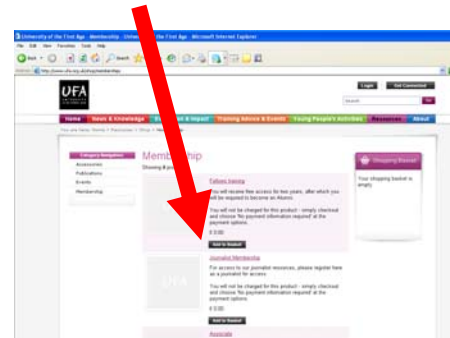
4. In the first paragraph **"If you are training as a UFA Fellow:**
All UFA Fellows who are undergoing their Fellowship training have free access to the UFA website for two years. To apply for your free membership please [click here](#) and follow the link



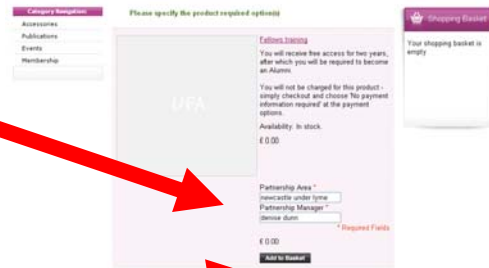
5. This will take you to the log in page. As you re not registered yet follow the link the "register online"



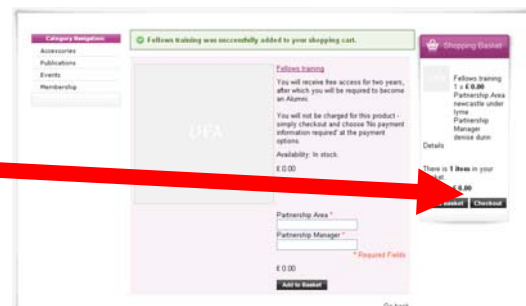
6. This takes you to the shop. Don't worry – you don't have to pay! Click "add to basket"



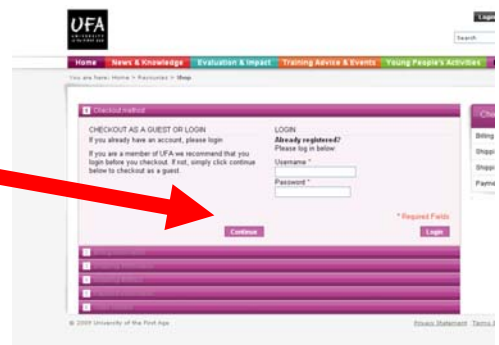
7. Now fill in your area in the area membership area box and the name of your partnership manager



8. Now "add to basket"



9. Click "checkout"



10. Click "continue"

11. Now fill in your details and click “ship to this address” and then click “continue”

The screenshot shows a checkout form with the following fields: First Name (ann), Last Name (other), Company (my town school), Email Address (another@ufa.org.uk), Address (1 rown road), City (my city), State/Province, Zip/Postal Code (A1 1AA), Country (United Kingdom), Telephone (07777777777), and Fax. At the bottom, there are two radio buttons: "Ship to this address" (selected) and "Ship to different address". A "Continue" button is located at the bottom right, with a red asterisk and the text "* Required Fields" above it. Two red arrows point from the text above to the "Ship to this address" radio button and the "Continue" button.

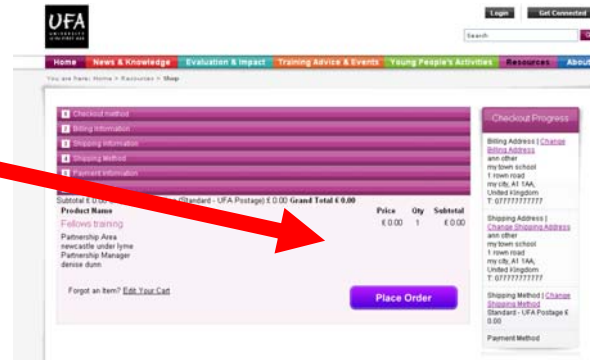
12. Next page click “Standard UFA postage £0.00” and “continue”

The screenshot shows a shipping method selection page. The UFA logo is at the top left. A navigation bar contains: Home, News & Knowledge, Evaluation & Impact, Training Advice & Events, and Young People's Act. The breadcrumb trail is "You are here: Home > Resources > Shop". A sidebar on the left lists: Checkout method, Billing information, Shipping information, Shipping Method, and Payment information. The main content area shows "Standard UFA Postage £0.00". At the bottom, there are "Back" and "Continue" buttons. Two red arrows point from the text above to the "Standard UFA Postage £0.00" option and the "Continue" button.

13. Next page click “no payment information required” and “continue”

The screenshot shows a payment method selection page. The UFA logo is at the top left. A navigation bar contains: Home, News & Knowledge, Evaluation & Impact, Training Advice & Events, and Young People's Act. The breadcrumb trail is "You are here: Home > Resources > Shop". A sidebar on the left lists: Checkout method, Billing information, Shipping information, Shipping Method, and Payment information. The main content area shows two radio buttons: "Paypal Standard" and "No Payment Information Required" (selected). At the bottom, there are "Back" and "Continue" buttons. A red asterisk and the text "* Required Fields" are visible above the "Continue" button. Two red arrows point from the text above to the "No Payment Information Required" radio button and the "Continue" button.

14. Next page, check your details are correct and then click “place order”



15. An email will then be sent to you at the address you supplied with a login and password (which you will be able to change to something you will remember!)