



<http://www.ozpoeticsociety.com/>

MEMBERS' FAQ'S

Q. How do I obtain a username?

A. The Oz Poetic Society will assign all existing and new members with a custom username, which will be required to enter the MEMBERS' SECTION.

Q. I am a new member, how do I get a password?

A. As a new member you will be able to create your own password upon joining. The password you select may contain no less than four (4) characters using lower casing only. However, the Oz Poetic Society recommends you use a password that incorporates numerical and alphabetical characters for better security.

Q. I am an existing member and I don't have a password, how do I create one?

A. As an existing member, your password would have been automatically generated by the Oz Poetic Society and mailed out to you. In the event you failed to receive your password, contact the Oz Poetic Society regarding the matter so a new password can be issued.

Q. Can I modify my password that was assigned by OPS?

A. Yes. You may change your password by accessing the UPDATE MEMBERSHIP page and modifying your details by filling out the form. Password modifications can take between 24 and 48 hours to take effect.

Q. Can I change my password that I had previously changed?

A. Yes. Simply fill out the form that can be found by visiting the UPDATE MEMBERSHIP page.



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Q. Do you have any tips on how to keep my password safe?

A. The Oz Poetic Society recommends that you keep your password safe at all times and you should never reveal your password to anyone at anytime for any reason. The Oz Poetic Society will never ask for your password. Your password should not be stored on any form of retrieval system or disguised as a date, phone number or code as examples.

Q. What can I do if I have forgotten my password?

A. In the event you have forgotten your password, you will need to click the appropriate link, which can be found at the MEMBERS' PORTAL and fill out the form with the details as you used when you originally joined. Your password will be sent to your designated e-mail address.

Q. I have changed my password and received confirmation. When I try to logon, my password is rejected. What should I do?

A. Before closing your browser you will need to empty the cache (temporary internet folder). All browsers are different and if you are unable to find your cache, click on Help and About (browser). Take note of the browser and version and email OPS Support with the details. The support team will provide you with a step-by-step guide. Once you have emptied your cache, close the browser and re-launch.

Q. How do I logon?

A. It is very easy. Just follow the steps listed below:

1. Go to <http://www.ozpoeticsociety.com/>
2. Click on MEMBERS' PORTAL
3. Fill in your username and password and with your mouse click Sign In.

NB. You are automatically signed out if you re-direct from the portal.



<http://www.ozpoeticsociety.com/>

Q. What are the benefits of becoming a member?

A. You will gain access to various information lists that include, national and international publishers, national and international journals, zines and competitions along with advance notification of proposed modifications to the MEMBERS' PORTAL.

The PORTAL is always under review and updating for the benefit of our members.

Q. Is there any other information I should know in regards to becoming a member?

A. The Oz Poetic Society reserves the right to terminate any account in the event of an account being misused and/or abused and extended periods of inactivity.

Support/Enquiries: help@ozpoeticsociety.com