



# GUIDE TO USING BEFRIENDING NETWORKS' WEBSITE

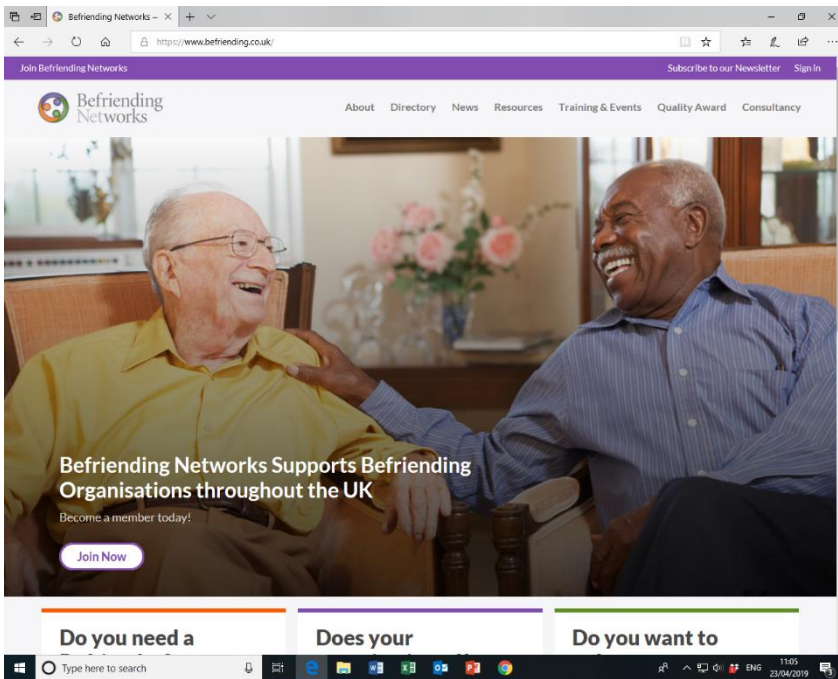
***Welcome to the new [www.befriending.co.uk](http://www.befriending.co.uk)***

Learn How to

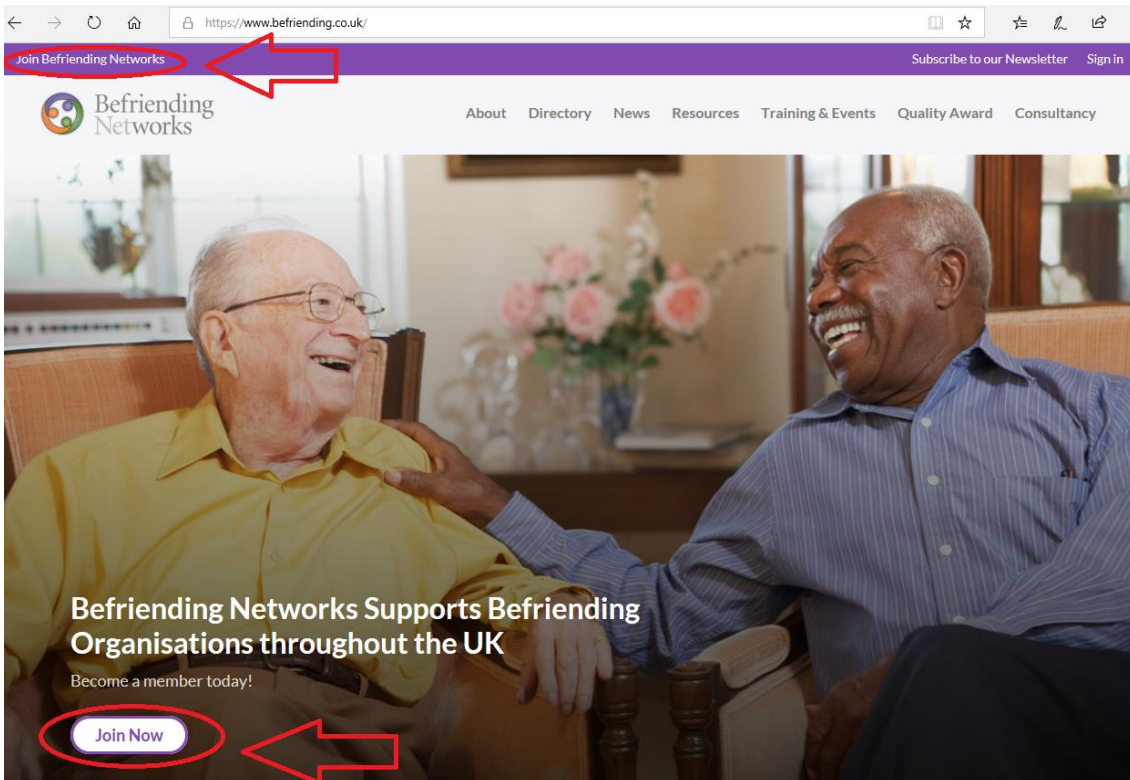
- I) Join Befriending Networks: Pages 1-8
- II) Update Account Information: Pages 9-13
- III) Book a Course: Pages 14-19
- IV) Renew your Membership: Pages 20-24
- V) Change your Password: Pages 25-27

## 1) How to Join Befriending Networks

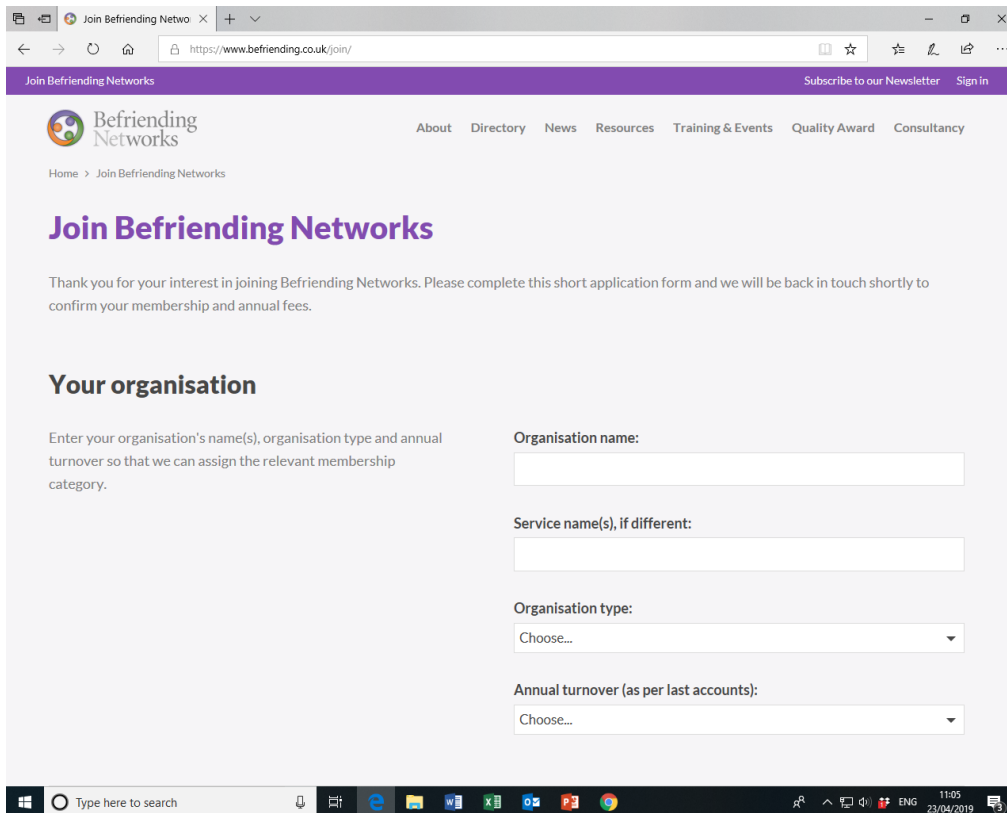
1) Visit [www.befriending.co.uk](http://www.befriending.co.uk)



2) Click 'Join Befriending Networks' or 'Join Now'



### 3) Fill in the required information...



The screenshot shows a web browser window with the URL <https://www.befriending.co.uk/join/>. The page is titled "Join Befriending Networks" and includes a navigation menu with links: About, Directory, News, Resources, Training & Events, Quality Award, and Consultancy. Below the header, there is a message: "Thank you for your interest in joining Befriending Networks. Please complete this short application form and we will be back in touch shortly to confirm your membership and annual fees."

The form section is titled "Your organisation" and contains the following fields:

- Organisation name:** A text input field.
- Service name(s), if different:** A text input field.
- Organisation type:** A dropdown menu with "Choose..." selected.
- Annual turnover (as per last accounts):** A dropdown menu with "Choose..." selected.

The Windows taskbar at the bottom shows the date and time as 11:05 23/04/2019.

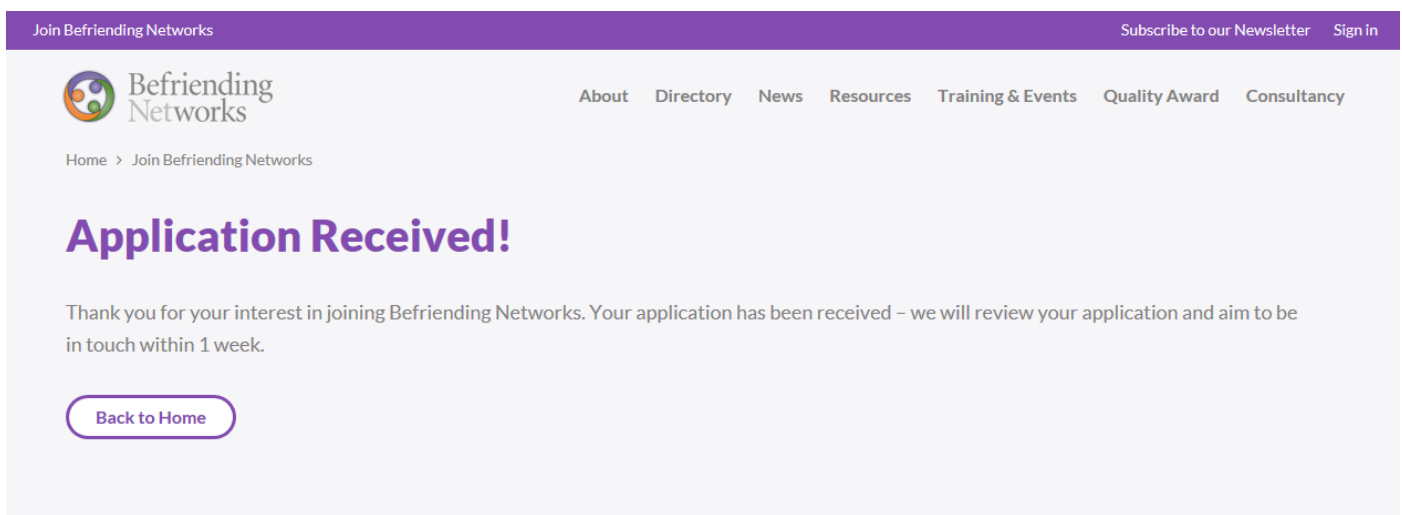
...when you get to the bottom of the page, click 'Submit Application'

#### Submit your application

Submit your application – we'll be in touch shortly.

[Submit Application](#)

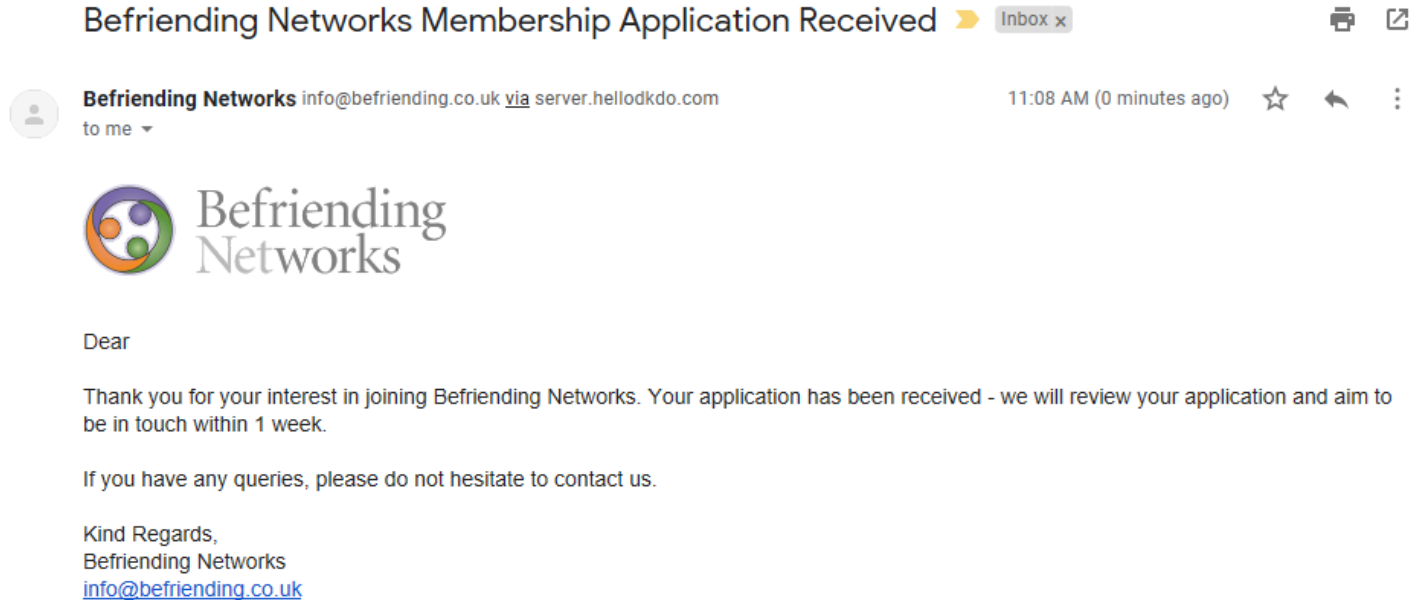
### 4) You will receive on-screen confirmation that your application has been received



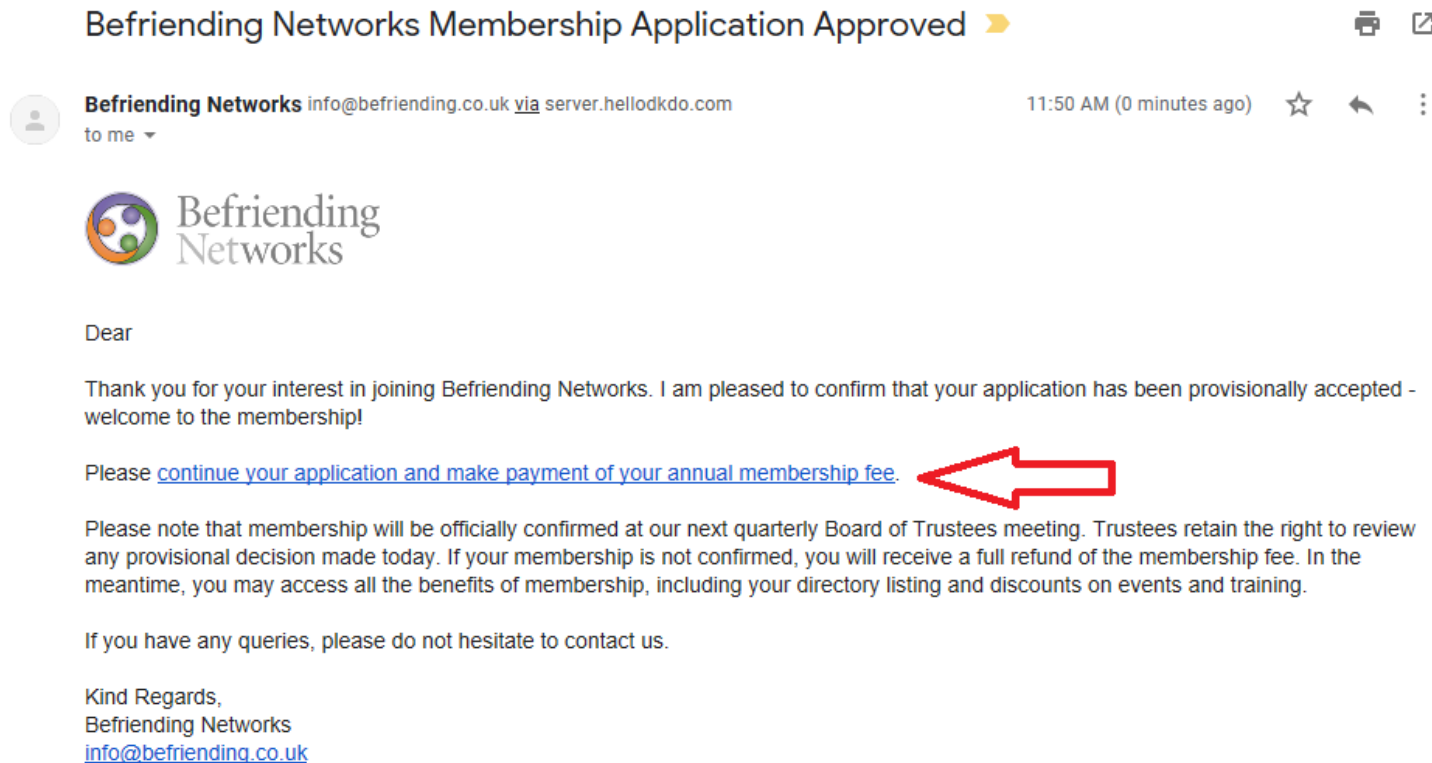
The screenshot shows the "Application Received" confirmation page on the Befriending Networks website. The page has a purple header with the site name and navigation links. Below the header, there is a message: "Thank you for your interest in joining Befriending Networks. Your application has been received – we will review your application and aim to be in touch within 1 week."

At the bottom of the page, there is a button labeled "Back to Home".

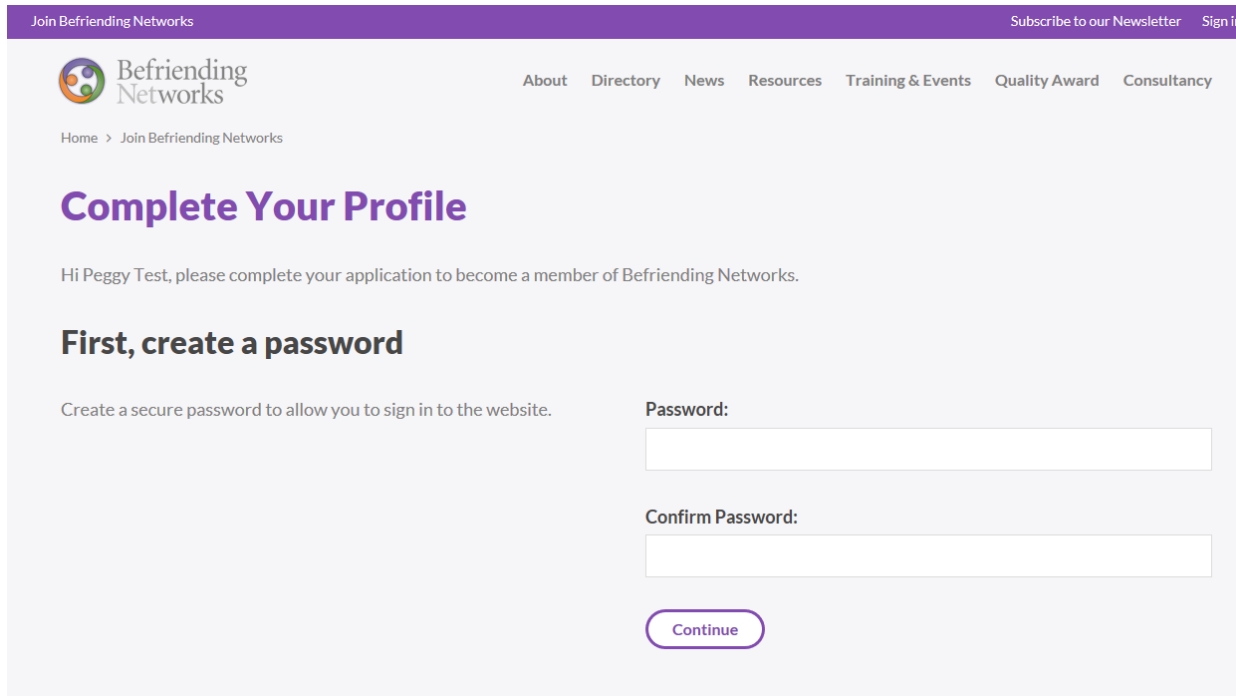
5) Now, check your email for confirmation that your application has been received




6) Once Befriending Networks has approved your application, you will receive an email confirming this. You must then complete your application by clicking on the link.



7) Clicking the link in your email will direct you to the Befriending Networks website where you can set your password. Click 'Continue' when finished.



Join Befriending Networks [Subscribe to our Newsletter](#) [Sign in](#)

 [About](#) [Directory](#) [News](#) [Resources](#) [Training & Events](#) [Quality Award](#) [Consultancy](#)

[Home](#) > [Join Befriending Networks](#)

## Complete Your Profile

Hi Peggy Test, please complete your application to become a member of Befriending Networks.

### First, create a password

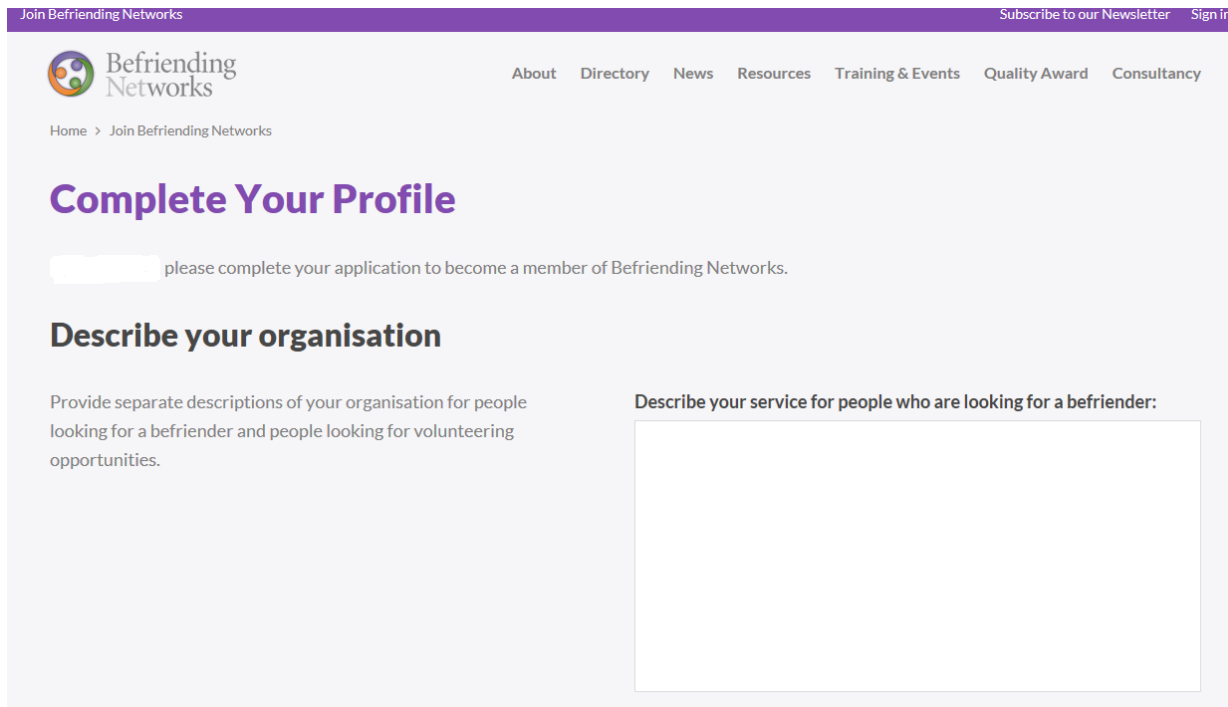
Create a secure password to allow you to sign in to the website.

**Password:**


**Confirm Password:**

[Continue](#)

8) Continue completing your profile by filling in the fields on this page...



Join Befriending Networks [Subscribe to our Newsletter](#) [Sign in](#)

 [About](#) [Directory](#) [News](#) [Resources](#) [Training & Events](#) [Quality Award](#) [Consultancy](#)

[Home](#) > [Join Befriending Networks](#)

## Complete Your Profile

please complete your application to become a member of Befriending Networks.

### Describe your organisation

Provide separate descriptions of your organisation for people looking for a befriender and people looking for volunteering opportunities.

**Describe your service for people who are looking for a befriender:**


[Save & Continue](#)

...when you reach the bottom of the page click

[Save & Continue](#)

9) On the next page, continue completing your profile by filling in the required fields...

Join Befriending Networks
Subscribe to our Newsletter
Sign in


[About](#)
[Directory](#)
[News](#)
[Resources](#)
[Training & Events](#)
[Quality Award](#)
[Consultancy](#)

Home > Join Befriending Networks

## Annual Membership Survey

Please complete our annual membership survey to help us gather aggregate data about the befriending sector.

### Over the past 12 months...

Please tell us about your activities over the past year.


How many 1:1 face to face befriending matches have you supported?

...when you reach the bottom of the page click

Save & Continue

10) Next, select your payment method by choosing a) 'Pay by Cheque or BACS' or b) 'Pay by Card'

Join Befriending Networks
Subscribe to our Newsletter
Sign in


[About](#)
[Directory](#)
[News](#)
[Resources](#)
[Training & Events](#)
[Quality Award](#)
[Consultancy](#)

Home > Join Befriending Networks

## Pay for Your Membership

Choose how you will pay for your membership.

### Pay by BACS/cheque

Pay by cheque or BACS. Please note that membership is not confirmed until payment is received.

Pay by Cheque or BACS


### Pay by card

Pay now using a debit or credit card. Your membership will be confirmed as soon as payment is received.

Pay by Card

10a) If you Pay by BACS/Cheque, fill out all your details...

Join Befriending Networks Subscribe to our Newsletter Account Sign out

 [About](#) [Directory](#) [News](#) [Resources](#) [Training & Events](#) [Quality Award](#) [Consultancy](#)

Home > Join Befriending Networks

## Pay by BACS or cheque

Please enter your billing details so that we may send you an invoice.

### Billing details

Confirm your billing details to receive an invoice that you can pay by BACS or cheque.


Address 1:

...when you've completed the required fields click

[Confirm](#)

-You will then receive an on-screen confirmation...

Join Befriending Networks Subscribe to our Newsletter 0 Account Sign out

 [About](#) [Directory](#) [News](#) [Resources](#) [Training & Events](#) [Quality Award](#) [Consultancy](#)

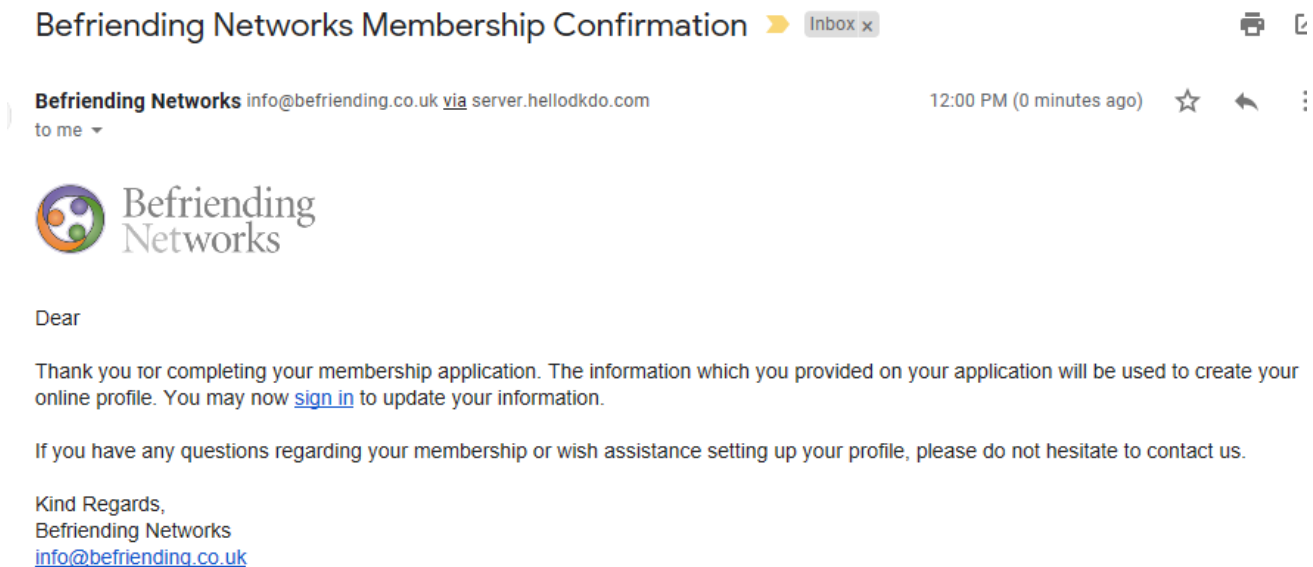
Home > Join Befriending Networks

## Welcome to Befriending Networks!


Thanks,  We're delighted to confirm  membership. Please sign in to manage your account and access special member benefits.

[Sign in](#)


-Now, check your email for confirmation...



## -In your email will also be an invoice...

Befriending Networks Web Invoice #WEB24540 

**Befriending Networks** info@befriending.co.uk [via](mailto:info@befriending.co.uk) server.hellojdkdo.com 12:00 PM (0 minutes ago) ☆ ↶ ⋮  
to me



Befriending Networks  
63-65 Shandwick Place  
Edinburgh  
EH2 5SD

Address  
Address  
EH4 2SD


INVOICE #WEB24540  
Invoice Date: 23 April 2019  
Amount Due: £50.00

Item	£
Annual Membership	£50.00
Subtotal	50.00
VAT	0.00
<b>Total</b>	<b>£50.00</b>


**PAYMENT TERMS**  
For bookings of training or events, payment must be made in advance of the date. Bookings will not be confirmed until payment is received. For other charges payment terms are strictly net 30 days.

**PAY BY BANK TRANSFER**  
Befriending Networks

## -Once you pay the invoice and we receive the payment, you will receive a PAID invoice

Befriending Networks Web Invoice #WEB24540 (PAID) 

**Befriending Networks** info@befriending.co.uk [via](mailto:info@befriending.co.uk) server.hellojdkdo.com 12:02 PM (0 minutes ago) ☆ ↶ ⋮  
to me



Befriending Networks  
63-65 Shandwick Place  
Edinburgh  
EH2 5SD

Address  
Address  
EH4 2SD

INVOICE #WEB24540  
Invoice Date: 23 April 2019  
Paid Date: 23 April 2019  
Amount Due: £0.00

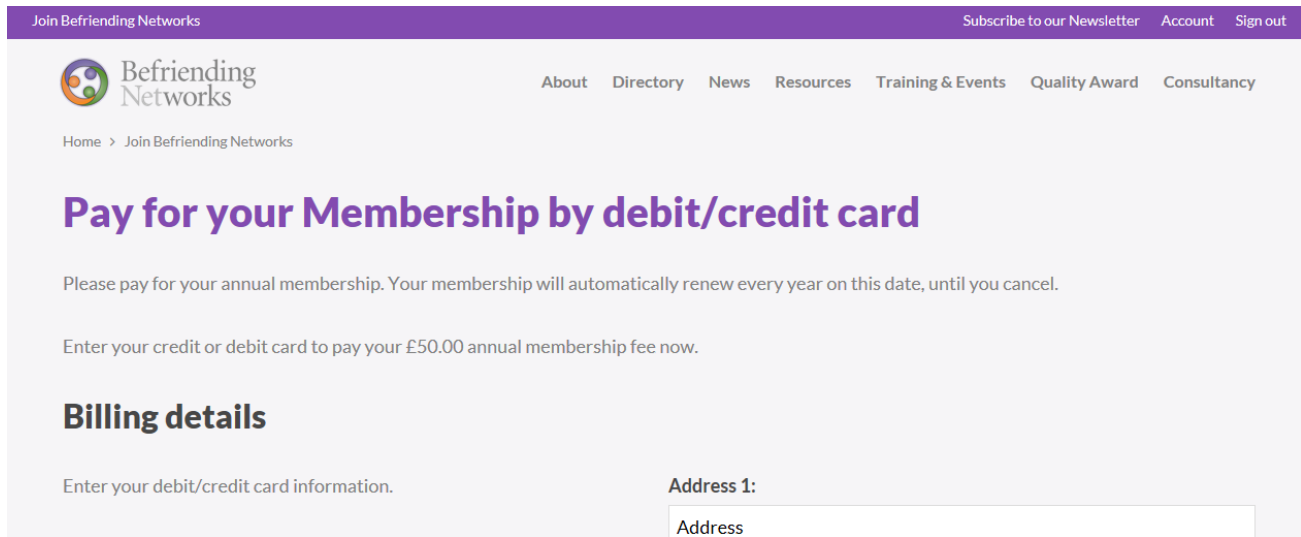
Item	£
Annual Membership	£50.00
Subtotal	50.00
VAT	0.00
<b>Total</b>	<b>£50.00</b>

PAID

***Congratulations! You have completed your membership information and are a Member of Befriending Networks!***

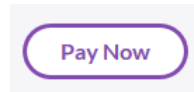


10b) If you Pay by Card, fill out all your details...

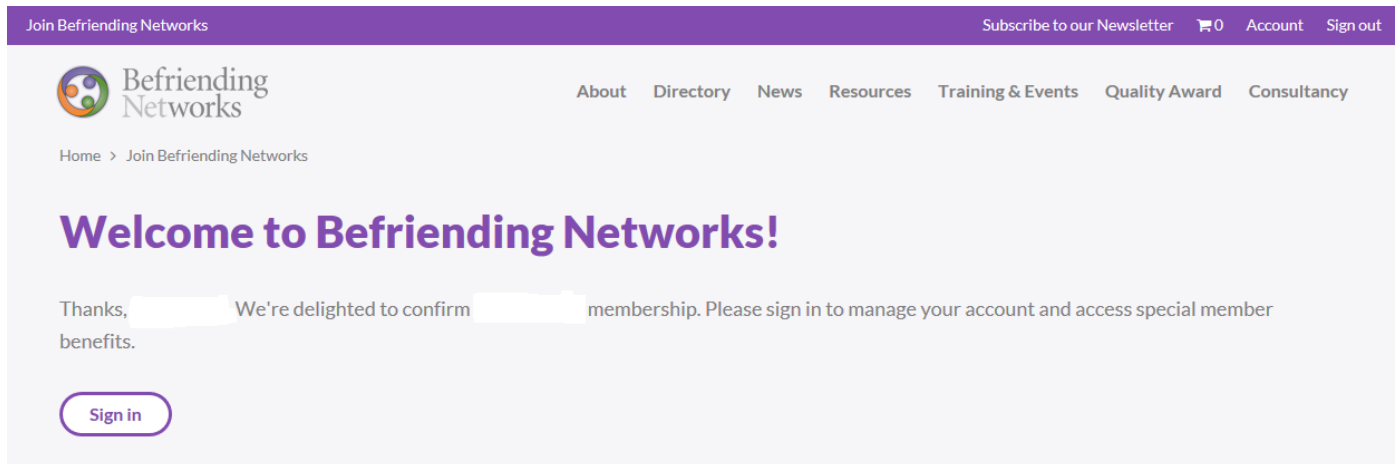


The screenshot shows the 'Pay for your Membership by debit/credit card' page on the Befriending Networks website. The page has a purple header with navigation links: 'Join Befriending Networks', 'Subscribe to our Newsletter', 'Account', and 'Sign out'. Below the header is a navigation bar with links: 'About', 'Directory', 'News', 'Resources', 'Training & Events', 'Quality Award', and 'Consultancy'. The main content area has a breadcrumb trail 'Home > Join Befriending Networks' and a large purple heading 'Pay for your Membership by debit/credit card'. Below this, it says 'Please pay for your annual membership. Your membership will automatically renew every year on this date, until you cancel.' and 'Enter your credit or debit card to pay your £50.00 annual membership fee now.' There is a section titled 'Billing details' with the instruction 'Enter your debit/credit card information.' and a form field for 'Address 1:' with a placeholder 'Address'.

... when you've complete the required fields click



-You will then receive an on-screen confirmation...



The screenshot shows the 'Welcome to Befriending Networks!' confirmation page. It has the same purple header and navigation bar as the previous page. The main content area has a breadcrumb trail 'Home > Join Befriending Networks' and a large purple heading 'Welcome to Befriending Networks!'. Below this, it says 'Thanks, [redacted] We're delighted to confirm [redacted] membership. Please sign in to manage your account and access special member benefits.' There is a purple button with the text 'Sign in' in white, rounded corners, and a thin purple border.

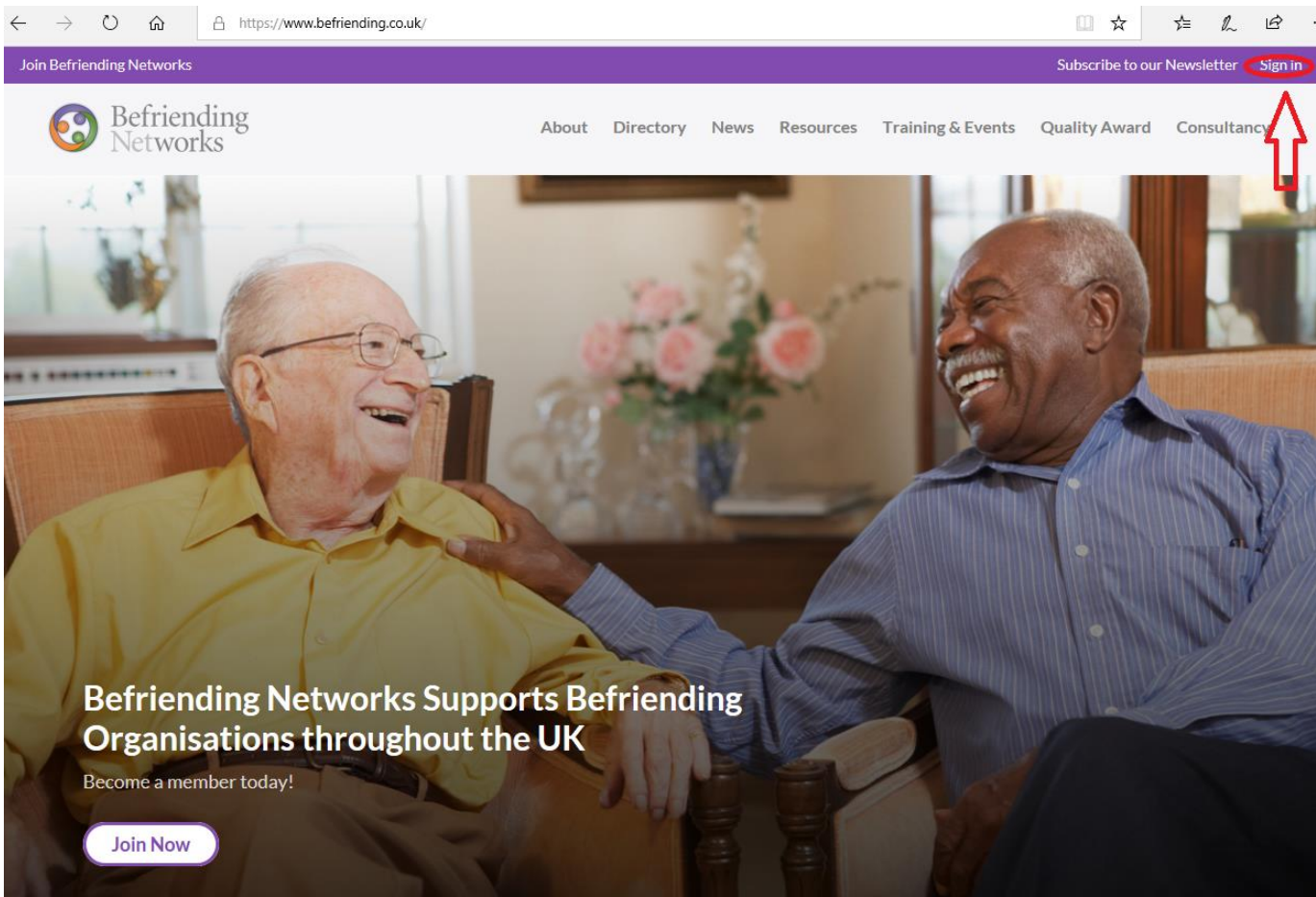
**\*\*If you are not directed to this screen, but re-directed to a blank 'Pay for your Membership by debit/credit card' or receive a different notification do NOT fill in your details again or you may be charged twice. Phone Befriending Networks on: 01312618799\*\***

-Check your email for: Membership Confirmation email & PAID Invoice Email

*Congratulations! You have completed your membership information and are a Member of Befriending Networks!*

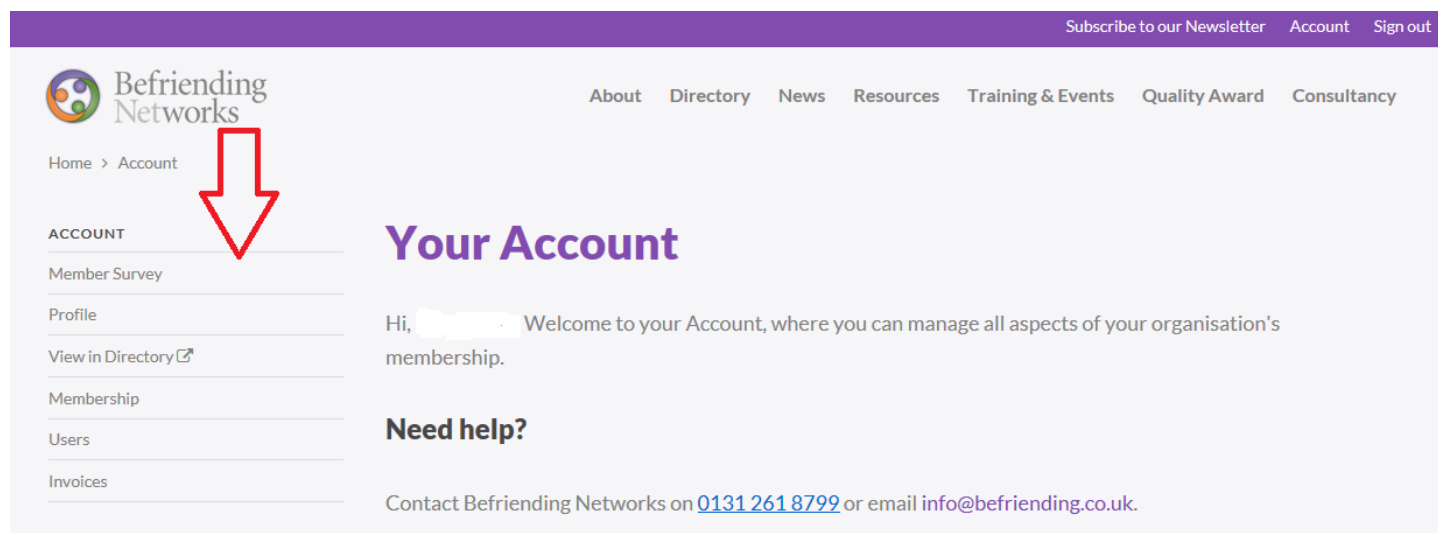
## II) How to Update Account Information

1) Visit [www.befriending.co.uk](https://www.befriending.co.uk) and click 'Sign in'



2) Enter your email address and password and click 'Sign in'

3) You are now logged in as your organisation and can edit account information. The left-side bar (red arrow) will navigate you through each part of your account.



Subscribe to our Newsletter Account Sign out

About Directory News Resources Training & Events Quality Award Consultancy

Home > Account

**ACCOUNT**

- Member Survey
- Profile
- View in Directory [↗](#)
- Membership
- Users
- Invoices

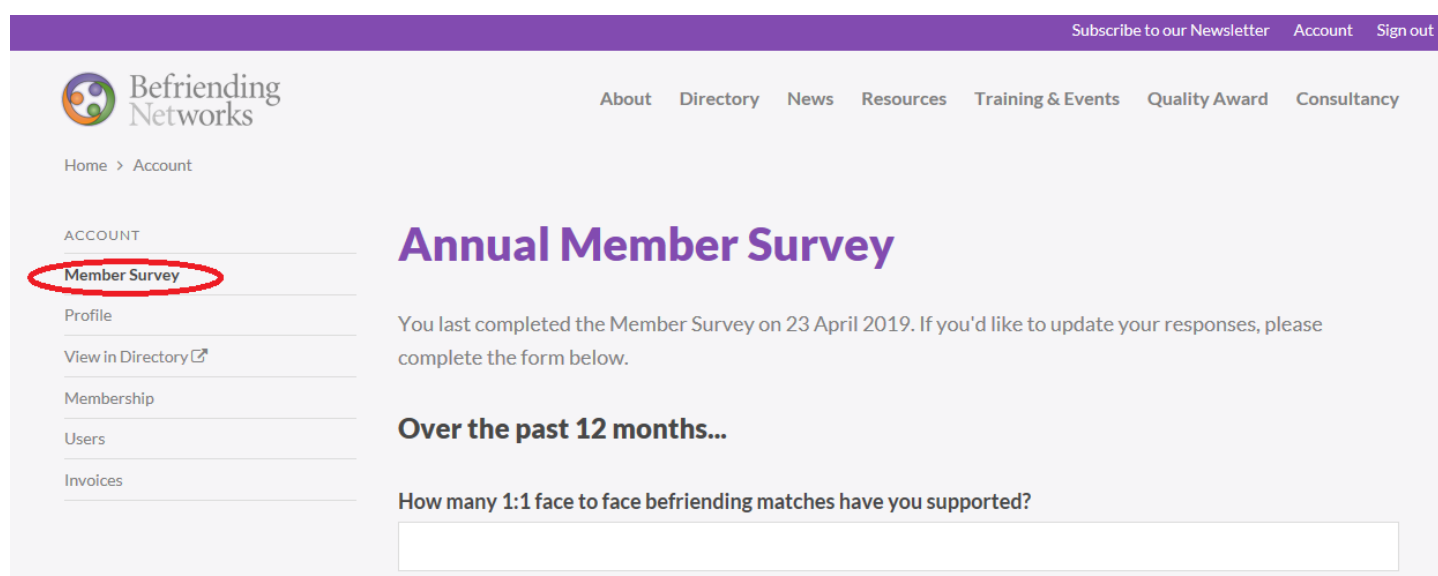
## Your Account

Hi, [redacted] Welcome to your Account, where you can manage all aspects of your organisation's membership.

### Need help?

Contact Befriending Networks on [0131 261 8799](tel:01312618799) or email [info@befriending.co.uk](mailto:info@befriending.co.uk).

3a) By clicking 'Membership Survey' you will be brought to a form to update information about the number of people your organisation supports...



Subscribe to our Newsletter Account Sign out

About Directory News Resources Training & Events Quality Award Consultancy

Home > Account

**ACCOUNT**

- Member Survey
- Profile
- View in Directory [↗](#)
- Membership
- Users
- Invoices

## Annual Member Survey

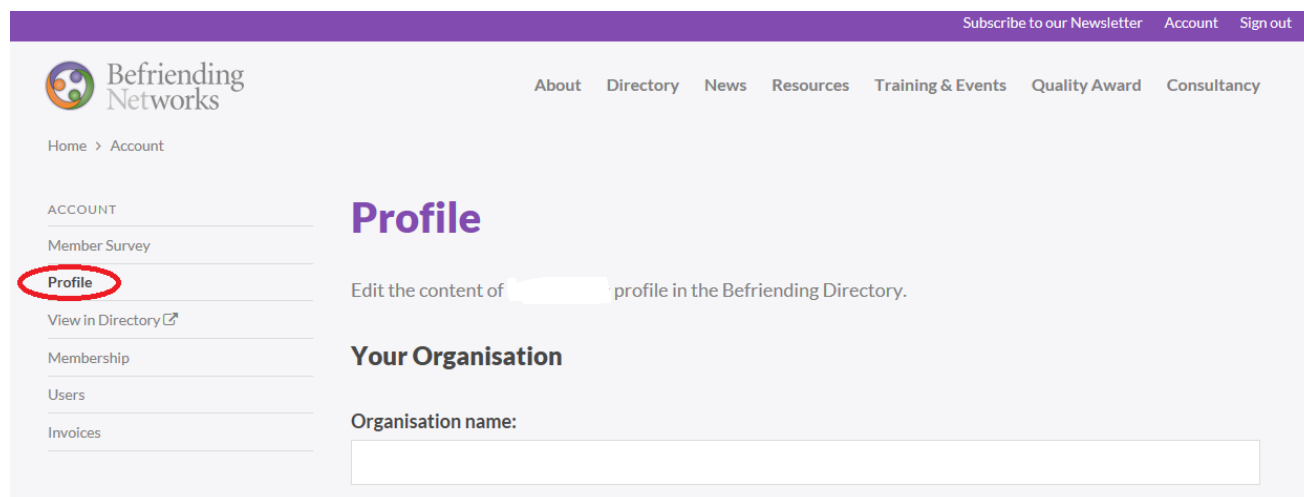
You last completed the Member Survey on 23 April 2019. If you'd like to update your responses, please complete the form below.

### Over the past 12 months...

How many 1:1 face to face befriending matches have you supported?

...when you've updated your information click 'Submit' at the bottom of the page.

3b) Your member Profile is what potential volunteer befrienders and befriendees see in your directory, so you'll want to keep it up to date. Click 'Profile'...



The screenshot shows the 'Befriending Networks' website. The top navigation bar includes links for 'Subscribe to our Newsletter', 'Account', and 'Sign out'. The main navigation menu includes 'About', 'Directory', 'News', 'Resources', 'Training & Events', 'Quality Award', and 'Consultancy'. The user is logged in, as indicated by the 'Home > Account' breadcrumb. On the left sidebar, under the 'ACCOUNT' section, the 'Profile' link is circled in red. The main content area is titled 'Profile' and contains the text 'Edit the content of [redacted] profile in the Befriending Directory.' Below this is a section titled 'Your Organisation' with a form for 'Organisation name:'.

... Fill in your details. Click 'Submit' at the bottom of the page.

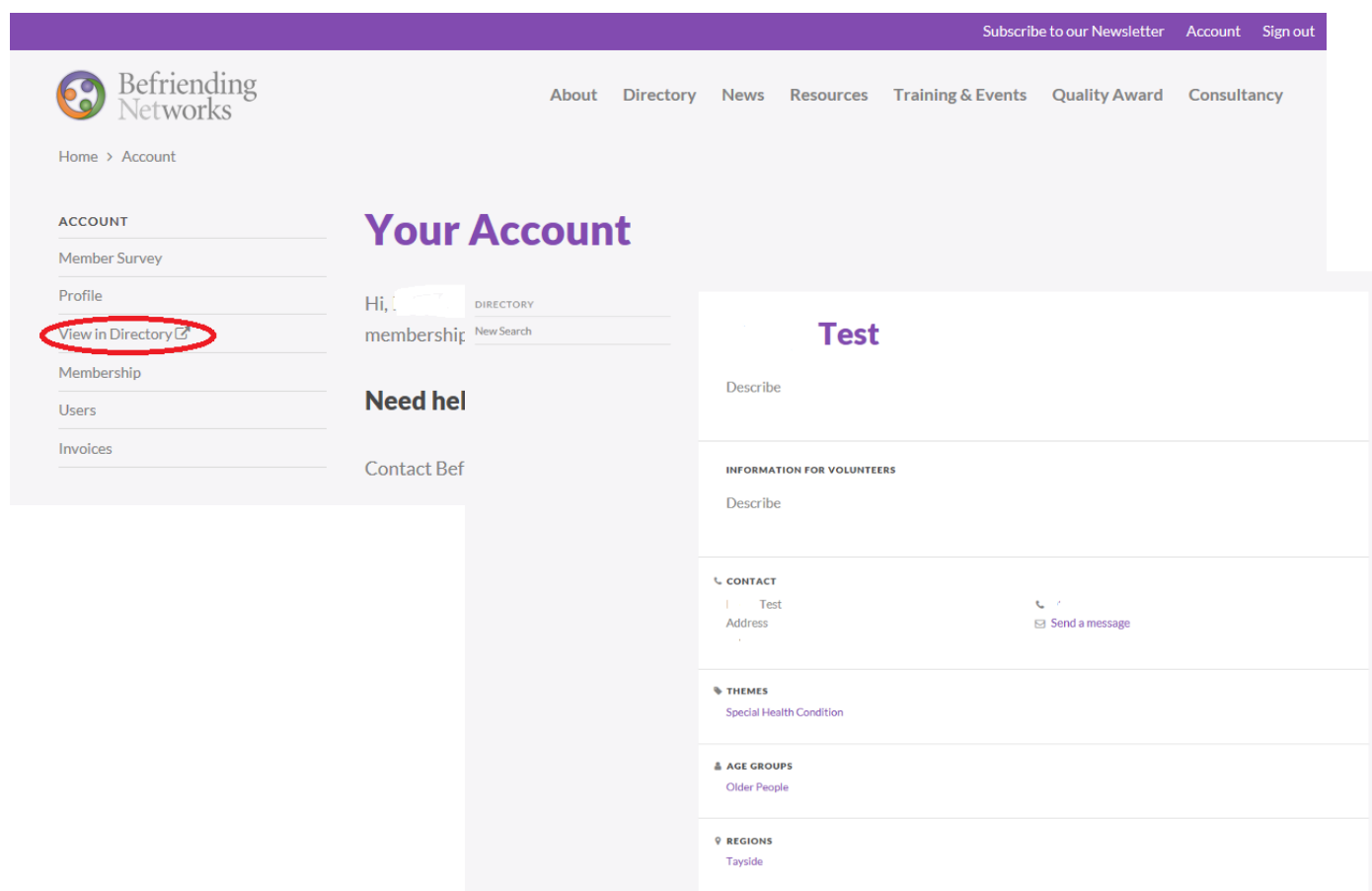
**\*\*If you are an Individual member who does not want contact details listed in the Directory untick the box (as shown)\*\***

Show in Directory:

☐ Show profile in the Befriending Directory

Telephone:

3c) Clicking 'View in Directory' lets you see how your profile will appear in the Directory.



The screenshot shows the 'Befriending Networks' website. The top navigation bar includes links for 'Subscribe to our Newsletter', 'Account', and 'Sign out'. The main navigation menu includes 'About', 'Directory', 'News', 'Resources', 'Training & Events', 'Quality Award', and 'Consultancy'. The user is logged in, as indicated by the 'Home > Account' breadcrumb. On the left sidebar, under the 'ACCOUNT' section, the 'View in Directory' link is circled in red. The main content area is titled 'Your Account' and contains a greeting 'Hi, [redacted]'. Below this is a section titled 'Need help?' with a 'Contact Befriending Networks' button. On the right, there is a preview of the user's profile as it appears in the directory, titled 'Test'. The preview includes sections for 'Describe', 'INFORMATION FOR VOLUNTEERS', 'CONTACT', 'THEMES', 'AGE GROUPS', and 'REGIONS'.

3d) Clicking 'Membership' will show you when your membership is due for renewal

Subscribe to our Newsletter Account Sign out

Befriending Networks

About Directory News Resources Training & Events Quality Award Consultancy

Home > Account

ACCOUNT

- Member Survey
- Profile
- View in Directory
- Membership**
- Users
- Invoices

## Your Membership

membership expires on 22 April 2020.

### Need help?

Contact Befriending Networks on [0131 261 8799](tel:01312618799) or email [info@befriending.co.uk](mailto:info@befriending.co.uk).

3e) Clicking 'Users' will let you change who is responsible for your account or add a user (if a medium/large organisation).

Subscribe to our Newsletter Account Sign out

Befriending Networks

About Directory News Resources Training & Events Quality Award Consultancy

Home > Account

ACCOUNT

- Member Survey
- Profile
- View in Directory
- Membership
- Users**
- Invoices

## Manage Users

Your membership allows you to create 1 user account.

**Test**

@gmail.com

✓ Primary Contact **Edit**

-Click 'Edit' to change the main contact name and/or email address and click 'Save'

Subscribe to our Newsletter Account Sign out

Befriending Networks

About Directory News Resources Training & Events Quality Award Consultancy

Home > Account

ACCOUNT

- Member Survey
- Profile
- View in Directory
- Membership
- Users**
- Invoices

## Edit User

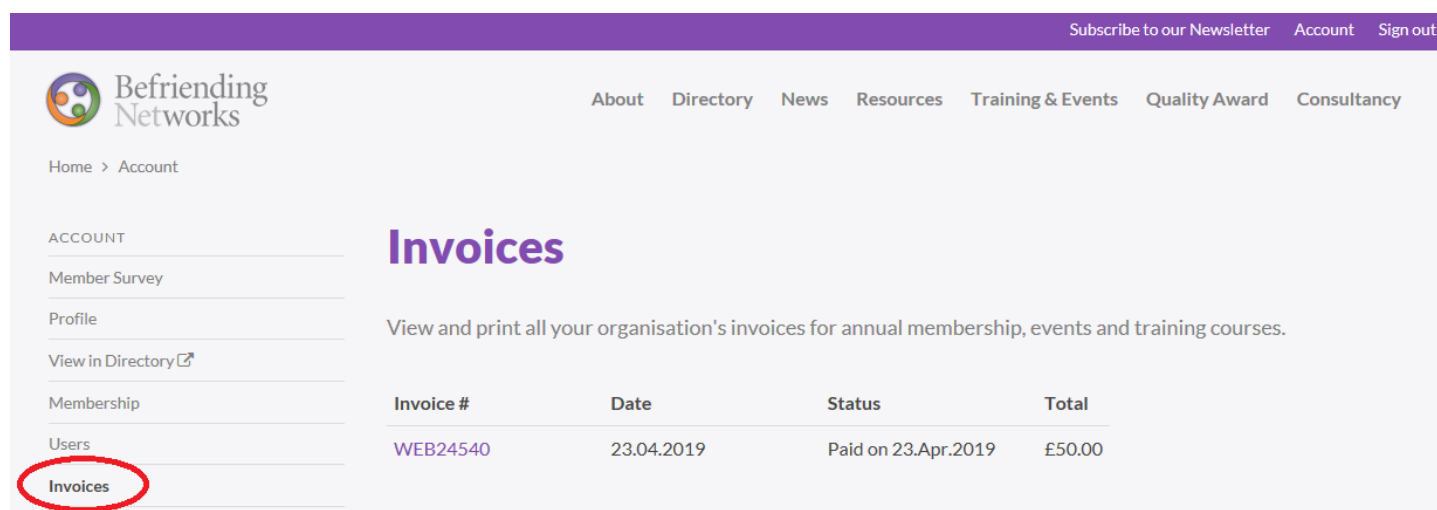
Update Test's name and email address:

**Name:**

**Email:**

**Save**

### 3f) Clicking 'Invoices' lets you view membership & training invoices



Subscribe to our Newsletter Account Sign out

Befriending Networks

About Directory News Resources Training & Events Quality Award Consultancy

Home > Account

ACCOUNT

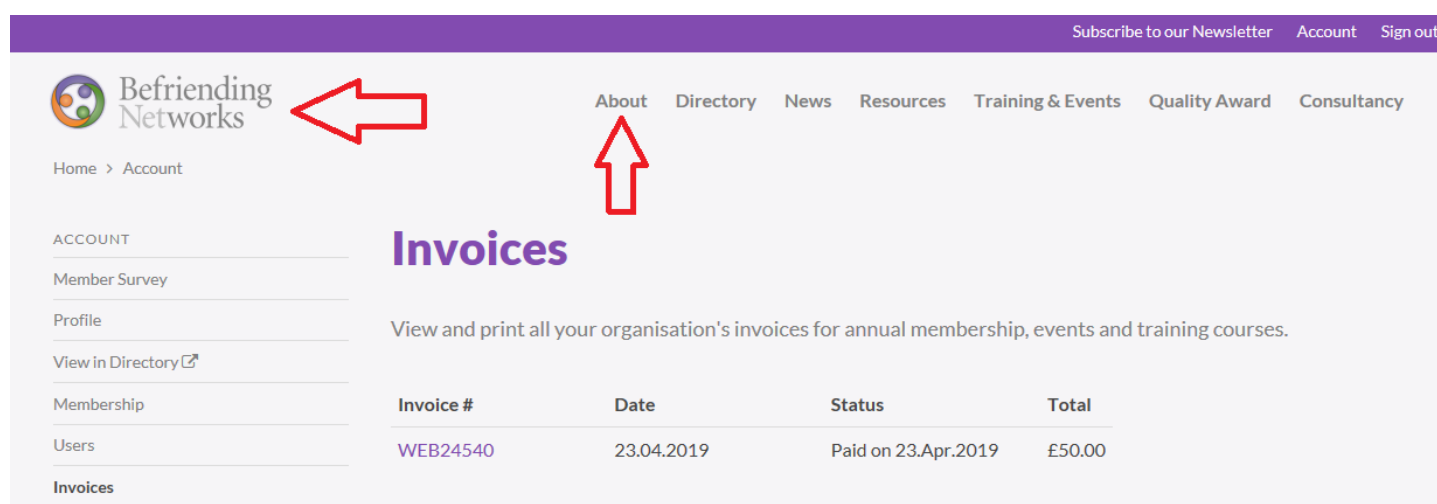
- Member Survey
- Profile
- View in Directory
- Membership
- Users
- Invoices**

## Invoices

View and print all your organisation's invoices for annual membership, events and training courses.

Invoice #	Date	Status	Total
WEB24540	23.04.2019	Paid on 23.Apr.2019	£50.00

### 4) Once you've finished updating your Account information, you can visit the Befriending Networks website by click the logo (top left) or any of the desired tabs such as 'About' etc.



Subscribe to our Newsletter Account Sign out

Befriending Networks

Home > Account

ACCOUNT

- Member Survey
- Profile
- View in Directory
- Membership
- Users
- Invoices**

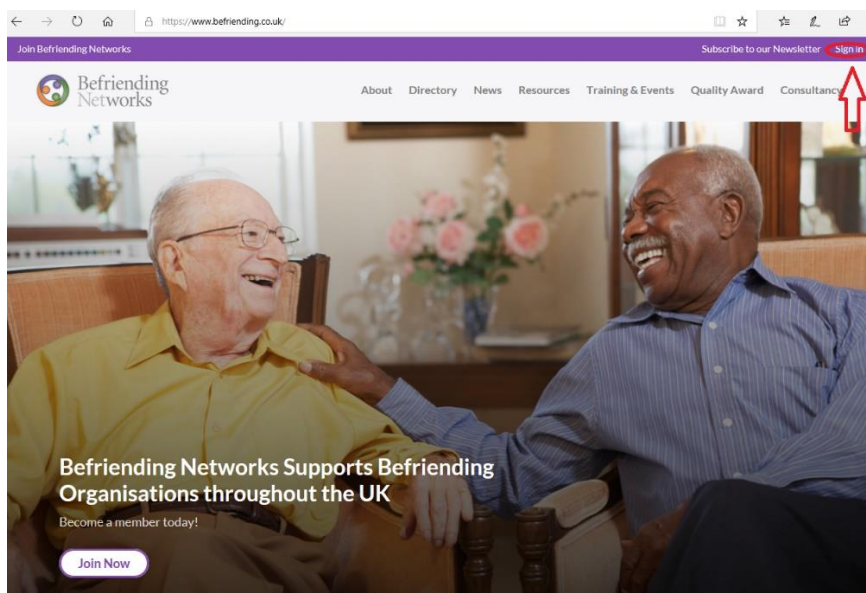
## Invoices


View and print all your organisation's invoices for annual membership, events and training courses.

Invoice #	Date	Status	Total
WEB24540	23.04.2019	Paid on 23.Apr.2019	£50.00

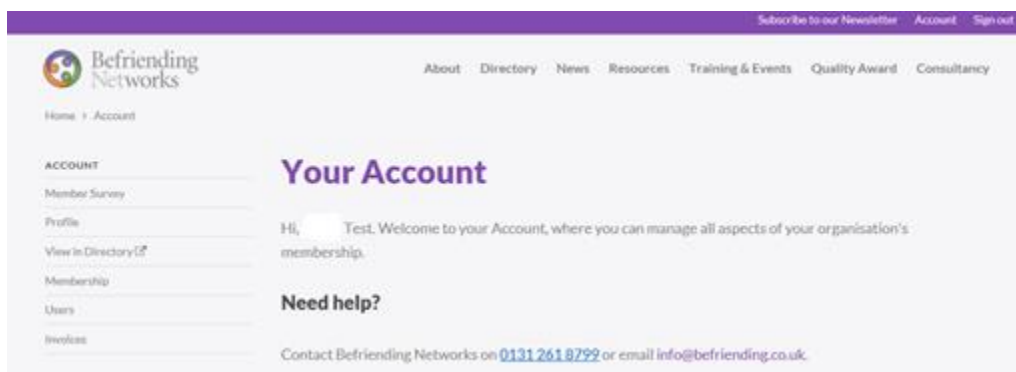
### III) How to Book a Course

1) Visit [www.befriending.co.uk](http://www.befriending.co.uk) and click 'Sign in'



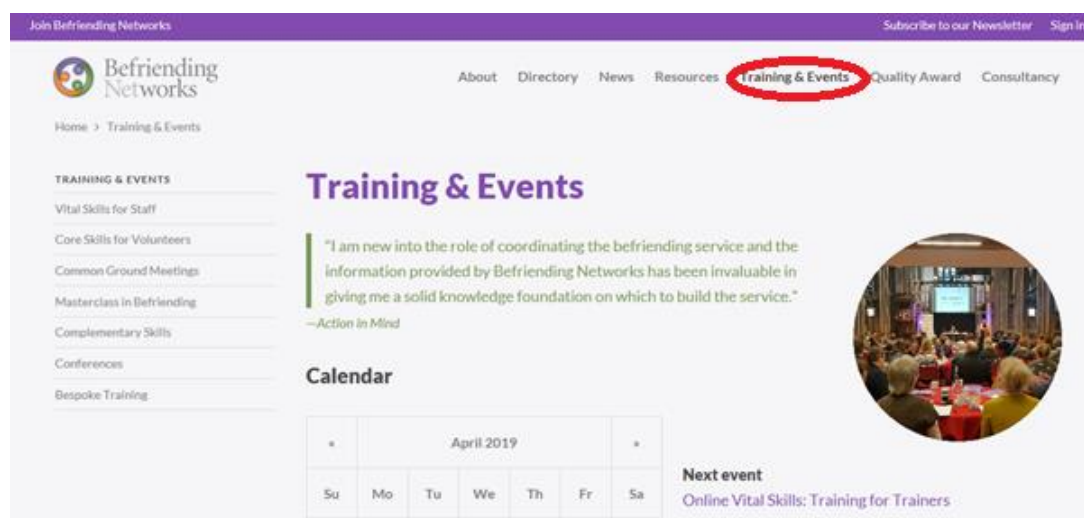
2) Enter your email address and password and click  ...

...Signing in ensures that any member discounts are automatically applied!!





3) Now click on 'Training & Events' to view the Training Calendar or navigate the left-hand menu to view specific types of courses or events



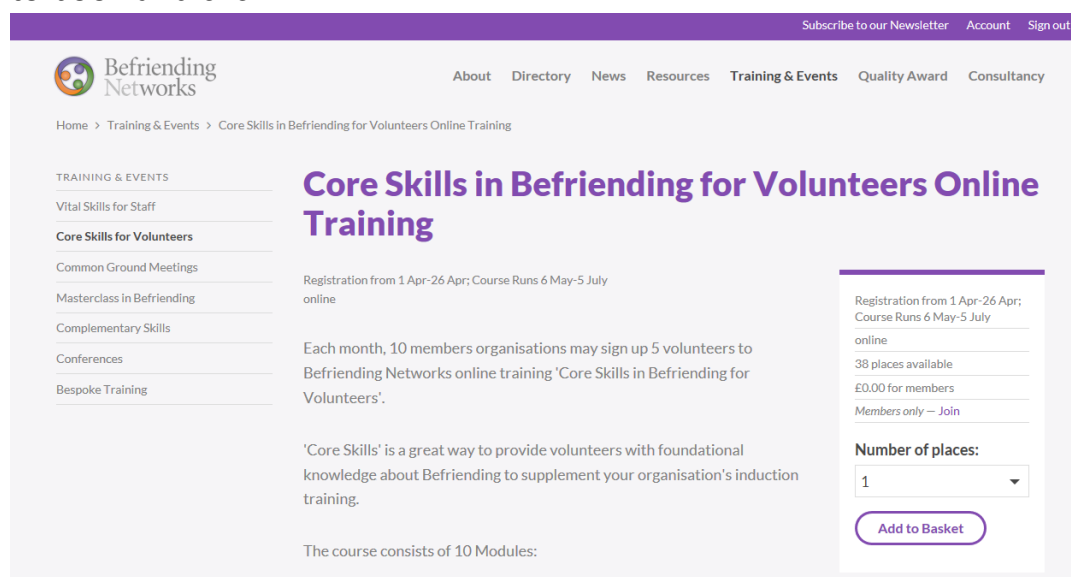
4) When you've found the course you want to book click

[Book Now](#)



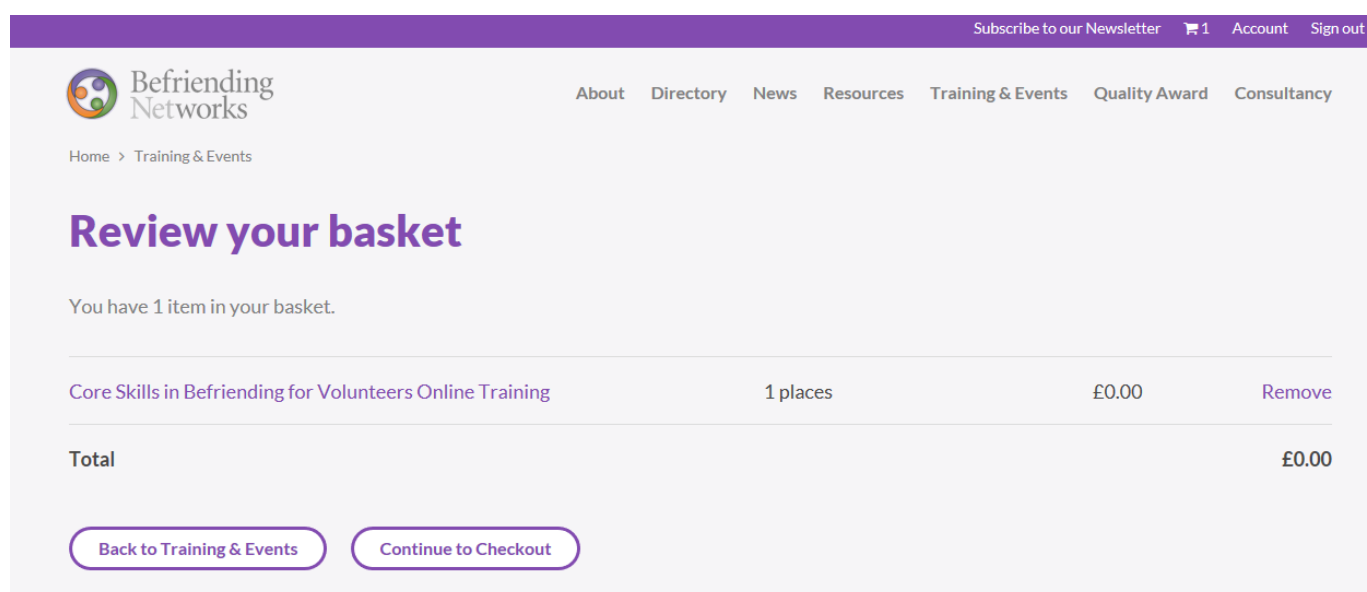
5) A new screen with further course details will appear. Select the number of places you want to book and click


[Add to Basket](#)





6) You may now choose to...



Subscribe to our Newsletter  Account Sign out

About Directory News Resources Training & Events Quality Award Consultancy

Home > Training & Events

## Review your basket

You have 1 item in your basket.

Core Skills in Befriending for Volunteers Online Training	1 places	£0.00	Remove
<b>Total</b>		<b>£0.00</b>	

Back to Training & Events Continue to Checkout

-Select another course to book by clicking

Back to Training & Events

-Remove the course if you no longer want to book by clicking

Remove

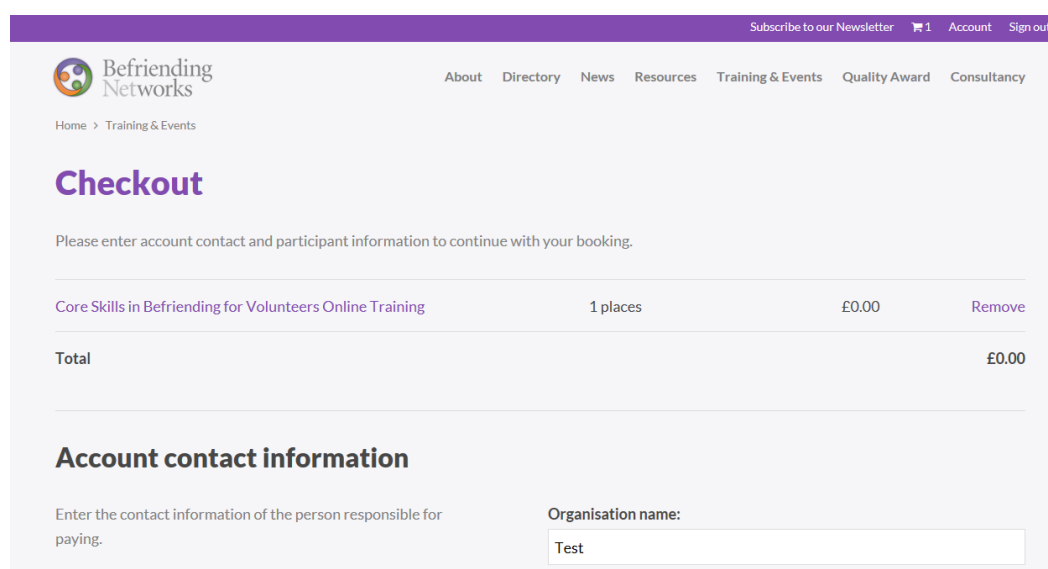
-Return to this basket later by Signing in and then clicking




-Finish your order by clicking

Continue to Checkout

7) To Checkout you must fill in contact details about yourself, as the account holder, and the individual(s) who will be attending the course...



Subscribe to our Newsletter  Account Sign out

About Directory News Resources Training & Events Quality Award Consultancy

Home > Training & Events

## Checkout

Please enter account contact and participant information to continue with your booking.

Core Skills in Befriending for Volunteers Online Training	1 places	£0.00	Remove
<b>Total</b>		<b>£0.00</b>	

### Account contact information

Enter the contact information of the person responsible for paying.

Organisation name:

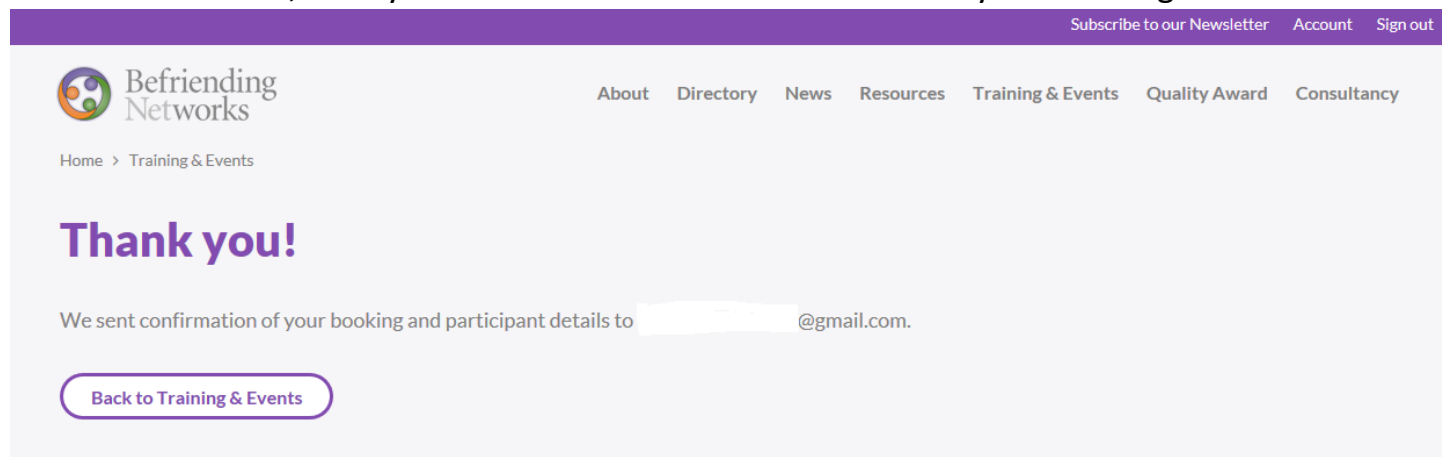
Test

...once you've complete the required fields click

Confirm Booking

8) Finalising your booking can happen in a few different ways:

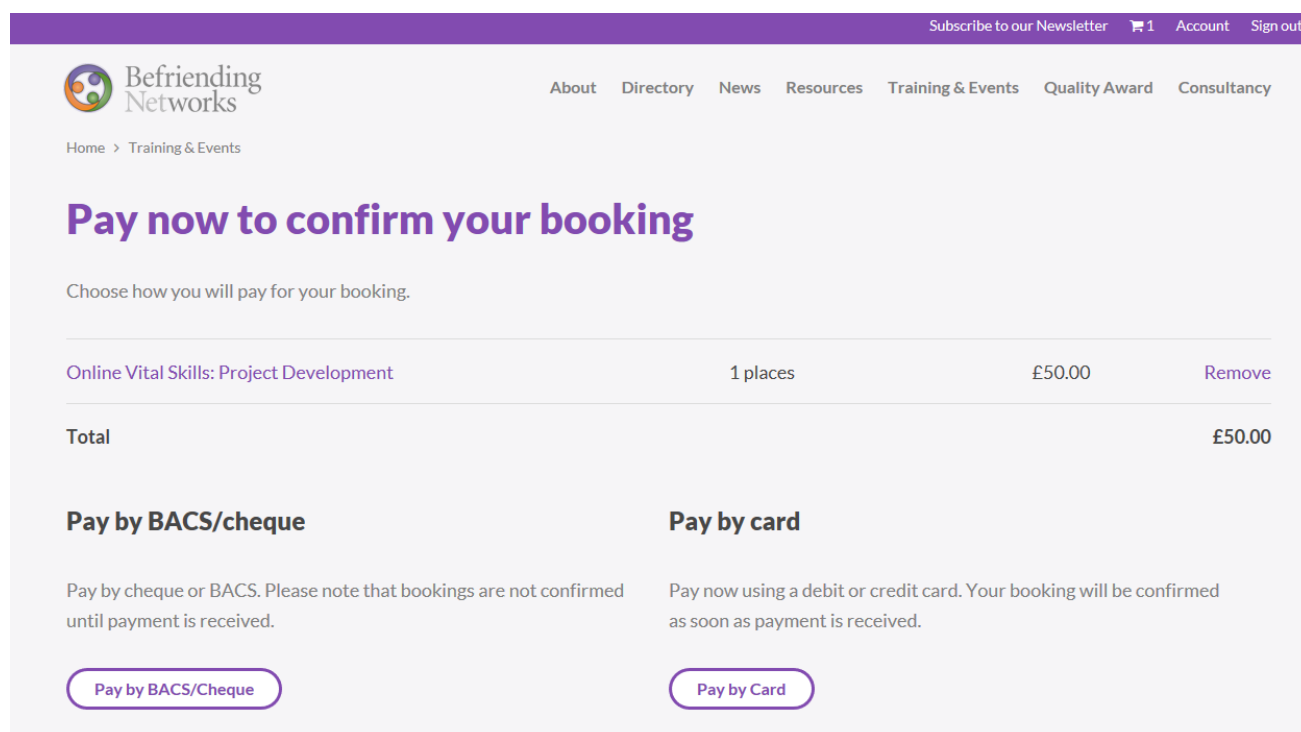
**If it is a free event,** then you will see on-screen confirmation of your booking...



The screenshot shows the top navigation bar with links: 'Subscribe to our Newsletter', 'Account', and 'Sign out'. Below the navigation bar is the Befriending Networks logo and a breadcrumb trail: 'Home > Training & Events'. The main heading is 'Thank you!' in large purple text. Below it, a message states: 'We sent confirmation of your booking and participant details to [redacted]@gmail.com.' At the bottom, there is a purple button labeled 'Back to Training & Events'.

...you will receive an email confirmation as well. If you booked for multiple people, all participants will also receive a booking confirmation email. Lastly, you will receive a PAID invoice for £0.00 with event details.

**If the event requires payment,** you must first select your payment method by choosing  
a) Pay by BACS/cheque b) Pay by Card



The screenshot shows the top navigation bar with links: 'Subscribe to our Newsletter', a shopping cart icon with '1', 'Account', and 'Sign out'. Below the navigation bar is the Befriending Networks logo and a breadcrumb trail: 'Home > Training & Events'. The main heading is 'Pay now to confirm your booking' in large purple text. Below it, a message states: 'Choose how you will pay for your booking.'

Online Vital Skills: Project Development	1 places	£50.00	<a href="#">Remove</a>
<b>Total</b>			<b>£50.00</b>

**Pay by BACS/cheque**

Pay by cheque or BACS. Please note that bookings are not confirmed until payment is received.

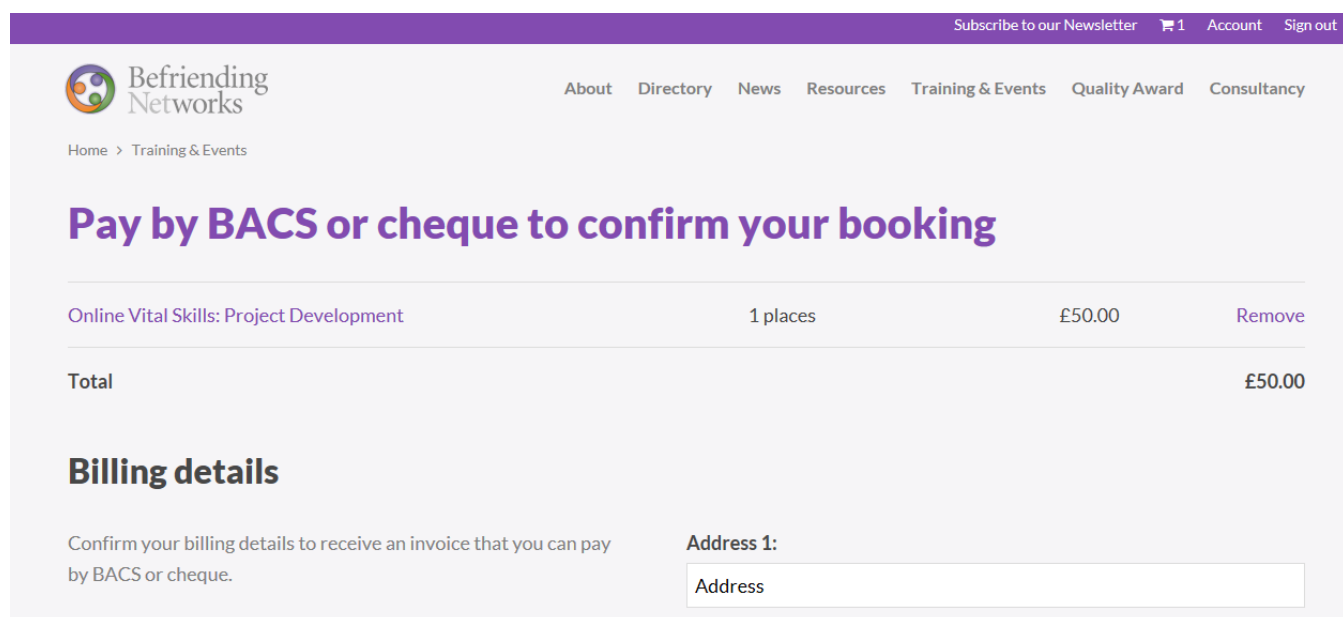
[Pay by BACS/Cheque](#)

**Pay by card**

Pay now using a debit or credit card. Your booking will be confirmed as soon as payment is received.

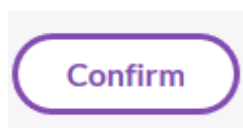
[Pay by Card](#)

a) If you choose to 'Pay by BACS/Cheque', you will be asked to provide billing details...

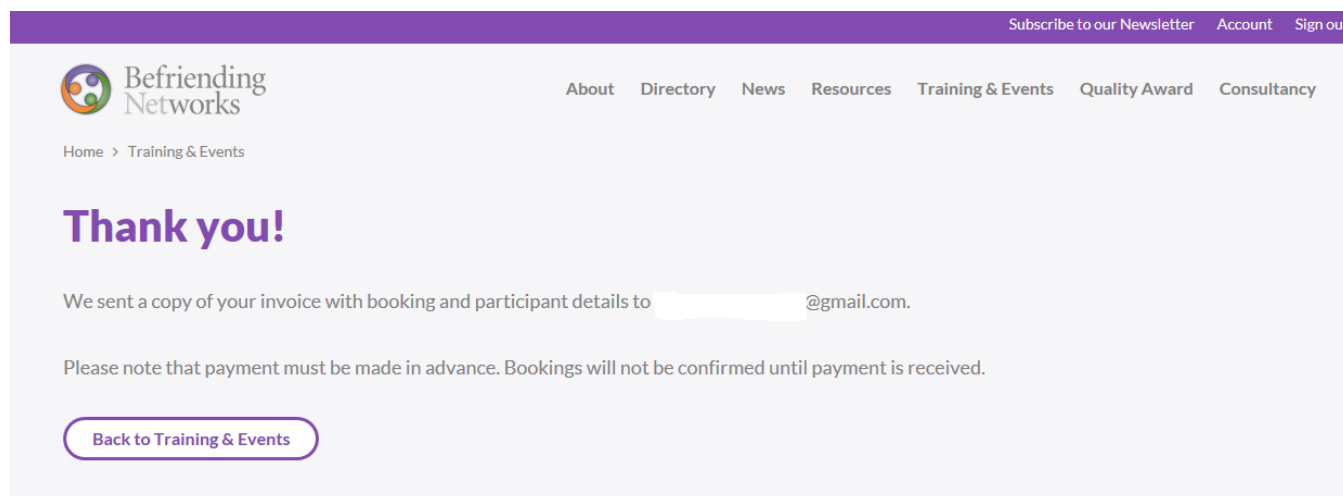


The screenshot shows the 'Pay by BACS or cheque to confirm your booking' page on the Befriending Networks website. The page has a purple header with links to 'Subscribe to our Newsletter', 'Account', and 'Sign out'. The main navigation bar includes 'About', 'Directory', 'News', 'Resources', 'Training & Events', 'Quality Award', and 'Consultancy'. The breadcrumb trail is 'Home > Training & Events'. The title is 'Pay by BACS or cheque to confirm your booking'. Below the title is a table with one row: 'Online Vital Skills: Project Development' with '1 places', '£50.00', and a 'Remove' link. A 'Total' row shows '£50.00'. The 'Billing details' section includes a confirmation message: 'Confirm your billing details to receive an invoice that you can pay by BACS or cheque.' and a form for 'Address 1:' with a text input field labeled 'Address'.

...when you've filled in all the details, click



You will then receive on-screen confirmation that your booking has been received...



The screenshot shows the 'Thank you!' page on the Befriending Networks website. The page has a purple header with links to 'Subscribe to our Newsletter', 'Account', and 'Sign out'. The main navigation bar includes 'About', 'Directory', 'News', 'Resources', 'Training & Events', 'Quality Award', and 'Consultancy'. The breadcrumb trail is 'Home > Training & Events'. The title is 'Thank you!'. Below the title is a message: 'We sent a copy of your invoice with booking and participant details to [redacted]@gmail.com.' and a note: 'Please note that payment must be made in advance. Bookings will not be confirmed until payment is received.' At the bottom is a purple button labeled 'Back to Training & Events'.

...now check your email for 2 emails: a booking confirmation & an invoice. If you booked for multiple people, all participants will also receive a booking confirmation email.

*Please note, your place is only provisional until payment is received. Once you've paid the invoice and Befriending Networks confirms payment, you will receive a final PAID invoice confirmation.*

b) If you choose to 'Pay by Card' you will be asked to provide card details...

Subscribe to our Newsletter 1 Account Sign out

About Directory News Resources Training & Events Quality Award Consultancy

Home > Training & Events

## Pay by card to confirm your booking

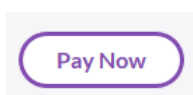
Online Vital Skills: Project Development	1 places	£50.00	<a href="#">Remove</a>
Total			£50.00

### Billing details

Enter your debit/credit card information.

Name on card:

...when you've filled in all the details, click



-You will then receive 'on-screen' confirmation of your booking. *(If you are not directed to on-screen do **NOT** fill in your details again or you may be charged twice. Phone Befriending Networks on: 01312618799.)* Now, check your email for 2 emails: a confirmation email and a PAID invoice. If you booked for multiple people, all participants will also receive a booking confirmation email.

## IV) How to Renew Membership

1) One month before your membership expires you will receive an email notification. (Please note, you can always check your expiry date by logging into your account and clicking 'Membership'.)



Dear

Thank you for being a part of Befriending Networks!

Your membership is due to be renewed on 30 May 2019.

To continue enjoying all the benefits of membership, all you need to do is [click here to renew your membership](#).

This will take you through a process of updating your membership details and providing us some statistics. At the end of the process you will be able to choose to pay by card or select Pay by Cheque/BACS to receive an invoice by email.

If you have any questions or need some assistance with the process, please get in touch with us on 0131 261 8799 or [info@befriending.co.uk](mailto:info@befriending.co.uk).

Kind Regards,  
Befriending Networks  
[info@befriending.co.uk](mailto:info@befriending.co.uk)  
0131 261 8799

...click 'renew your membership' to be directed to your Befriending Networks account.

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[Sign out](#)

[About](#)
[Directory](#)
[News](#)
[Resources](#)
[Training & Events](#)
[Quality Award](#)
[Consultancy](#)

[Home](#) > [Account](#)

**ACCOUNT**

- Member Survey
- Profile
- View in Directory
- Membership ⚠ Expired
- Users
- Invoices

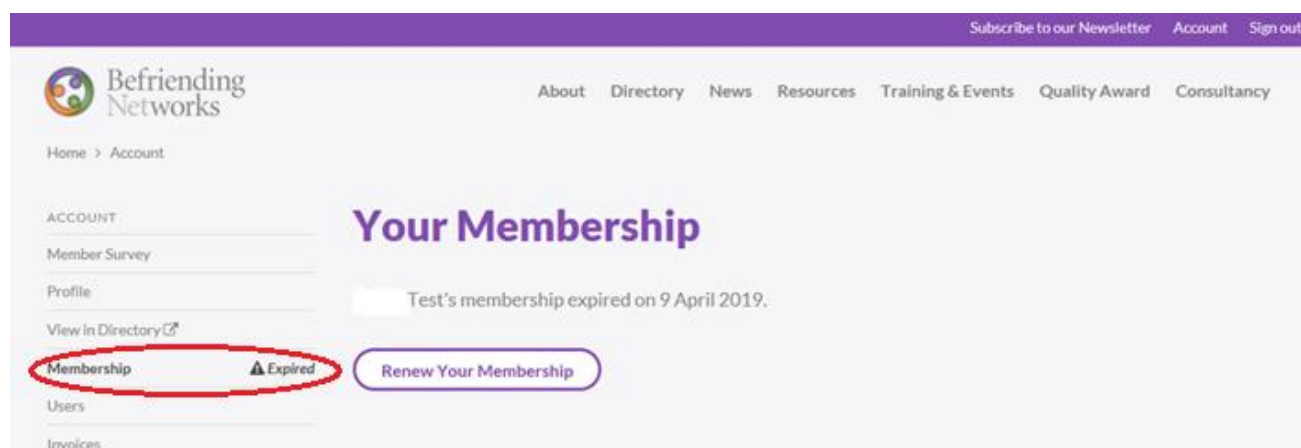
## Your Account

Hi, Test. Welcome to your Account, where you can manage all aspects of your organisation's membership.

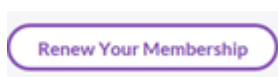
### Need help?

Contact Befriending Networks on [0131 261 8799](tel:01312618799) or email [info@befriending.co.uk](mailto:info@befriending.co.uk).

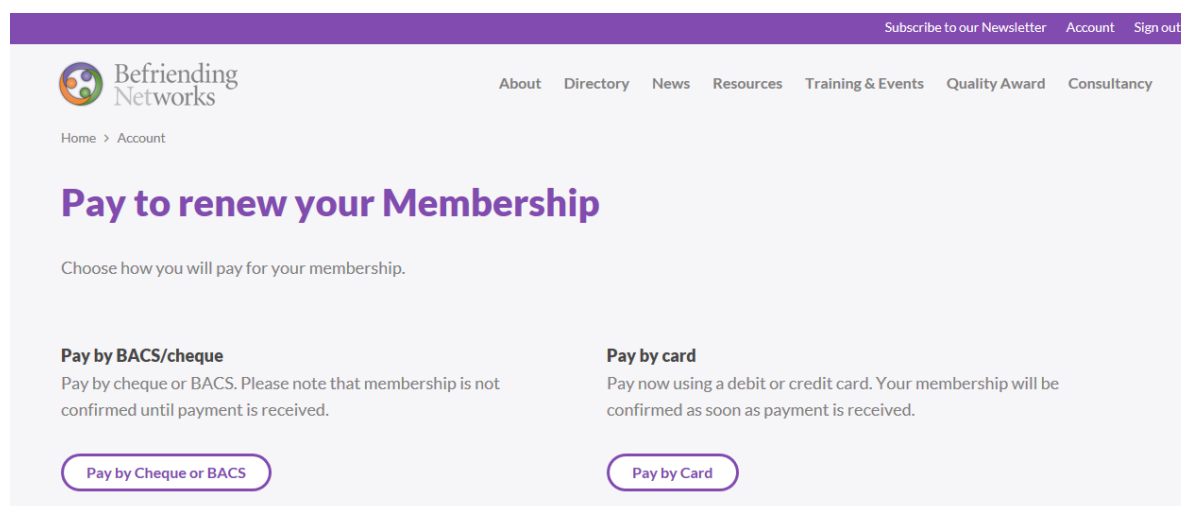
2) Click Membership (you will see there is an 'Expired' icon next to it)...



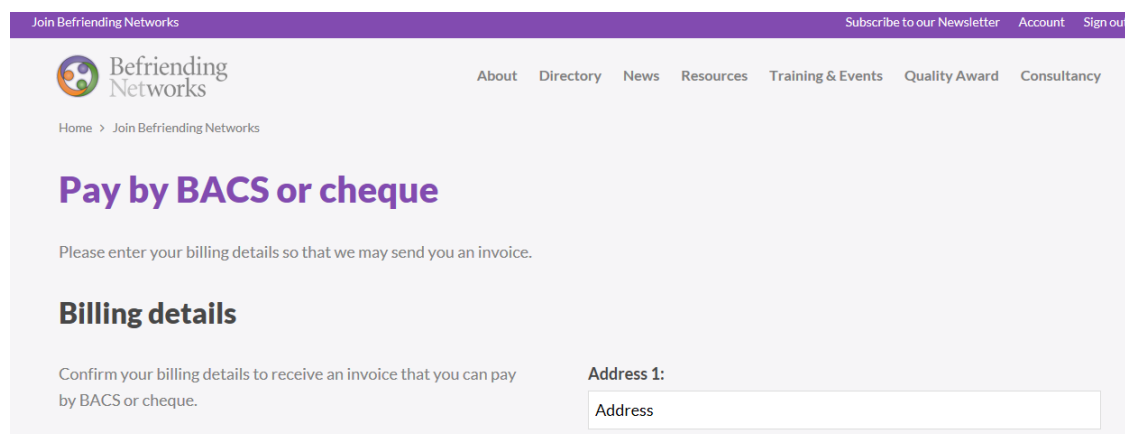
...then click



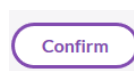
3) Select your payment method by choosing a) 'Pay by Cheque or BACS' or b) 'Pay by Card'



a) If you Pay by BACS/Cheque fill out all your details...




...when you've complete the required fields click



-You will then receive an on-screen confirmation...

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[Account](#)
[Sign out](#)



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[Directory](#)
[News](#)
[Resources](#)
[Training & Events](#)
[Quality Award](#)
[Consultancy](#)

[Home](#) > [Account](#)

## Thanks for renewing your Membership!



Thanks, [redacted] Test. We're delighted to confirm [redacted] Test's membership.

[View account](#)

-Now, check your email for confirmation...




Befriending Networks Membership Confirmation

Inbox x





**Befriending Networks**
[info@befriending.co.uk](mailto:info@befriending.co.uk)
[via server.hellodkdo.com](mailto:via_server.hellodkdo.com)

12:00 PM (0 minutes ago)

to me



Dear

Thank you for completing your membership application. The information which you provided on your application will be used to create your online profile. You may now [sign in](#) to update your information.



If you have any questions regarding your membership or wish assistance setting up your profile, please do not hesitate to contact us.

Kind Regards,  
Befriending Networks  
[info@befriending.co.uk](mailto:info@befriending.co.uk)

-In your email will also be an invoice...




Befriending Networks Web Invoice #WEB24540

Inbox x





**Befriending Networks**
[info@befriending.co.uk](mailto:info@befriending.co.uk)
[via server.hellodkdo.com](mailto:via_server.hellodkdo.com)

12:00 PM (0 minutes ago)

to me



Befriending Networks  
 63-65 Shandwick Place  
 Edinburgh  
 EH2 5SD

Address  
 Address  
 EH4 2SD




INVOICE #WEB24540  
 Invoice Date: 23 April 2019  
 Amount Due: £50.00


Item	£
Annual Membership	£50.00
Subtotal	50.00
VAT	0.00
<b>Total</b>	<b>£50.00</b>


**PAYMENT TERMS**  
 For bookings of training or events, payment must be made in advance of the date. Bookings will not be confirmed until payment is received. For other charges payment terms are strictly net 30 days.

**PAY BY BANK TRANSFER**  
 Befriending Networks

-Once you pay the invoice and we receive the payment, you will receive a PAID invoice

Befriending Networks Web Invoice #WEB24540 (PAID)   

 **Befriending Networks** info@befriending.co.uk [via](#) server.hellojdkdo.com 12:02 PM (0 minutes ago) ☆ ↶ ⋮  
to me ▾

 **Befriending Networks**  
63–65 Shandwick Place  
Edinburgh  
EH2 5SD

Befriending Networks  
63–65 Shandwick Place  
Edinburgh  
EH2 5SD

Address  
Address  
EH4 2SD

INVOICE #WEB24540  
Invoice Date: 23 April 2019  
Paid Date: 23 April 2019  
Amount Due: £0.00


Item	£
Annual Membership	£50.00
Subtotal	50.00
VAT	0.00
<b>Total</b>	<b>£50.00</b>

PAID

*Congratulations! You have completed your renewal!*

b) If you Pay by Card, fill out all your details...

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 **Befriending Networks** [About](#) [Directory](#) [News](#) [Resources](#) [Training & Events](#) [Quality Award](#) [Consultancy](#)

Home > Join Befriending Networks

## Pay for your Membership by debit/credit card

Please pay for your annual membership. Your membership will automatically renew every year on this date, until you cancel.

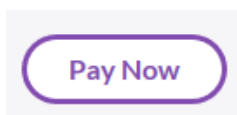
Enter your credit or debit card to pay your £50.00 annual membership fee now.

### Billing details

Enter your debit/credit card information.

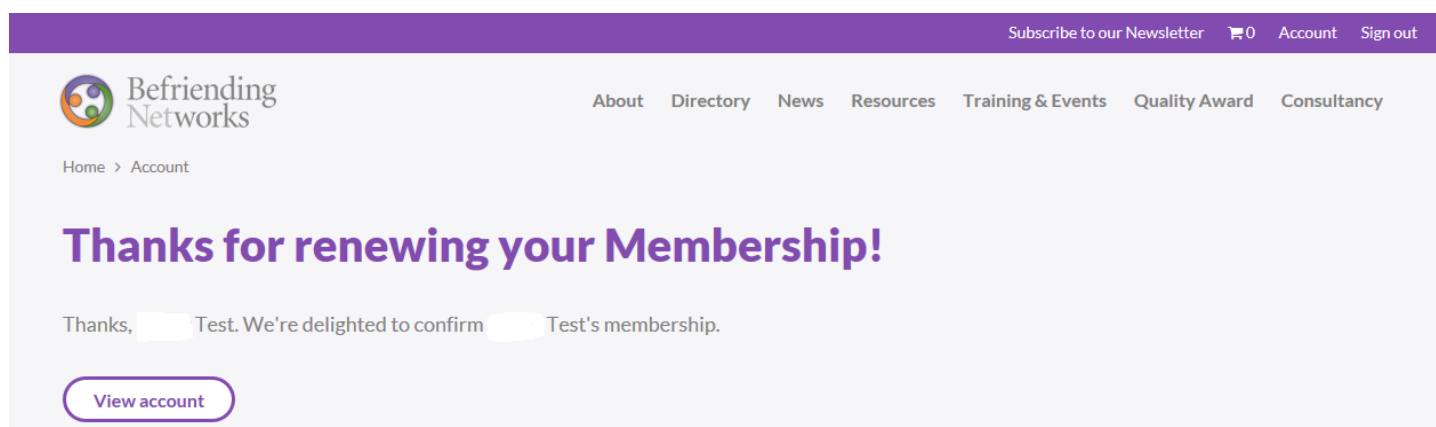
Address 1:  
Address

... when you've complete the required fields click





-You will then receive an on-screen confirmation...



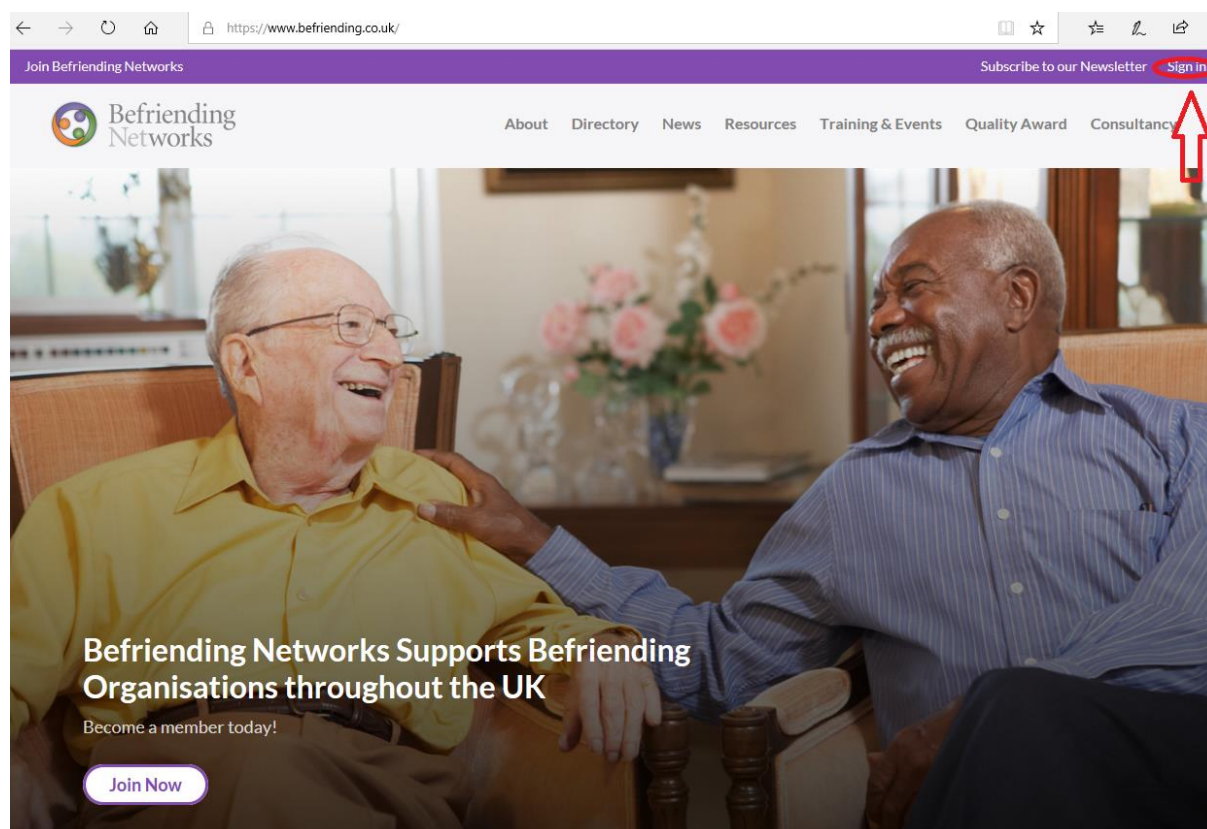
***\*\*If you are not directed to this screen, but re-directed to a blank 'Pay for your Membership by debit/credit card' or are told there was an 'error' do NOT fill in your details again or you may be charged twice. Phone Befriending Networks on: 01312618799\*\****

-Check your email for: Membership Confirmation email & PAID Invoice Email

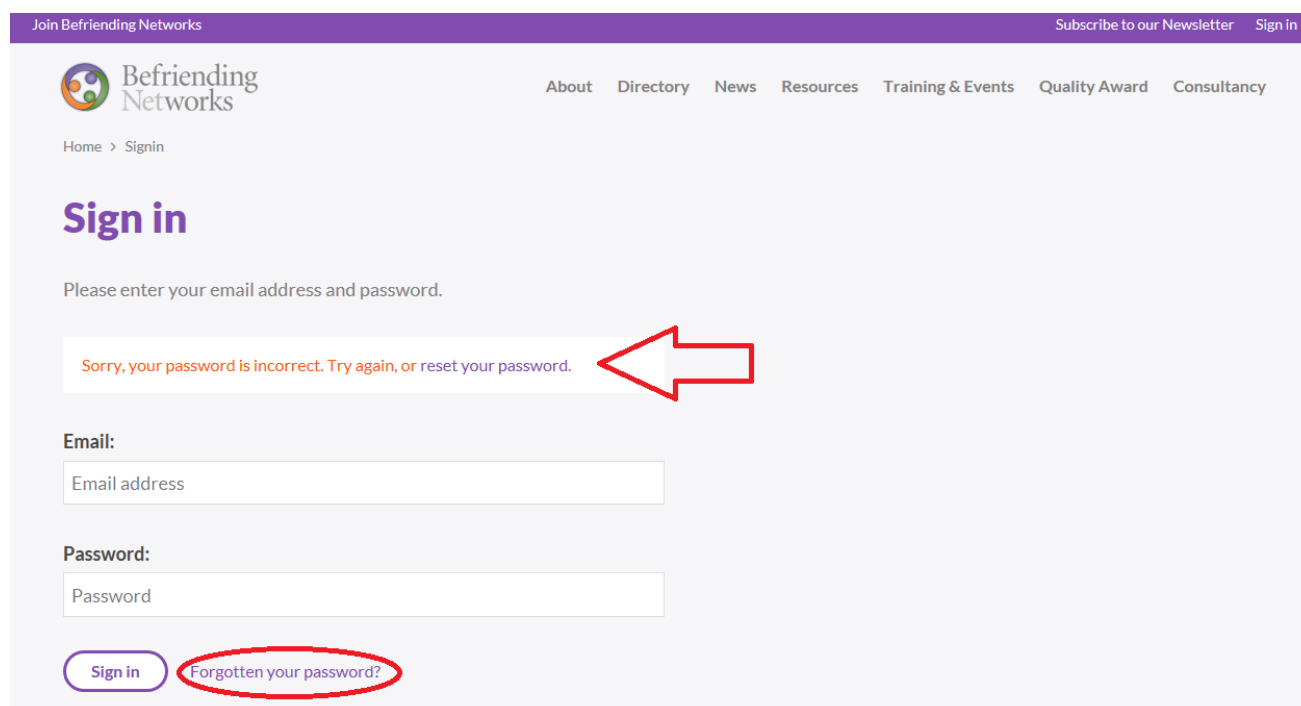
***Congratulations! You have completed your renewal!***

## V) How to Reset your Password

1) Visit [www.befriending.co.uk](http://www.befriending.co.uk) and click 'Sign in'




2) If you type in your password incorrectly and can't remember it, click 'reset password' or 'Forgotten your Password?'



### 3) Enter your email address and click 'Sent Instructions'

Join Befriending Networks Subscribe to our Newsletter Sign in

 [About](#) [Directory](#) [News](#) [Resources](#) [Training & Events](#) [Quality Award](#) [Consultancy](#)

[Home](#) > [Forgot Password](#)

## Reset your password


Please enter your email address and we'll send instructions to reset your password.

Email:

[Send instructions](#)

### 4) You will receive on-screen confirmation directing you to check your email

Join Befriending Networks Subscribe to our Newsletter Sign in

 [About](#) [Directory](#) [News](#) [Resources](#) [Training & Events](#) [Quality Award](#) [Consultancy](#)




[Home](#) > [Forgot Password](#)

## Check your email!

Instructions have been sent to [redacted]@gmail.com to enable you to set your password. *Check your Spam folder in case the email ends up there :)*

[Sign in](#)

### 5) Now, check your email for 'Password reset Instructions'...

**Befriending Networks: Password reset instructions**  Inbox x  


**Befriending Networks** [info@befriending.co.uk](mailto:info@befriending.co.uk) [via server.hellodkdo.com](mailto:via.server.hellodkdo.com) 4:19 PM (0 minutes ago) ☆ ↶ ⋮

to me ▾

Hello Test,

We received a request to reset the password for your account.

If you want to reset your password, click on the link below (or copy and paste the URL into your browser):

<https://www.befriending.co.uk/reset-password/?email=> 


This link takes you to a secure page where you can change your password.

If you don't want to reset your password, please ignore this message. Your password will not be reset. If you have any concerns, please contact support.

Regards,  
Befriending Networks  
[info@befriending.co.uk](mailto:info@befriending.co.uk)  
0131 261 8799

...click the link in the email be redirected to 'Enter your new password'...


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[Home](#) > [Reset Password](#)

## Enter your new password

Hi  Test. Tip: join 4 random words to make your password secure.

**Password:**


**Confirm Password:**

[Reset password](#)

...once you've set & confirmed your new password, click 'Reset password'.

6) You will be redirected to the main 'Sign in' page to enter your email & new password...

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[Home](#) > [Signin](#)

## Sign in

Please enter your email address and password.

**Email:**

**Password:**

[Sign in](#) [Forgotten your password?](#)

...Click 'Sign in' and you should gain access to your account!