

For Quick Website Access

- (i) Type the website address: betterhealthcaretechnology.org/wp-admin
- (ii) Enter your username **or** email address
- (iii) Enter your password.

The browser will open your 'dashboard' for the BHT Foundation's website.

Detailed Instructions for Beginners

Using the Website

The website is a public domain open to anyone to access and read. However, some more in-depth website sections require the viewer to be registered as a subscriber.

1. Non-Subscribers Using the Website

Non-subscribers can gain entry to the website via:

- Google;
- Links in the ACPSEM website (acpsem.org.au); or
- directly typing the address betterhealthcaretechnology.org

Entry by any of these methods will open the website to the 'home' page where there is an overview of the *Better Healthcare Technology Foundation's* (BHT) website.

For more in-depth material (including latest news), the viewer must log in.

Your entry will be blocked at restricted sections If you have not logged in or are a non-subscriber (i.e. not registered).

You will receive the message:

“If you do not have an account and would like to access much more information in betterhealthcaretechnology.org, receive the latest news and read discussion topics, then please take a moment and register your name and address.

Your information remains confidential and is used only for sending your website emails and newsletters”.

Note: The only information saved by the website in this register is:

- User name;
- First name;
- Last name; and
- Email address.

No other personal or financial information is recorded in the website’s databases for ‘Users’, ‘Bloggers’ or ‘Donors’.

2. For Full Website Entry

Subscribers can revert to full website entry by:

- Clicking ‘Login’ on the main menu;
- entering your ‘username’ and password.

Non-subscribers can convert to subscribed and registered for full access by:

- Selecting ‘To Subscribe’;
- Click on ‘Free Registration’ red button; and
- follow the instructions to register.

3. Reasons for Website Registration Requirements

There are two important reasons why you must register for regular visits:

(i) **Security**

The website is open to the public as a free community service. But, in providing that access, the website is vulnerable to hackers and other unwanted viral interferences coming from the internet.

The website is protected to a certain extent by the parent server, Bluehost, and has other additional protection for scams, backup and blocks of known blacklists.

Even so, there must be the robot check for every person who wishes to register and access the whole site. Otherwise, there is a very high risk of excessive registrations automatically received from bogus emails and swamping the website with scam material.

(ii) **Communication**

The most efficient method to receive website updates or news items is to post a notice out by email. Only registered subscribers (those in the user list) receive this email and can read the full blog posted on the website.

As the number of subscribers increases to very large numbers, automatic sending of circulars, etc. will be an absolute necessity.

4. The 'Quick Way' for Subscribed Viewers

The quickest most efficient method to log into the Foundation's website is as follows:

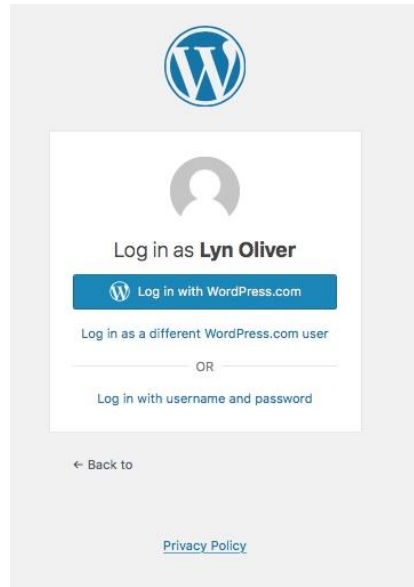
- (i) Type the website address at the top of the browser page:

betterhealthcaretechnology.org/wp-admin

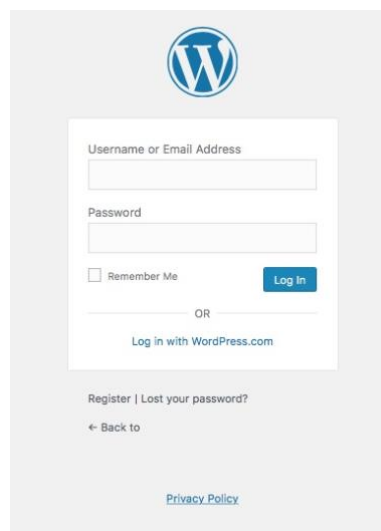
and press 'enter' on the keyboard.

- (ii) Save this address as a 'bookmark' to use in future.

The page will open onto the WordPress (WP) 'login' page.



(iii) Select: 'Log in with username and password'.



Enter your username **or** email address

(iv) Enter your password.

- If it is your first time to enter the password, then your website browser should ask whether you wish to store your password details for the site just opened on the computer. Save the password on your computer.
- Either, type in your username/email or choose your computer stored password when it appears on the screen.

NOTE: If you have forgotten your password, there is an option here to contact WordPress and arrange a new password. A message is sent to your registered email address and a warning message is emailed at the same time to the administrator of the website.

The browser will open your 'dashboard' for the BHT Foundation's website once you have entered the correct(ed) password.

5. The Dashboard

- The 'dashboard' provides a number of options depending on what website role you are registered as:
 - Subscriber;
 - Contributor;
 - Author;
 - Editor; or
 - Administrator



- Your name appears in the top right-hand corner. Select this to edit your profile information (including changing your password if need be) or to logout.
- Click on 'betterhealthcaretechnology.org' to open the website.

You are now logged in and can access all sections of betterhealthcaretechnology.org.

Thank you,

The Editor,
Better Healthcare Technology