

Basic Instructions for DWHSA's New Members-Only Site

Introduction

DWHSA is now splitting its members-only web site into two separate sites.

DWHSA.com will become the main site for DWHSA members. It will house everything you need to manage your membership:

- Your **membership profile**—the page where you can review and update your name, agency name, and contact information (and, soon, your renewal date and dues payments)
- The **DWHSA member directory** (with your own profile page that you can edit and manage yourself, including your contact information and your photo)
- The **new DWHSA online forum** for communicating with other members
- The **calendar of events** listing DWHSA's activities and other travel industry programs
- **DWHSA's blog**, with the latest updates on the association and romance travel news
- Other **important DWHSA content** such as our board and committee rosters

DWHSAMembers.com will become the site storing DWHSA's resources—everything the association offers to help you build and manage your romance travel business:

- **DWHSA's online course** (including all of the video lessons)
- The **libraries of past webinar videos and coffee chat audio recordings**
- The association's **online resource center**, with sample forms and tools you can use
- **Details about DWHSA's programs** (e.g., certification)
- Our **upcoming directories of resorts and destinations**

Why does DWHSA need two different sites? We've set up DWHSA.com to house our new online forum because it needs to run on a non-WordPress platform (WordPress powers DWHSAMembers.com). Plus, the DWHSAMembers.com site will soon carry thousands of photos and files connected to our resource center and the resort and destination directories—and, to support those large files, we need this separate site built with tools like Amazon cloud storage links so that the site runs as quickly as possible.

The Main Site to Remember—DWHSА.com

To keep things simple, we're asking you to remember one main web site address:

DWHSА.com

Technically, DWHSА's two new sites will have different web site addresses—the new main members-only site has the address <http://dwhsa45.wildapricot.org> ("Wild Apricot" is the name of the web site vendor DWHSА is using to host this new site), and the resources site will be <http://dwhsamembers.com>. But, that's a lot to remember! So, **we've placed login links at DWHSА.com** to make it easy for you to get into the two new DWHSА members-only sites!

When you're ready to sign into either site -
DWHSА.com for your main membership activities, or
DWHSАMembers.com for your membership resources -
you'll go to DWHSА.com.

Then, on that DWHSА.com home page, scroll down to the bottom of the page—and, there, you'll see two login links in blue: one for **DWHSА.com** (the main members-only site), and another for **DWHSАMembers.com** (the resources site). Both links will always be in one place for you to find: DWHSА.com!

Welcome to DWHSА!

We know romance travel.

We're the **Destination Wedding & Honeymoon Specialists Association (DWHSА)** – the world's largest network of romance travel specialists, with more than 800 professionals around the United States, Canada, and the world who promote, plan, sell, and manage destination weddings, honeymoons, and all types of romantic getaways.

Do you sell romance travel, but you're not a member yet? Check JoinDWHSА.com!

Are you a travel supplier or tourism office representative who wants to work with DWHSА? We'd love to hear from you! (615.730.9977 or support@dwhsa.com)

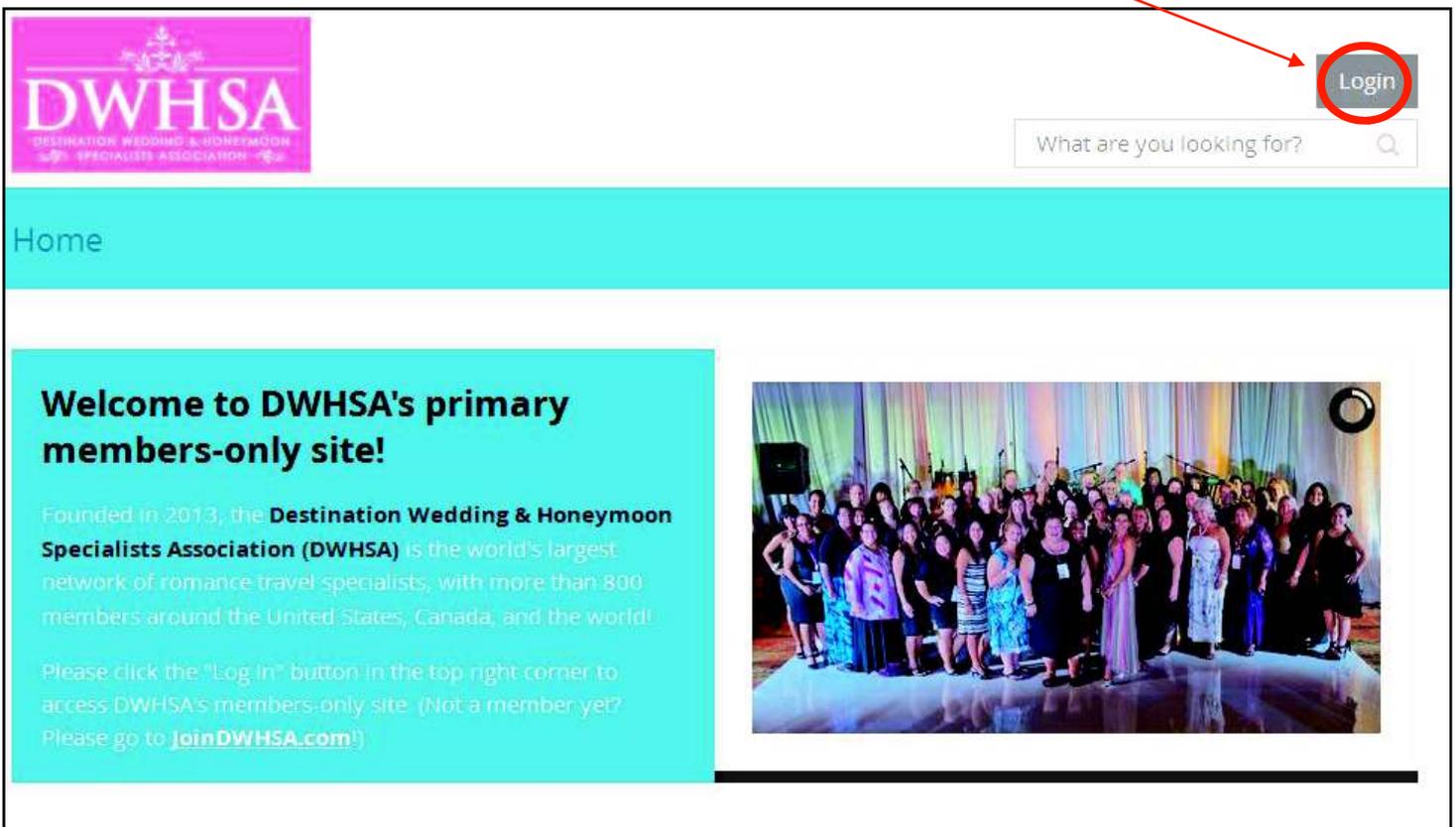
[DWHSА Member Login \(Main Site – DWHSА.com\)](#)

[DWHSА Member Login \(Resources Site – DWHSАMembers.com\)](#)

How to Log Into DWHSA.com—the Main Members-Only Site

Chances are you've already been logging into the DWHSAMembers.com site. It will continue operating as usual—that's where you'll find the webinar videos, the coffee chat recordings, the online course, and other resources for members. Remember that, to log into DWHSAMembers.com, you'll need (a) the username we assigned you when you joined the association (typically, it's your first name and last name, lower case, all in one word), and (b) your unique password (it's either abcd1234—the default password—or another password that you chose yourself after you joined, changing abcd1234 to that preferred password). Confused about how to log into DWHSAMembers.com? Contact us at support@dwhsa.com!

But, now, our focus is DWHSA.com—the new site where you'll find the online forum, our calendar of events, the DWHSA blog, and other membership activities. Your first login step is going to DWHSA.com and, after you scroll down the home page, clicking on the blue link that says "DWHSA Member Login (Main Site—DWHSA.com)" ... when you click that link, the page below will appear. When it does, click on the gray **"Login"** button in the upper right-hand corner of the page.



DWHSA
DESTINATION WEDDING & HONEYMOON
SPECIALISTS ASSOCIATION

What are you looking for?

Home

Welcome to DWHSA's primary members-only site!

Founded in 2013, the **Destination Wedding & Honeymoon Specialists Association (DWHSA)** is the world's largest network of romance travel specialists, with more than 800 members around the United States, Canada, and the world!

Please click the "Log In" button in the top right corner to access DWHSA's members-only site. (Not a member yet? Please go to joinDWHSA.com!)



After you click the “Login” button, you’ll see the login screen below. For DWHSAMembers.com, you’ll use your assigned username (usually, it’s first name and last name, lower case, all in one word) and your password. But, for this new DWHSA.com site, your login will be:

- Your **email address** (the email address showing on your DWHSA membership application)
- Your **password** (until you opt to change it later, it will be abcd1234)

Click the “Remember me” box if you’d like the web site system to remember your login information for the next time you log in (or, leave this box unchecked). Then, click the light gray **“Login” button** below the login fields ...

The screenshot shows the DWHSA website's login page. At the top left is the DWHSA logo. At the top right is a search bar with the placeholder text "What are you looking for?" and a search icon. Below the search bar is a teal navigation bar with the word "Home". Underneath the navigation bar is a breadcrumb trail: "Home > Login". The main heading is "Welcome back!". Below this is a paragraph of instructions: "Please enter your DWHSA login and password below to enter the members-only section of this site. (Trouble logging in? Use the 'Forgot Password' link below - or, contact us at [support@dwhsa.com!](mailto:support@dwhsa.com))". There are two input fields: "Email" and "Password". The "Email" and "Password" labels are circled in red. Below the input fields is a checkbox labeled "Remember me". At the bottom of the form are two buttons: "Login" and "Forgot password". Three red arrows originate from the text in the first box: one points to the "Email" label, one points to the "Password" label, and one points to the "Login" button.

NOTE: The first time you log into the new site, you will be taken to an “Accept terms of use” screen that requires you to agree to the terms of use for the software powering the site. Just click the “I agree to the terms of service for this software” box, and then the gray “Continue” button below.

The next page that appears is the new Members-Only Home Page. You'll notice two "Home" pages—one that just says "Home" (it takes you back out to the public login page we just left), and the other says "Members-Only Home Page." Remember that **you'll always want to click "Members-Only Home Page"** to go back to the main page that shows all of your membership links!

Now, your first task after logging in is **changing your password**—from "abcd1234" to your own preferred password that only you would know. To do that, click the **"Change password" link** in the upper right-hand corner of the Members-Only Home Page ...

John Hawk [Change password](#) [Log out](#)

For DWHSA Members Only

support@dwhsa.com - 615.730.9977 ph

[Home](#) [Members-Only Home Page](#) [Forums](#) [Calendar](#) [News](#)

[Home](#) > [Members-Only Home Page](#)

DWHSA Calendar

[DWHSA COFFEE CHAT: ROMANCE TRAVEL SELLING TECHNIQUES](#)

26 Aug 2015 1:00 PM (EDT) • DWHSA Webinars

[DWHSA WEBINARS: IRELAND](#)

27 Aug 2015 1:00 PM (EDT) • DWHSA Webinars

Latest Forum Posts

[Lisa and I will share the latest DWHSA news here ...](#)

19 Aug 2015 10:58 AM • Anonymous

[Questions about specific destinations? Start here!](#)

19 Aug 2015 10:58 AM • Anonymous

[Need answers about specific suppliers? This is the place!](#)

DWHSA News

[Locking in the 2016 and 2017 Conferences](#)

25 Aug 2015 8:05 AM • Anonymous

On this page, you'll simply enter your **current password** (abcd1234), then type in **your preferred new password, and repeat the new password**. Then, click the gray **"Save" button** below those fields ...

The screenshot shows the DWHSA website interface. At the top right, the user is logged in as "John Hawks" with links for "Change password" and "Log out". A search bar contains the text "What are you looking for?". A teal navigation bar includes links for "Home", "Members-Only Home Page", "Forums", "Calendar", and "News". Below this, a breadcrumb trail reads "Home > My profile > Change password". The main heading is "Change password". Underneath, the text "Change password for John Hawks" is displayed. There are three input fields, each with a red asterisk: "* Current password", "* New password", and "* Confirm new password". At the bottom of the form are two buttons: "Save" and "Cancel". Three red arrows originate from the text in the top box: one points to the "Current password" field, another points to the "New password" field, and the third points to the "Save" button.

John Hawks [Change password](#) [Log out](#)

What are you looking for?

[Home](#) [Members-Only Home Page](#) [Forums](#) [Calendar](#) [News](#)

[Home](#) > [My profile](#) > [Change password](#)

Change password

Change password for John Hawks

* Current password

* New password

* Confirm new password

DWHSA's New Forums

Now, let's play around with **the new online forums!** Click the "Forums" link in the menu bar on any page, and you'll be taken to the page shown below. You'll see four forum sections : (a) an area for **destination posts and questions**, (b) an area for **association news and updates** from John and Lisa, (c) a main forum for **general romance travel questions and posts**, and (d) an area for **supplier-related items**. This primary Forums page will always show the last post or reply made in each area, plus the number of topics and replies contained in each section.

Ready to explore a forums area? Just click **the blue section name** to go to that section ...

[Home](#) > [Forums](#)

DWHSA Forums Summary

On this page, you'll find a summary of the DWHSA forums - including the latest posts and topics being discussed!

DWHSA Members-Only Forums

Forum	Last message	Topics	Replies
 Destinations Forum In this forum, please post questions about specific destinations.	19 Aug 2015 10:58 AM Anonymous	1	—
 DWHSA Headquarters Forum In this forum, you can respond to DWHSA news and updates shared by Lisa and John.	19 Aug 2015 10:58 AM Anonymous	1	—
 Main Forum In this main forum, please post your general questions about romance travel! (If you have questions about specific suppliers, resorts, ships, and destinations, please post them in the separate forum areas for those topics.)			

In each forum area, you can click around and read the various posts and replies—**just click each blue topic line** to open that discussion. You can click the gray **“Create topic” button** to start a conversation. Or, when you click on any existing topic, you can click the **“Reply” button** below the topic to post a response.

Also, you can **“subscribe” to an entire forum or a single topic** to create email alerts sent to you when there’s any new activity for that forum or single topic.

Home Members-Only Home Page Forums Calendar News

Home > Destinations Forum

DESTINATIONS FORUM
(Questions about specific destinations)

In this forum, please post questions about specific destinations.

[Create topic](#) [Subscribe to forum](#)

Topic	Last message	Replies
Questions about specific destinations? Start here!	19 Aug 2015 10:58 AM Anonymous	—

[Create topic](#)

Questions about specific destinations? Start here!

[Reply](#)

[Subscribe to topic](#)

[Show latest replies on top](#)

19 Aug 2015 10:58 AM

Message # 3487886

[Quote](#)

Anonymous

Wondering which Caribbean islands offer the best beaches ... or which region of Mexico is best for "foodie" honeymooners ... or what tips you can learn about planning a vow renewal in Ireland? This is the place for your destination-related questions!

(If you have questions instead about specific suppliers or about romance travel in general, please use those separate forum areas. Thanks!)

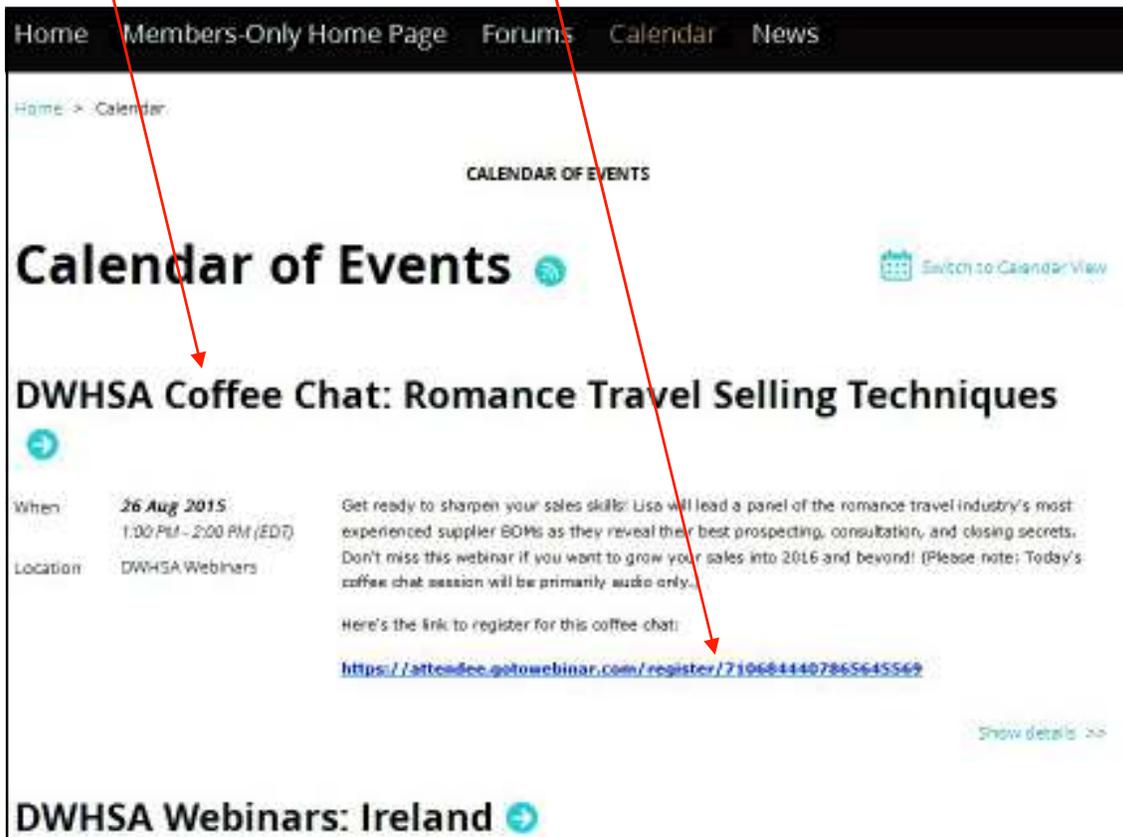
[Reply](#)

[Back to top](#)

DWHSA's Calendar of Events

It's time now to check out **the Calendar of Events section**. In this area, we'll post the dates, times, locations, registration links, and other details about upcoming events sponsored by DWHSA, our partners (e.g., Love Mexico), and other groups in the travel industry that might appeal to members like you.

When you click on the "Calendar" item in the menu bar, you'll see the page below in "List" view, with the events shown in chronological order. Click on **the title of any event** to go to a separate page with complete details, and look for other clickable links such as **webinar registration pages** ...



The screenshot shows the DWHSA website's "Calendar of Events" page. At the top, there is a navigation bar with links for Home, Members-Only Home Page, Forums, Calendar, and News. Below the navigation bar, the page title "CALENDAR OF EVENTS" is centered. The main heading is "Calendar of Events" with a right-pointing arrow icon. To the right of the heading is a "Switch to Calendar View" button with a calendar icon. The first event listed is "DWHSA Coffee Chat: Romance Travel Selling Techniques" with a right-pointing arrow icon. Below the event title, there are details: "When: 26 Aug 2015, 1:00 PM - 2:00 PM (EDT)", "Location: DWHSA Webinars", and a description: "Get ready to sharpen your sales skills! Lisa will lead a panel of the romance travel industry's most experienced supplier BDMs as they reveal their best prospecting, consultation, and closing secrets. Don't miss this webinar if you want to grow your sales into 2016 and beyond! (Please note: Today's coffee chat session will be primarily audio only.)". Below the description is a link: "Here's the link to register for this coffee chat: <https://attendee.gotowebinar.com/register/7106844407865645569>". At the bottom right of the event details is a "Show details >>" link. At the bottom of the page, there is another event heading: "DWHSA Webinars: Ireland" with a right-pointing arrow icon.

If you prefer seeing the events in a true calendar view, just click the **“Switch to Calendar View”** link in the upper right-hand corner to go to the view below, where events will show up on each day in blue boxes. (The link below says “Switch to List View” since we’re looking at the calendar view in this image.)

You can switch back and forth between the views as you wish!

Home > Calendar

CALENDAR OF EVENTS

Month: August 2015

Week Month Year < Previous Month Today Next Month >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	Aug 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 DWPSA Coffee Chat: Romance Travel Selling Techniques	27 DWPSA Webinars: Ireland	28	29
30	31	Sep 1	2	3	4	5

DWHSA's Blog

Soon, we'll turn on other features in this new site—including the member directory and your member profile page! But, for now, the last area we want to introduce to you is **“DWHSA News” - our blog**. In this section, we'll post the latest updates on DWHSA. We'll also post summaries of new webinars, the content of DWHSA's latest newsletters, and other helpful information.

As a DWHSA member, you may read the blog posts (click the **“Read More” link** below each entry to go to the full post), and you have the ability to comment on them as well (just click the **“Add comment” link** to post your thoughts). At this time, we're not allowing members to add full posts (but, if you'd like to submit a guest post, email us at support@dwhsa.com—we'd love to hear from you!).

Home Members-Only Home Page Forums Calendar News

Home > News

Add post

Locking in the 2016 and 2017 Conferences

by Anonymous on 25 Aug 2015 8:05 AM

We're ready to announce our 2016 and 2017 conference plans!

(Thanks so much to every member who's submitted ideas and comments to us about DWHSA's conferences - especially those of you who plunked down the \$25 early-bird deposits! We really appreciate your confidence in the association.)

In a nutshell:

Now, here's one final note about the **"Members-Only Home Page"** ...

When you log into this new site, you'll notice **three boxes on the members-only home page**:

"DWHSAs Calendar" - showing the next events coming up on the calendar

"Latest Forum Posts" - showing the most recent forum posts

"DWHSAs News" - showing the latest updates on DWHSA in the blog

This home page format will be a very handy way to see, at a glance, what's going on in the association every time you log in!

The screenshot shows the 'Members-Only Home Page' of DWHSA. At the top right, there are links for 'John Hawks', 'Change password', and 'Log out'. The main heading is 'For DWHSA Members Only' in purple, with contact information 'support@dwhsa.com - 615.730.9977 ph' below it. A black navigation bar contains 'Home', 'Members-Only Home Page', 'Forums', 'Calendar', and 'News'. Below the navigation bar, a breadcrumb trail reads 'Home > Members-Only Home Page'. The page features three main content boxes: 'DWHSA Calendar' with two webinar listings, 'Latest Forum Posts' with two forum entries, and 'DWHSA News' with one news item. Red arrows from the text above point to these three boxes.

John Hawks [Change password](#) [Log out](#)

For DWHSA Members Only

support@dwhsa.com - 615.730.9977 ph

Home [Members-Only Home Page](#) [Forums](#) [Calendar](#) [News](#)

Home > [Members-Only Home Page](#)

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