

RossValleyPlayers Login / password reset procedures.

These instructions will help you regain access to the RossValleyPlayers.com website if you forgot your password or simply wish to reset it.

- Type in <http://rossvalleyplayers.com>



- Scroll down to the bottom and login.
  - Your username is your first name and last initial, like "tinkar"
  - Your password was given to you. If you remember it, enter it here. (Passwords are case-sensitive – make sure your CAPS Lock key is off)

The image shows the login form on the Ross Valley Players website. It is a dark red rectangular box with white text. At the top, it says "©2005-2009 Ross Valley Players. All rights reserved. [Privacy policy](#) [Calendar](#)". Below this are two input fields: "Username" and "Password". To the right of the "Password" field is a "Remember Me" checkbox and a "Login" button. At the bottom of the form, there are two links: "Forgot your password?" and "Forgot your username?".

- If you don't remember your password, click the link at the bottom that says "Forgot your password?" (The "Forgot your username?" does the same thing) You'll be taken to a screen where you enter your email address
  - Board members use your **username@rossvalleyplayers.com** address
  - Non Board members use your private email address

The image shows the "Forgot your Password?" form. It has a dark red header with the text "Forgot your Password?". Below the header is a paragraph of text: "Please enter the e-mail address for your account. A verification token will be sent to you. Once you have received the token, you will be able to choose a new password for your account." Below this text is a label "E-mail Address:" followed by a white input field. At the bottom left of the form is a "Submit" button.

- Enter your email address and click submit.
- You'll receive an email with a **token** like this:

Hello,

a request has been made to reset your Ross Valley Players account password. To reset your password, you will need to submit this token in order to verify that the request was legitimate.

The token is 987aab81d8c11fa7a6cc5d0bc20f70ba .

Click on the URL below to enter the token and proceed with resetting your password.

[http://www.rossvalleyplayers.com/index.php?option=com\\_user&view=reset&layout=confirm](http://www.rossvalleyplayers.com/index.php?option=com_user&view=reset&layout=confirm)

Thank you.

- Copy/Paste this **token** then click on the link.  
This will open a new browser window, **Confirm your account** page.

**ROSS VALLEY PLAYERS**

home shows raw tickets about RVP support RVP visitor's guide press auditions store contact

**Confirm your account.**

An e-mail has been sent to your e-mail address. The e-mail contains a verification token, please paste the token in the field below to prove that you are the owner of this account.

Token:

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Username  Password  Remember Me

[Forgot your password?](#) [Forgot your username?](#)

- Paste the token into the box, click **Submit**
- Enter a new password twice, then press **Submit**.

The screenshot shows the Ross Valley Players website's password reset interface. At the top, there is a dark red header with the organization's logo and name, "ROSS VALLEY PLAYERS". Below the header is a navigation menu with links for home, shows, raw, tickets, about RVP, support RVP, visitor's guide, press, auditions, store, and contact. The main content area is titled "Reset your Password" and contains a form with two input fields for "Password:" and "Verify Password:", and a "Submit" button. Below the form, there is a dark red footer containing copyright information, links for "Privacy policy" and "Calendar", and a login section with "Username" and "Password" input fields, a "Remember Me" checkbox, and a "Login" button. At the bottom of the footer, there are links for "Forgot your password?" and "Forgot your username?".

***Your password must be longer than five letters, can be mixed with numbers and letters).***

- If you make a mistake, no error message appears – you'll just be left on the **Reset your Password** page.
- Re-enter a new password.
- Once successfully created, you'll be shown the **Login** screen.



## Login

To access the private area of this site, please log in.



Username

Password

Remember Me

Login

- [Forgot your Password?](#)
- [Forgot your Username?](#)

- Login and then scroll to the bottom of the screen.
- You may now access the Admin menu, with items:
  - Admin Information
  - Documents
  - Show Archive in Progress
  - Photo Archive

Hi Registered User,

Logout

[Admin Information](#) [Documents](#) [Show Archive in Progress](#) [Photo Archive](#)