Managing your account at www.geocurator.org

Retrieve your username

If you have forgotten your username, or if your account was created automatically for you, then you may need to recover your username. You can do this using the “Forgot your username?” link in the bottom right of every webpage on the site.

Enter the e-mail address that you use to receive e-mails from GCG and press “Submit”

You will shortly receive an e-mail reminder of your username.
Reset your password

Once you have your username, you can use it to reset your password – either because you have forgotten it or you do not know it yet as your account was created automatically. Click the “Forgot your password?” link and enter your e-mail address:

You should shortly receive an e-mail with a link to reset your password

Follow the link in the e-mail to complete the password reset process. Once this is complete you will automatically be forwarded to the subscription details page. Read the next section to learn more.
**Edit your subscription details**

Once you are logged in, a new link will appear below the login box. You can use this link to administer your subscription.

Clicking on “Member Settings” will bring up your user profile and subscription detail:

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**User Profile**

[Tab options: Edit Profile, My Subscriptions, Subscription History]

**Profile Data**

- **Username**: kingofsluria
- **Password**: 
- **Retype Password**: 
- **Membership ID**: WEB1010

**Name and address details**

- **Title**: other (specify)
- **Other title - please specify**: Sir
- **First Name**: Roderick
- **Last Name**: Murchison
- **Job Title**: 
- **Organization**: 
- **Primary address 1**: Trikhite Mansions

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Please check, and amend your details where necessary. Note that the fields with an asterisk next to them are required, the others are optional. If you return to this page in the future and change your details again, then the changes are automatically emailed to the Membership Secretary, so this is a convenient way to change your contact details when you move house or job.

Even though you have been able to log-in to the website, you will not be able to access the specific members-only benefits (such as electronic journals) until your subscription is fully paid up.

Clicking on “My Subscriptions” brings up details of your currently active and expired subscriptions. You may see a number of things here:

- If you see nothing, then please contact the Membership Secretary for help in getting your subscription online.
- If you see a subscription package that contains the word “arrears” in it, then our subscription records suggest that you have a small amount owing on your subscription. The amount owing will be shown. You can pay this, along with your subscription for the current year, by clicking the “Process Upgrade”.

### User Profile

<table>
<thead>
<tr>
<th>Plan</th>
<th>Active Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Personal Sub - arrears</td>
<td>01-01-2018 To 31-12-2018</td>
<td>Expired</td>
</tr>
</tbody>
</table>

### Upgrade Membership

- Upgrade from subscription plan UK Personal Sub - arrears £99 to subscription plan UK Personal Member. Price £99.00.

![Process Upgrade button](Image)

### Renew Membership

- Renew subscription plan UK Personal Member for 1 year. Price £20.00.

![Process Renew button](Image)

- If you simply need to pay your subscription for this year, you will see the option to renew to bring your account up to date. Tip: You can renew your subscription online any time from the end of October the year before!
Finally, if you have already paid your subscription, then you will see an active subscription here:

**User Profile**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Active Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseas Personal Member (outside UK)</td>
<td>01.01.2018 to 31.12.2018</td>
<td>Active</td>
</tr>
</tbody>
</table>

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**Changing your username**

At the moment, it is not possible for you to change your own username on the website. However if you would like to change it, simply e-mail webmaster@geocurator.org and we’ll be able to do it for you.

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**If you think there is a problem, or are having trouble**

It’s just possible that we may have made a mistake during the import of details. If you think this is the case, please do not worry – just drop us a line and we’ll fix it.

- Membership Officer – Cindy Howells: membership@geocurator.org
- Web Officer – Simon Harris: webmaster@geocurator.org

*Thank you for your support*