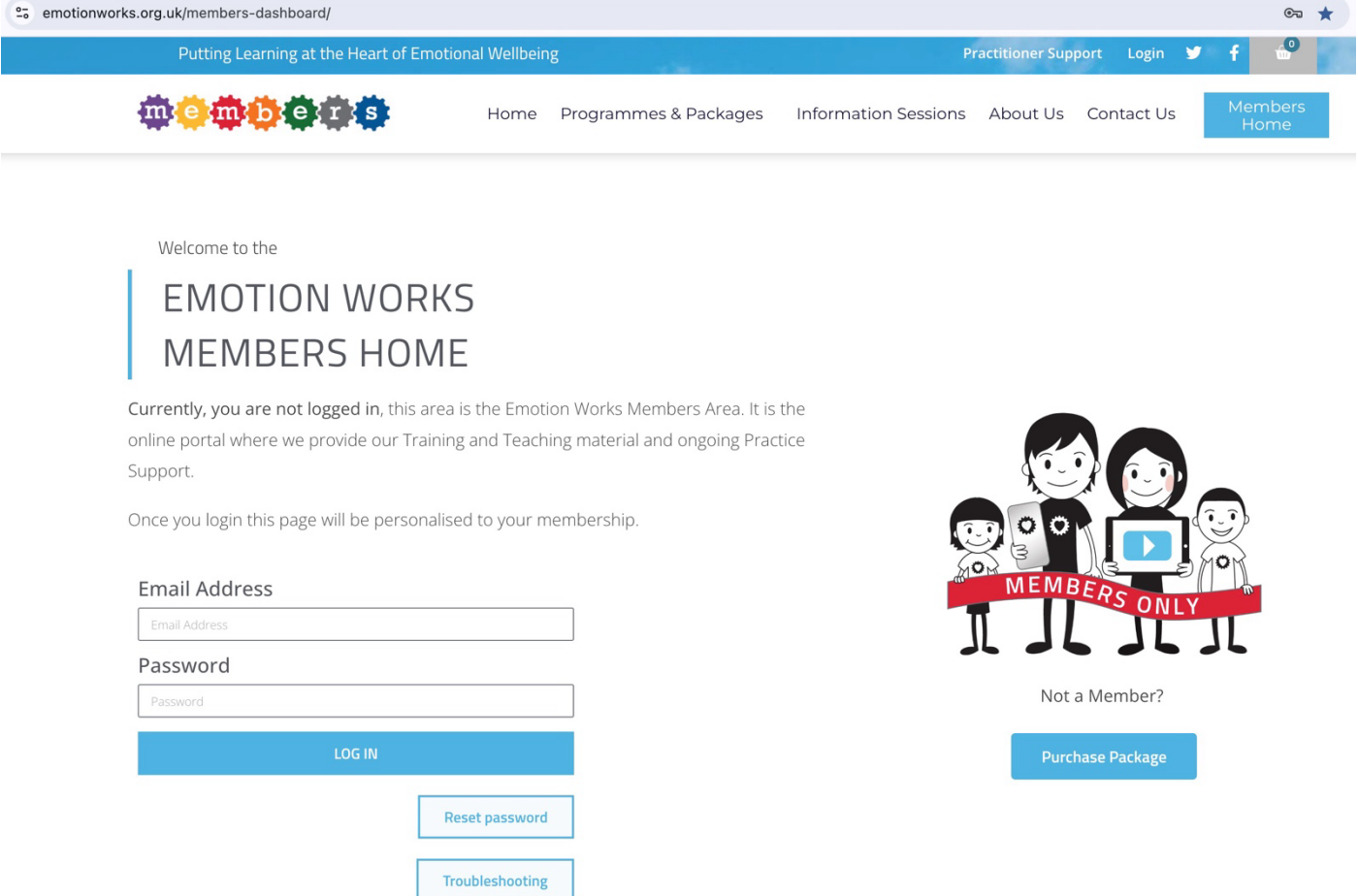


*Additional Privileges - ACCOUNT MANAGERS & OWNERS – please see page 2

TEACHERS & PRACTITIONERS – How to Log in

1. Go to the MEMBERS HOME PAGE www.emotionworks.org.uk/members-dashboard/
2. Add your email address and password in the relevant boxes
3. Press the blue LOG IN button

The screenshot shows the Emotion Works Members Home page. At the top, there is a navigation bar with the site's tagline 'Putting Learning at the Heart of Emotional Wellbeing', links for 'Practitioner Support', 'Login', and social media icons. Below this is a secondary navigation bar with the 'members' logo and links for 'Home', 'Programmes & Packages', 'Information Sessions', 'About Us', 'Contact Us', and a 'Members Home' button. The main content area welcomes users and states they are not logged in. It provides a login form with fields for 'Email Address' and 'Password', a 'LOG IN' button, and links for 'Reset password' and 'Troubleshooting'. To the right, there is an illustration of four people holding a 'MEMBERS ONLY' banner, with links for 'Not a Member?' and 'Purchase Package'.

Troubleshooting

If you have forgotten or don't know your password

1. Go to the MEMBERS HOME PAGE www.emotionworks.org.uk/members-dashboard/
2. Press the pale blue 'Reset Password' button and follow the instructions to reset it

If your email address has changed:

If you have a new Local Authority email address, please note that your Emotion Works login address will still be your old one unless you or your account manager has changed it on the Emotion Works website. Here's how you can change it yourself:

1. Log in using your old email address and password
2. When you are logged in ...
3. On the Members Home Page - click on the red text that says > **Edit my personal details** (located underneath the Characters holding the members only banner)
4. Delete your old email address and add your new one
5. Click the grey 'Save changes' button lower down the page
6. Return to the Members Home to access the members content

If you are having problems accessing your account or your membership has expired you can contact us on office@emotionworks.org.uk



Hello Claire Murray,
Welcome to the

EMOTION WORKS MEMBERS HOME



ADDITIONAL PRIVILEGES

[Add members & Manage your team](#)

[Identify your Primary Award Lead/s
for EW Primary](#)



Access our

PRIMARY PROGRAMME

For... Primary Schools and
Teachers working with P1-P7 / R-
Y6 age groups

and... ASN / SEND Practitioners
working with pupils at a similar
level of Emotional Literacy



Access our

FOUNDATION PROGRAMME

For... Early Learning settings and
Early Years Practitioners (3-5s)

and... ASN / SEND Practitioners
working with pupils at a similar
level of Emotional Learning &
Communication



Visit our

ASN LAUNCHPAD

For... ASN / SEND Settings and
Practitioners working with pupils
across a range of levels or
learning and communication. This
launchpad will help you identify
the correct programme to use.

*Additional Privileges - ACCOUNT MANAGERS & OWNERS

If you are set up as a manager or owner of your team you will see the 'ADDITIONAL PRIVILEGES' text on the top right of the Members Home Page when you are logged in (follow the steps above to log in).

Underneath 'ADDITIONAL PRIVILEGES' click on the blue text [Add Members & Manage Your Team](#) to open your team account page.

This is your Emotion Works

ACCOUNT PAGE

Account Overview

EW Primary
Add New Members

EW Primary
View & Remove
Members, &
Change Roles

EW Primary
Identify Award
Leads

EW Primary
Edit Team Details

Edit Personal
Details & Password

Note: you can also access your school account page so long as you are logged in by clicking on the 'My-Account' text in the blue sky strip at the top of any page in the Members platform.

To view & review your members

1. Click on the pale blue tab 'View & Remove members, & Change Roles'. The tab will turn darker blue.
2. Follow the instructions to remove members who have moved on or allocate/remove manager privileges.

To add new members

1. Click on the pale blue tab 'Add New Members'. The tab will turn darker blue.
2. Follow the instructions to add your team members (there are 2 different ways to do this outlined).

To set up the people in your team who have Award Lead responsibilities and require application access

1. Click on the pale blue tab 'Identify Award Leads'. The same page can be accessed from the Members home page.
2. Follow the instructions to add or remove Award leads for Primary and Early Learning / ASN if relevant.

If you are having problems managing your school account, our tech support can be contacted at: lugmaan@emotionworks.org.uk