

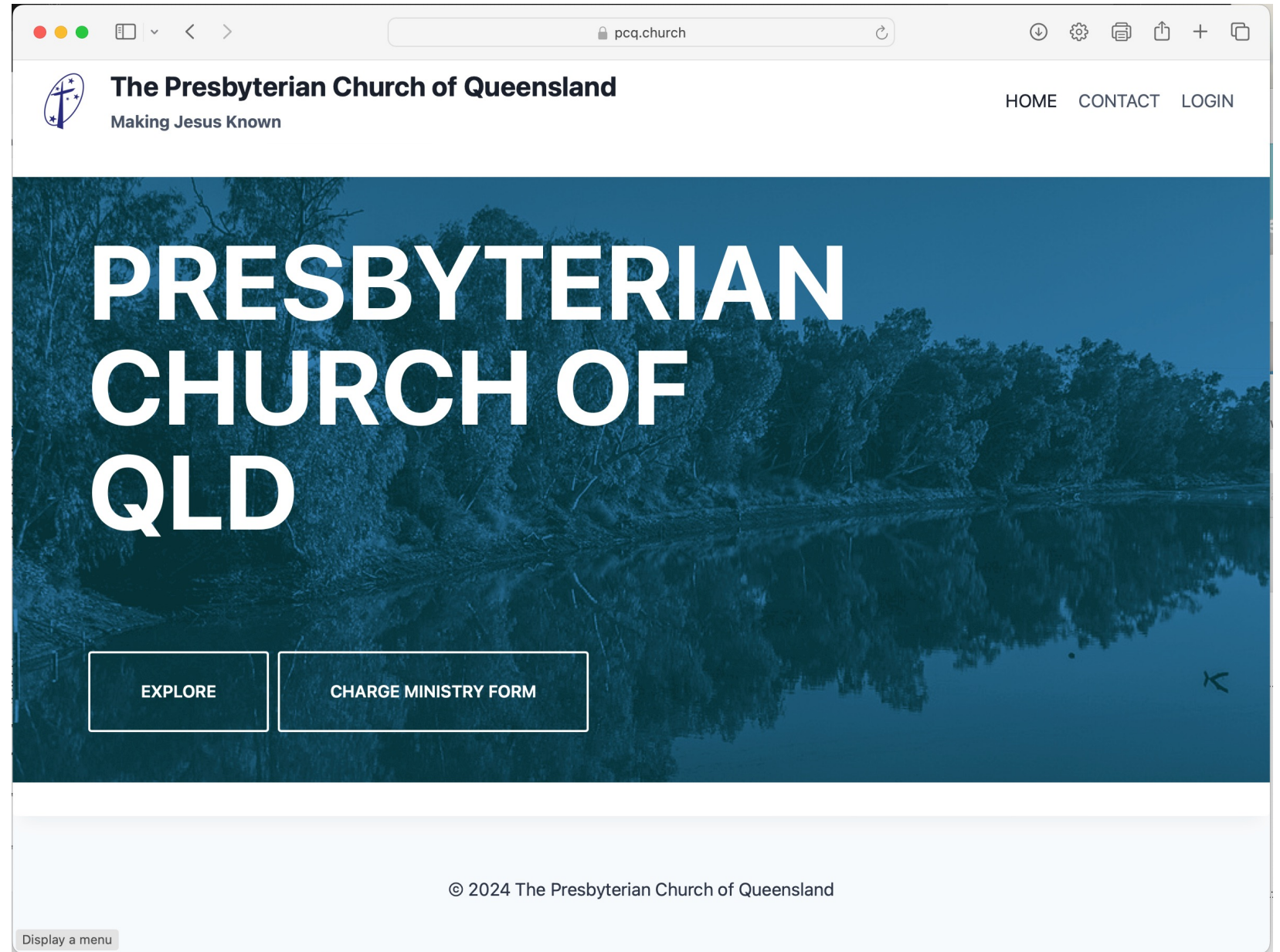
Step 1

Go to:

pcq.church

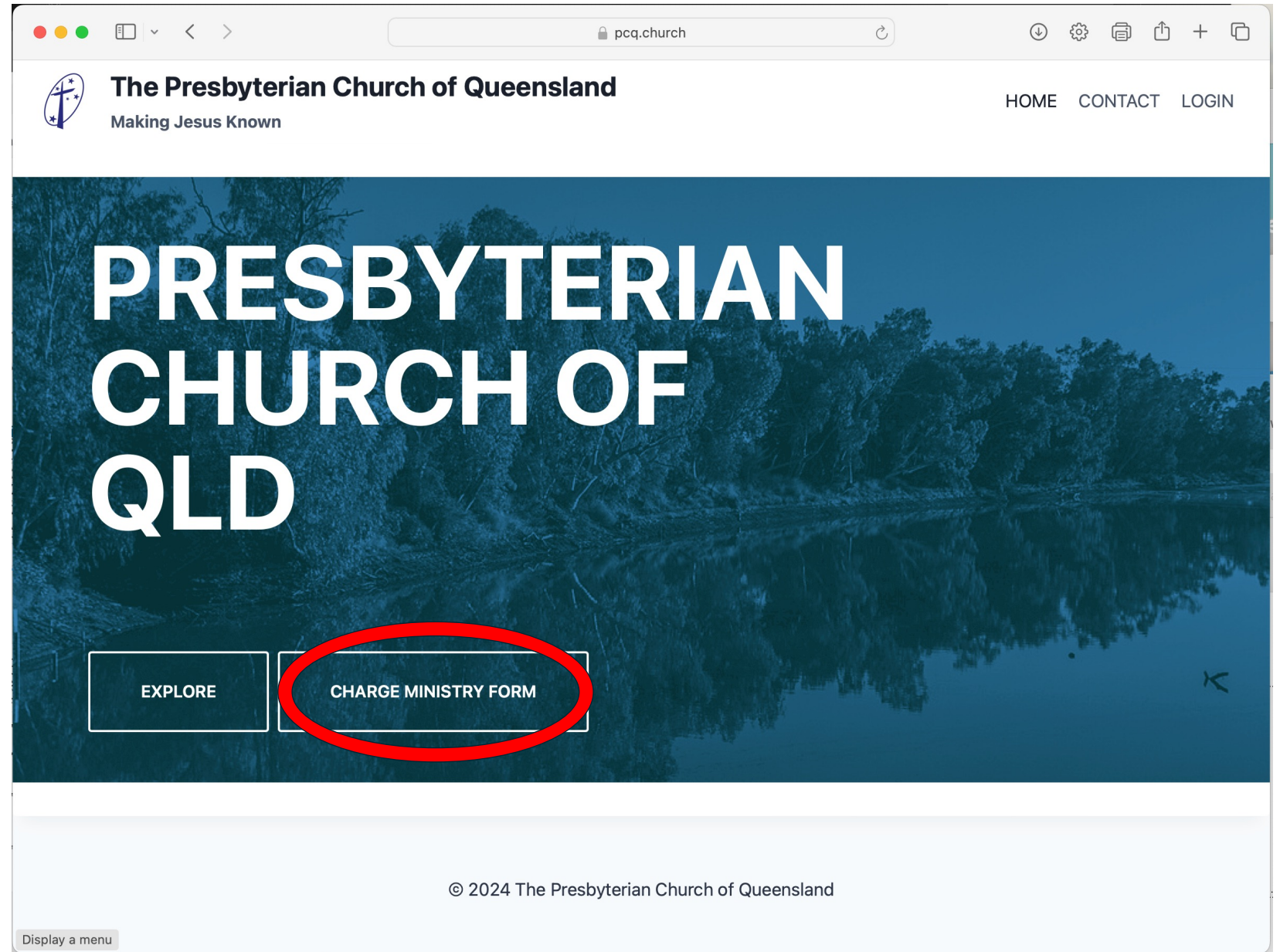
The URL is:

<https://pcq.church>



Step 2

Click on the
[Charge Ministry Form](#)
button



The screenshot shows a web browser window with the URL pcq.church. The page header includes the logo for The Presbyterian Church of Queensland, the tagline "Making Jesus Known", and navigation links for HOME, CONTACT, and LOGIN. The main content area features a large blue-tinted image of a river and trees, with the text "PRESBYTERIAN CHURCH OF QLD" in large white letters. At the bottom of this section are two buttons: "EXPLORE" and "CHARGE MINISTRY FORM". The "CHARGE MINISTRY FORM" button is circled in red. The footer contains the copyright notice "© 2024 The Presbyterian Church of Queensland" and a "Display a menu" button.

Step 3

Click on the
[Register Now](#)
button

Register Now

The screenshot shows a web browser window with the URL `pcq.church/login/`. The page header includes the logo for "The Presbyterian Church of Queensland" with the tagline "Making Jesus Known" and navigation links for "HOME", "CONTACT", and "LOGIN".

The page is split into two main sections:

- Login (Light Blue Background):**
 - Section: **Login**
 - Text: "Already a registered user?"
 - Instruction: "Please login below then continue to the [Charge Ministry Form](#)."
 - Form: A white box containing:
 - Field: "Username or Email *"
 - Field: "Password *"
 - Checkbox: "Remember Me"
 - Button: "Login"
 - Link: "[Lost your password?](#)"
 - Text: "[Not a member yet? Register now.](#)"
 - Footer: "[Continue to the Charge Ministry Form >](#)"

- Register (Yellow Background):**
- Section: **Register**
- Text: "Need to register?"
- Instructions:
 - "Before completing the [Charge Ministry Form](#) you must first register on this site."
 - "To register as a user of this site please click the button below."
- Button: "Register Now" (highlighted with a red oval)

Step 4

Complete the
Registration Form
and click the
Submit
button

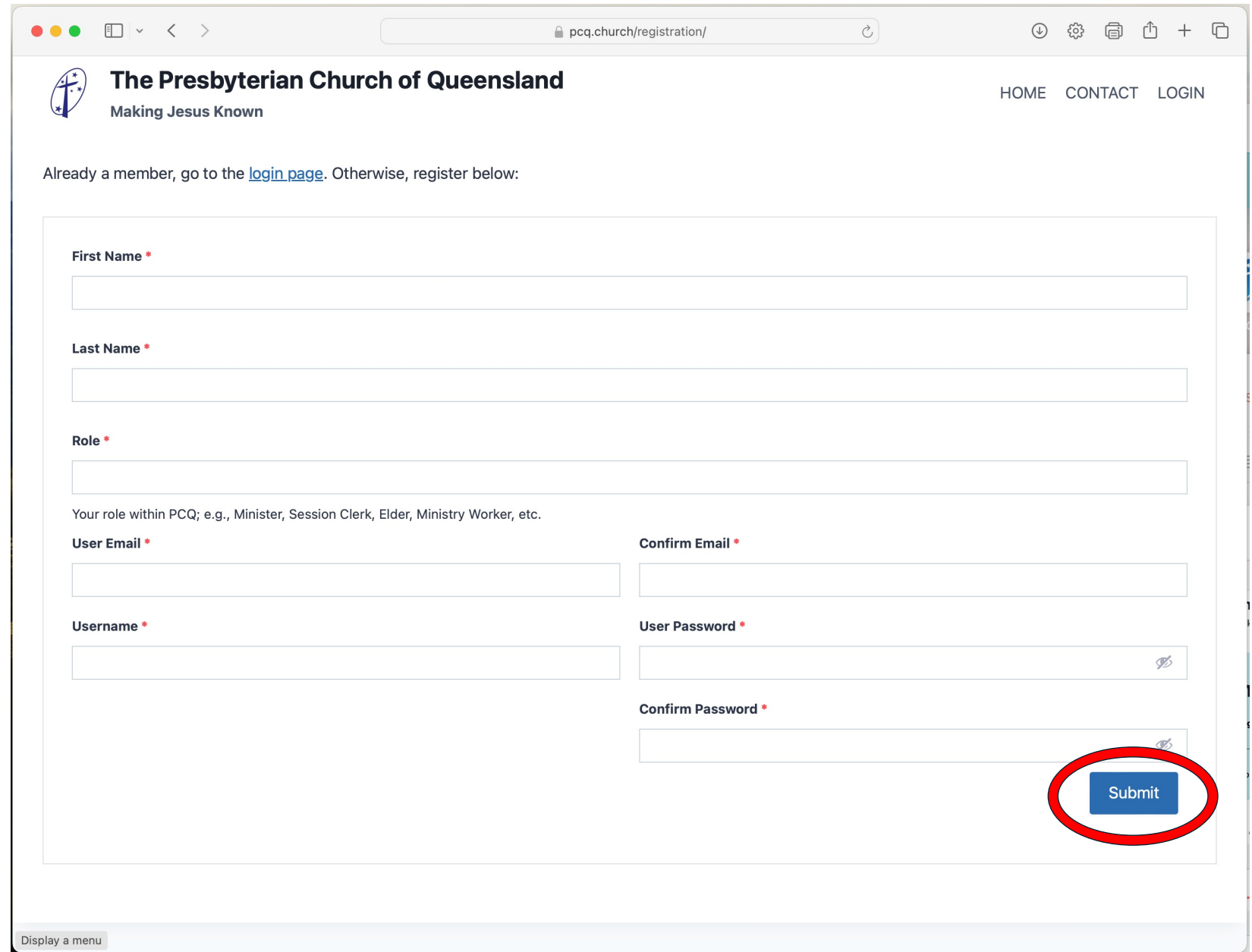


Please Note:

All fields are compulsory.

The **Role** field refers to your role within the local Church. This might be as Minister, Session Clerk, Elder, CoM Secretary, Ministry Worker, etc.

For your **Username**, it's recommended that you use your first name and last name with no spaces (e.g., fredbloggs) or simply use your email address.

A screenshot of a web browser showing the registration page for The Presbyterian Church of Queensland. The browser address bar shows "pcq.church/registration/". The page header includes the church logo and name, and navigation links for HOME, CONTACT, and LOGIN. The main content area contains a registration form with the following fields: First Name, Last Name, Role, User Email, Username, Confirm Email, User Password, and Confirm Password. A blue "Submit" button is located at the bottom right of the form and is circled in red. Below the form, there is a "Display a menu" button.

The Presbyterian Church of Queensland
Making Jesus Known

HOME CONTACT LOGIN

Already a member, go to the [login page](#). Otherwise, register below:

First Name *

Last Name *

Role *

Your role within PCQ; e.g., Minister, Session Clerk, Elder, Ministry Worker, etc.

User Email *

Confirm Email *

Username *

User Password *

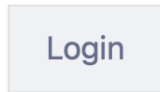
Confirm Password *

Submit

Display a menu

Step 5

Complete the Login Form and click the [Login](#) button



Please Note:

Use the Username and Password you setup during registration.

The screenshot shows a web browser window at pcq.church/login/. The page header includes the logo for "The Presbyterian Church of Queensland" with the tagline "Making Jesus Known" and navigation links for "HOME", "CONTACT", and "LOGIN".

The main content is split into two sections:

- Login (light blue background):** This section is highlighted with a red border. It features the heading "Login" and the text "Already a registered user?". Below this is a list item: "Please login below then continue to the [Charge Ministry Form](#)." A white form box contains the following elements:
 - Section heading: "Login"
 - Label: "Username or Email *"
 - Input field: A grey text box for the username or email.
 - Label: "Password *"
 - Input field: A grey text box for the password with a toggle icon on the right.
 - Checkbox: "Remember Me" with an unchecked box.
 - Link: "[Lost your password?](#)"
 - Text: "[Not a member yet? Register now.](#)"
 - Button: A grey "Login" button, which is circled in red.
- Register (yellow background):** This section is highlighted with a yellow background. It features the heading "Register" and the text "Need to register?". Below this is a list item: "Before completing the [Charge Ministry Form](#) you must first register on this site. To register as a user of this site please click the button below." A black button with the text "Register Now" is centered below the list.

At the bottom of the Login section, there is a link: "Continue to the [Charge Ministry Form](#) >".

Step 6

Click the link to go to the Charge Ministry Form

[Continue to the Charge Ministry Form >](#)

The screenshot shows a web browser window with the URL `pcq.church/login/`. The page header includes the logo for The Presbyterian Church of Queensland, the tagline "Making Jesus Known", and navigation links for HOME, CONTACT, and LOGIN.

The main content area is split into two columns. The left column, titled "Login", has a light blue background and contains the following text:

- Already a registered user?
- Please login below then continue to the [Charge Ministry Form](#).

Below this is a user dashboard for "tester@pcq.church" (Terry Tester). The dashboard includes a navigation menu with "Dashboard", "Profile Details", "Change Password", and "Logout". The main content of the dashboard says:

Welcome, tester@pcq.church

Terry Tester

From your account dashboard you can edit your [profile details](#) and [edit your password](#).

Not tester@pcq.church? [Sign out](#)

At the bottom of the login page, there is a link: [Continue to the Charge Ministry Form >](#). This link is circled in red.

The right column, titled "Register", has a yellow background and contains the following text:

- Need to register?
- Before completing the [Charge Ministry Form](#) you must first register on this site.
- To register as a user of this site please click the button below.

Below this text is a black button labeled "Register Now".

At the bottom of the browser window, there is a "Display a menu" button.