

1. Introduction

2. Logging in to the platform

2.1. Using a PC/laptop

2.2. Using a mobile phone or tablet

3. "MY PROFILE"

3.1. Background

3.2. Access and Editing

3.3. Personal Privacy Settings

4. "MY CENTRES"

4.1. Content

4.2. Choice of Centre

4.3. Leaving/Swapping/Adding Centres

5. SUNDRY

Platform pages not covered in 1 – 4 above

6. NON-USE OF DEVICES

For members who may not have access to or do not use a PC, laptop, tablet or mobile phone

7. CONCLUSION

7.1. How to log out

8. APPENDICES

[APPENDIX 1: Privacy settings in more detail](#)

[APPENDIX 2: Email settings](#)

USER GUIDE FOR THE HORIZONS MEMBERS' PLATFORM

1. INTRODUCTION

The Horizons members' platform (the "platform") provides information for its members provided by both Horizons nationally and from members' own local centre (or centres).

This guide gives an overview of what information can be found in the platform, how to access it and how to use PCs/laptops, tablets and mobile phones ('devices') to do this. It is not intended to be an exhaustive manual but a brief explanation how to access this information. Familiarisation is the best way of understanding all that is available.

The platform can be accessed from all devices but it should be noted that each type of device may have a slightly different screen appearance to the other types of devices. In particular, on a mobile phone and tablet some of the information may appear partly hidden and 'drop-down menus' may be vertically presented as opposed to being horizontally presented as on PCs/laptops. This is due to the much smaller viewing screen on mobile phones and tablets. For this reason, it is recommended that when first viewing the platform you use a PC/laptop as this will give you the full view of the content. Once you are familiar with the presentation of the information you will know what to look out for on the smaller screens.

One of the big changes from the previous platform is that you can now make online changes to your own, profile, through the **My Profile** function, as explained in Section 3 below. It is important that changes to any of your contact details are updated as soon as possible. Changes made take immediate effect.

If you do not use computers or do not wish to use this online capability to update your profile then you can still advise changes by writing or emailing the National Membership Secretary with details or advising one of your local committee members, as detailed in Section 6 below.

In order to be able to log in to the platform, a member must have received an invitation to register their personal profile, completed the registration process and set their password. When registering, it is recommended that you use the password generator in your browser to create a strong password and save it for you.

If you are an existing Horizons member but have not received an invitation, please send an email to: admin@horizonsmail.co.uk giving your full name and postal address.

USER GUIDE FOR THE HORIZONS MEMBERS' PLATFORM

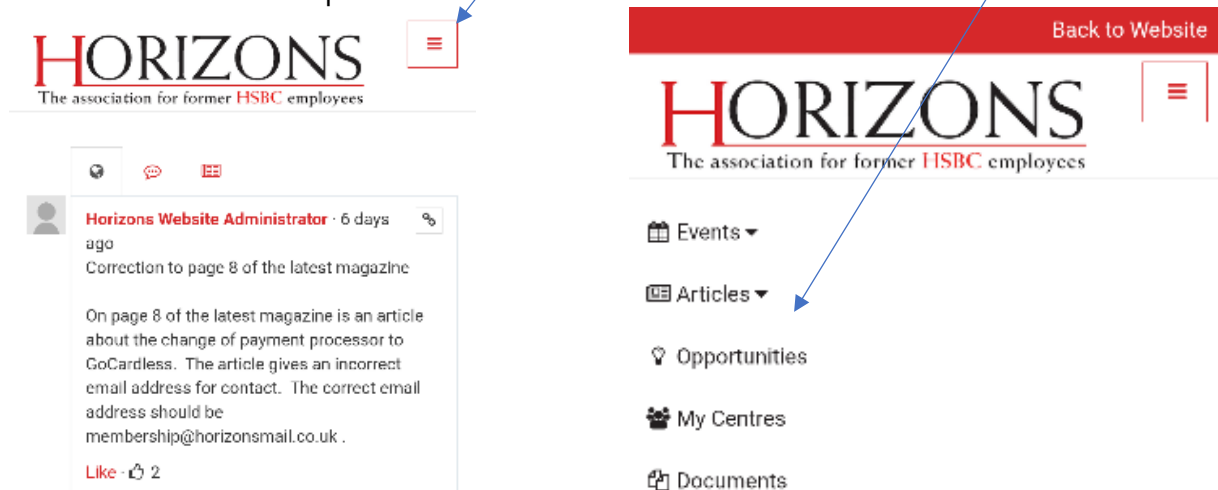
2. HOW TO LOG IN USING DIFFERENT DEVICES

2.1 Logging in to a PC or Laptop

- Type <https://members.horizons.life> into your browser address bar.
- Alternatively, you can type <https://www.horizons.life/> to go to the public facing website and click on **Login** in the top right corner.
- Input your email address and password. Then click on **Login**.
- This will open up the platform on a page that shows recent messages and articles from Horizons Nationally and allows access to all the information held in the platform. It also shows the main menu across the top of the screen.
- You can also set a bookmark to the member platform. For Chrome and Firefox browsers on a computer, click the star to the right of the address bar or hold down Ctrl and press 'D'. For a Mac, you can use **Command + D**.

2.2 Logging in to a Tablet or Mobile

- Type <https://members.horizons.life> into your browser address bar. **HINT** – why not bookmark this link?
- Alternatively, you can type <https://www.horizons.life/> to go to the public facing website and click on the login icon (two horizontal lines ☰ at the top right) and then on the next screen click on **Login**.
- Input your email address and password. Then click on **Login**.
- This will open up the platform on a page that shows recent messages and articles from Horizons Nationally. This page allows access to all the information held on the platform, as described below.
- Click on the three horizontal lines at top right. This opens up the main menu, down the left side of the screen and it also shows your name below the menu with a dropdown arrow, to the right, to more options. You may need to 'swipe up' to see these further options.



USER GUIDE FOR THE HORIZONS MEMBERS' PLATFORM

3. "MY PROFILE"

3.1 Background

The new platform was automatically populated with members' data held on the previous one. **My Profile** uses this data.

When the data was migrated over, the default setting was for members' personal information to be set to hidden from other members. If you didn't change this when you initially signed up then it will still be hidden. If you wish to change this, please see 3.3 below.

If a member does not have the use of a suitable device or does not want to use one to implement changes then it is necessary to advise the changes by post or email to the National Membership Secretary. Or a member can advise one of their centre's committee members who will forward details to the latter. Please see Section 6 for further details.

3.2 Access and Editing.

- Log in, as in Section 2.1 or 2.2 above.
- Click on the dropdown arrow next to your name and then click on **My Profile**. (For a mobile or a tablet, it may be necessary to 'swipe up' the screen by your name to see the drop-down options.)
- This will open up your own profile.
- **My Profile links directly to (and feeds) the Horizons Database and this is why any changes regarding methods of communication with you (home address, telephone number or email address) need to be amended by you in My Profile as soon as possible after the change to ensure that Horizons has up-to-date information on file.**
- To edit the content, click on the on-screen little pencil/crayon icon (**Edit**). Make the changes, check them and **save them**, using **Save** or "Discard changes" (at the top of the page) as necessary.
- Have a quick check that any changes made have worked correctly.

Tip: This is an easy way for you to advise Horizons of any changes as to how you can be communicated with and it is instantaneous.

USER GUIDE FOR THE HORIZONS MEMBERS' PLATFORM

3.3 Personal Privacy

- As stated above, the original default position is that your profile cannot be seen by other members, unless you take steps to allow some or all of your data to be seen. i.e. to opt-out of the default setting.
- How to exercise the opt-out option varies slightly depending on the device used.
 - **For a PC/laptop:**
 - Proceed as in 2.1 above,
 - Click on the dropdown arrow next to your name
 - Click on ⚙ **Settings** and then ▪ **Privacy**, in the left-hand menu.
 - **For a tablet/phone:**
 - Proceed as in 2.2 above
 - Click on the three horizontal lines at top right
 - Click on the dropdown arrow next to your name
 - Click on ⚙ **Settings**
 - Click on the red box with three cog wheels at the  top left
 - Click on ▪ **Privacy** in the left-hand menu.
- After either 'route', you will see all the boxes are ticked ("Hide my") i.e. the default position (unless you have already made changes) hiding details from other members.
- If you want other **H**orizons members to be able to see your name, untick the last box "Hide my **Profile** from the address book and centre participant list".
- If you want other **H**orizons members to be able to see any of your other details, choose what you want to be seen by unticking the appropriate box or boxes.
- Any changes will be automatically saved.
- To confirm that other members can only see what you want them to see, ask a friend/member in the same centre if they could look to see if your profile is showing in **Participants** (4.1 below) on their device so that you can then see what everybody else can or cannot see of your profile.
- *Remember, whatever you "unhide" from your profile will be available for all members to see **provided that you have unticked the last box.***

Please also see [Appendix 1 - Privacy](#)

USER GUIDE FOR THE HORIZONS MEMBERS' PLATFORM

4. "MY CENTRES"

4.1 Content.

Each local centre has its own pages within the platform. Information in these pages is provided by your centre's committee.

The pages can be found by clicking on **My Centres** in the main menu (see section 2.1 for PCs/laptops and section 2.2 for tablets/mobiles). Then click on the name of the centre (in red) that you want to access.

The following are the pages that are displayed beneath the centre's name and examples of what they may include:

"Centre Details": Typically, this includes a 'greeting', committee members' names, diary highlights, news etc.

"Discussion": This is for centre announcements or news such as forthcoming events or announcing that photos or documents have been uploaded. Members of the centre can comment on the posts, for example to express their interest in an event.

"Files": Documents, photos, booking forms are stored here. These can include, for example, annual AGM documents or photographs and descriptions of events or trips undertaken etc.

"Participants" Once registered, local centre members will appear here, so really it is a directory of registered members. However, members will only appear here if they have chosen to 'unhide' their profile (see [Section 3.3](#) above and [Appendix 1 - Privacy](#) for a fuller explanation).

4.2 Choice of Centre Affiliation

Hitherto, members were allocated to a local centre based on their postcode but they could change the centre if they wished. Additionally, members were able to add a secondary centre affiliation should they wish. With the new platform, members can now choose to be members of as many centres as they wish and participate in any of their local activities. This is at no extra cost to the annual subscription.

USER GUIDE FOR THE HORIZONS MEMBERS' PLATFORM

4.3 Leaving/Swapping/Adding Centres

To leave a centre:

- Click **'My Centres'**.
- Click the name of the centre you want to leave
- Click **Leave centre**
- Click **Confirm**

To join another centre:

- In the main menu click  **Members** then  **Centres**
- Click on the name of the centre you want to join
- Click **Join** on the right side.

To join more centres:

- Repeat the three previous steps to join them.

5. SUNDRY.

In addition to the above, the main menu has various options to access. These provide information on a 'national' basis. Examples are:

"Members > Address Book": A directory of all **H**orizons members who have chosen to 'unhide' their details.

"Articles": : **H**orizons Official Documents, **H**orizons AGM details, guides and similar

"Opportunities": Online copy of latest magazine, Facebook Groups, Offers, etc.

"Documents": Past Magazines, Management Committee Meeting Minutes, Obituary Lists, Midland Bank Griffins newsletters, etc.

Lots of other information is also included and you are encouraged to investigate what is available.

USER GUIDE FOR THE HORIZONS MEMBERS' PLATFORM

6. NON-USE OF DEVICES.

If you do not have the use of any suitable device or do not wish to use one to implement changes then you can communicate the required changes to either a local centre committee member (who will pass it on) or you can write to, or email, Horizons' National Membership Secretary: *Paul Sullivan, 2 St Cuthberts Court, Ackworth, Pontefract West Yorkshire WF7 7HN* or email: membership@horizonsmail.co.uk.

7. CONCLUSION.

Hopefully you will be able to look round the whole platform and familiarise yourself with it. Most of what was on the previous site is on the new one, just in slightly different places. Don't worry about testing out the various drop-down menus, the only things that you can change are in your **My Profile** page, so exploration of other pages will not change the content nor send the system down!

7.1 To log off, click on My Profile and then click on **Logout.**

Tip. It is recommended that you log off after you have finished. If you do not log off then the next time you access the platform by typing in <https://members.horizons.life> (or if your browser auto completes this), then you will go straight into the site without having to input your email address and password.

USER GUIDE FOR THE HORIZONS MEMBERS' PLATFORM

APPENDIX 1 - PRIVACY

When creating the new platform care was taken to ensure that members had control over their own data and that only they could permit others to see some or all of their personal data. How this works is set out below and is applicable to both existing members, who were migrated over from the previous system, and new members¹.

Your **My Profile**, whether you are an existing or new member, was created with a default setting that means your information is not visible to any other member, unless you permit some or all of the information to be viewable. If you do allow this then it will be viewable by all Horizons members, nationally.

You can see your 'Privacy' settings by following the steps in Section 3.2 of the main Guide to arrive at the 'Privacy Settings' screen.

 Privacy Settings 
☒ Hide my Email from My Profile
☒ Hide my Address from My Profile
☒ Hide my Phone number from My Profile
☒ Hide my Mobile Phone number from My Profile
☒ Hide my Profile from the Address book and Centre participant list

The table shows all boxes ticked i.e. the original default setting - other members cannot see any of your profile

If you want your name to appear in the Horizons address book and your centre's own address book (i.e. in **Participants**), which allows other members (nationally) to search for your name, you need to untick the bottom option of the privacy settings. You can untick other options if you would like more of your information (e.g. email address) to be available to other members. Any changes are automatically updated.

¹ For the purposes of this Guide, "new members" means anybody who was not recorded on the previous database, but who has joined Horizons since.

USER GUIDE FOR THE **H**ORIZONS MEMBERS' PLATFORM

If you have any concerns on the status of the privacy of your data then ask a fellow member (of the same centre) what they can see of your profile, as follows:

- They need to log into the platform using their own login details.
- From the main menu they click on 'My Centres'
- Click on the centre's name
- Click on '**Participants**'.
- This shows a list of all your local centre members who have allowed some or all of their personal information to be unhidden. If your name is not there then all your privacy boxes are ticked and nobody can see any of your personal information. If your name is there then you must have unticked some or all of your 'Privacy' boxes.
- If any of your boxes need amending, then you need to log into your account with your own login details and proceed as in Section 3.2 of the Guide.

If you have concerns about asking a fellow member to 'look at your profile' in this way, remember that they will only be able to see what they and all other members can already see!

If you log into your account and then into **Participants** and click on your own name, you will see your own information but do not worry. Nothing will be visible to other members unless, of course, you have already unticked some or all of your 'Privacy' options, as above.

Final point. It is best not to delete any of the contact information from 'My Profile' unless you definitely do not want contact from **H**orizons via any of the media included because it will also delete it from the **H**orizons database. For example, if you do not want any correspondence by post and delete your address this would mean that **no post of any kind would be sent to you from **H**orizons** (either nationally or locally). This means you will not even receive a posted copy of the quarterly magazine.

USER GUIDE FOR THE HORIZONS MEMBERS' PLATFORM

APPENDIX 2 – EMAIL SETTINGS

HOW TO CHOOSE WHICH EMAILS YOU RECEIVE FROM HORIZONS

You can choose whether or not to receive emails from Horizons and its centres but remember that if you choose not to receive specified emails, Horizons will not contact you by email about those specified email types, and the only contact you will receive is the paper magazine if you have selected that option.

To manage your email preferences:

1. Log in to your Horizons account, click your name icon (see sections 2 & 3 of this guide) and select
Settings
2. Click **Emails > Email Settings** in the left hand menu
3. You will see the following:

 Email Settings
☒ All emails (Recommended)
☒ Updates from the Local Centres
☒ Local Centre Emails
☒ Local Centre Lunches
☒ Bank Workers Charity Updates
☒ Horizons Nationally Emails
☒ Obituary Notices

4. Your profile was set up with a default setting of receiving "All emails (**Recommended**)" i.e. the top option.
5. **Tick** or **untick** any of the categories listed.
 - a. Unticking a category will stop those emails from being sent to you.
 - b. Ticking **All** (first option - recommended) will ensure you receive all types of email.

If you do not wish to receive **ANY** emails from Horizons, please untick all boxes and also send an email to membership@horizonsmail.co.uk. Please note that you may still receive emails relating to your subscription and any notifications that Horizons is required to send out.