

Getting Started

First, Go to <https://www.hugofox.com>



Everything you need to get online

and click



This will bring up the following screen

I am creating this account for a

- ☐ Parish Council
- ☐ Business
- ☐ Tradesman
- ☐ Club/Charity

Email

Email (Confirm)

Password

TOO SHORT

Password (Confirm)

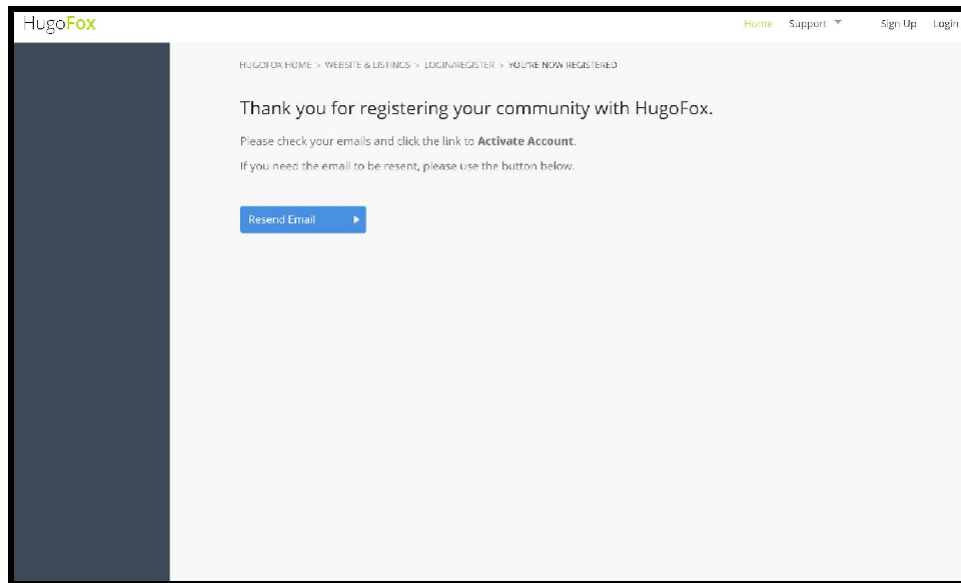
Terms and Conditions

Please confirm that you have read and agreed to the terms before continuing

☐ I agree to the terms and conditions

Select your account type then fill in the required details and click Register.

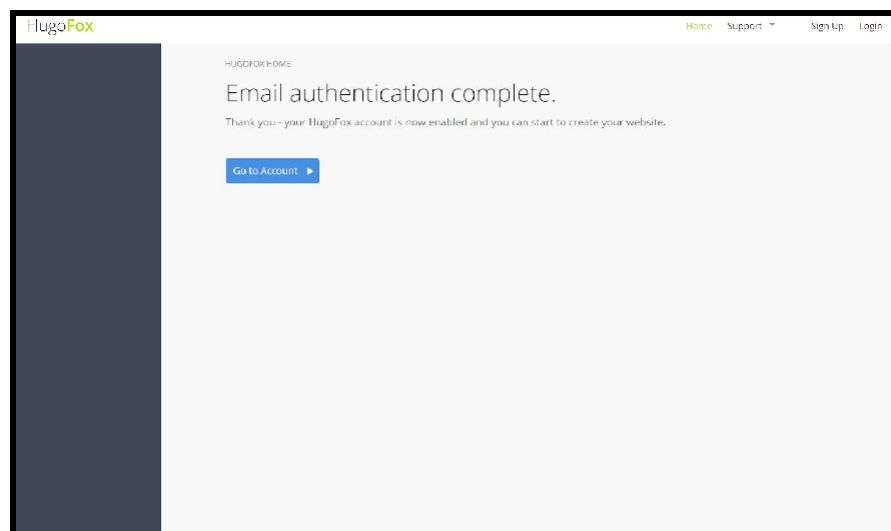
This will then create your account and bring up the following screen.



Check your email. You will receive an email from HugoFox. Open the email and click the 'Activate Account' button. If you don't receive the email Click resend.

if you still do not receive one Contact Team@hugofox.com

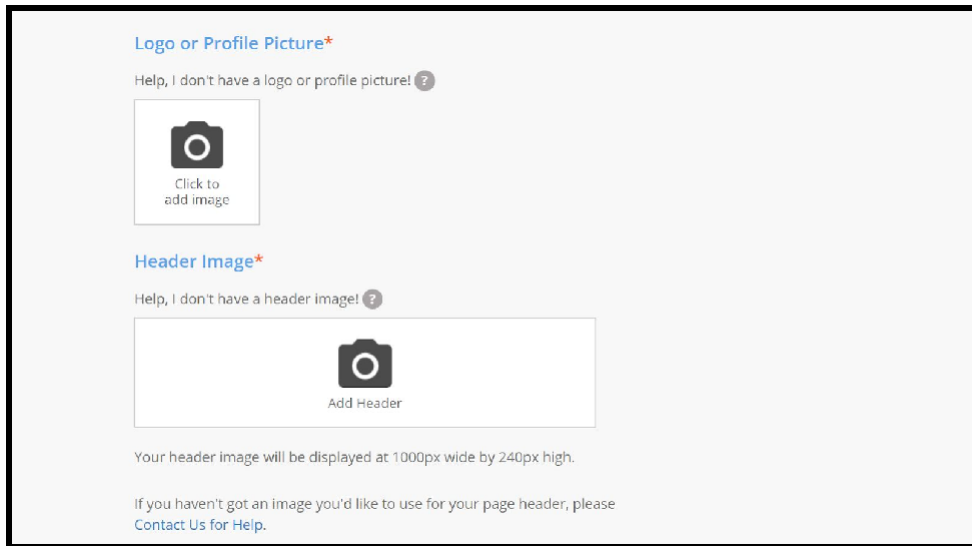
Congratulations! Your registration for HugoFox is complete. Click on the 'Go to Account' button



This will open up your website's profile so you can fill in your details.

A screenshot of the HugoFox user profile setup page. The header shows the HugoFox logo, navigation links (Home, Support), the user's email (mwp24750@icloud.com), and links for My Account and Log Out. A dark sidebar on the left contains a menu with options like Dashboard, Website, News, Events, Jobs, Offers, My Account, Profile, Opening Hours, Social, Donate Now, Users, Google Calendar, Google Analytics, Receipts, Change Password, and Log out. The main content area has a message: "Please complete the required fields below to start using HugoFox." with "Save" and "Cancel" buttons. Below this is the "Profile" section, indicating the account type is "Community". It asks the user to complete information to set up their account. A red asterisk indicates required fields. The "Community Details" section includes: "Organisation Name" with a text input field containing "Test"; "Category" with a dropdown menu showing "Select"; "Location" with a text input field containing "Start typing to find your location"; and "Domain Name" with a text input field containing "team@hugofox.com". At the bottom, there is a section for "Organisation Address" with a note: "The location of your organisation. If you do not have a fixed".

Further down this page you can add your Logo or Profile Picture and header image. Images really help make your pages stand out, so choose an image that best represents your club or community group.



The screenshot shows a web form with two main sections. The first section is titled "Logo or Profile Picture*" in blue text. Below the title is a link "Help, I don't have a logo or profile picture!" with a question mark icon. There is a square button with a camera icon and the text "Click to add image". The second section is titled "Header Image*" in blue text. Below the title is a link "Help, I don't have a header image!" with a question mark icon. There is a rectangular button with a camera icon and the text "Add Header". Below this button, a note states "Your header image will be displayed at 1000px wide by 240px high." At the bottom, a message says "If you haven't got an image you'd like to use for your page header, please [Contact Us for Help.](#)".

Logo or Profile Picture*

[Help, I don't have a logo or profile picture!](#) ?

Click to add image

Header Image*

[Help, I don't have a header image!](#) ?

Add Header

Your header image will be displayed at 1000px wide by 240px high.

If you haven't got an image you'd like to use for your page header, please [Contact Us for Help.](#)

Once you have uploaded your images click 'save'. You can come back to edit this page at any time.

You can now ready to create your 'About us' page.