

# CCQG Website Presentation

## February 2023

### Overview of Home Page

Upcoming Events

What's New

Tabs Available to Public:

Calendars/Workshops/Add to Calendar

Community Projects

Help

### Log In To Access Members Tab

Head

First Time: Request a new password, you create a password that is unique to you

Land on your personal Profile page

Membership Card

Review information for accuracy

Edit

Fill in Volunteer items

Email Subscriptions; sign up for Members Forum (send email to group)

Registrations

Invoices and payments

### Members Tab

Directory

Email individual member

Open member profile to get phone, address, and email individual members

Print version of Directory

Executive Board/Governing Documents

Library

Members Forum

Members Gallery

Newsletter

Resources

Website Training for Members

### Catalog

## **How do I login to the CCQG website for the first time?**

If this is [your first time logging in](#), enter your email address and click on “Forgot Password”. You will be sent an email to create your personal password.

Once you have entered your email and new password, you will be prompted to accept the terms and conditions.

Then, look through your profile information and verify your contact information (email, phone, address, etc.) are correct.

## **How do I log into the CCQG Website?**

1. Go to the [Crystal Coast Quilters’ Guild](#) website.
2. Click on the “Member Icon” in the upper right corner of the page.
3. Enter your email and password.

## **How do I correct my address, phone number or email in my profile?**

1. Log into the website.
2. Click on the “Edit Profile” button located at the top left of the page.
3. Enter the correct information.
4. Click on the “Save” button.

## **How do I add my photograph to the directory?**

1. Log into the website.
2. Click on the “Edit Profile” button located at the top left of the page.
3. Click on the “Choose File” button next to Profile Picture.
4. Locate the photograph on your computer and click “Open”
5. Click on the “Save” button.

## **How do I know who is a current Guild member?**

1. Log into the website.
2. Click on the “Members” tab located at the top of the page.
3. Click on “Directory” in the dropdown menu.

As soon as a new member registers and pays, their name is entered into the directory, so the directory is always current.

## **Does the directory list the name, email, and phone numbers for current members?**

Yes. The Directory is set up in alphabetical order by last name and the initial viewing format includes the name, email, and phone number for each member.

1. Click on the members name and additional information will be available: address, Where would you like to help?, and What skills do you have?
2. Click on the "Send Message" button and you can email the member directly.

### **How do I get a print version of the Directory?**

1. Log into the website.
2. Click on the "Members" tab located at the top of the page.
3. Click on "Directory" in the dropdown menu.
4. Click on the "Print Version" link located in the upper right of the page.

### **How do I email a Guild member?**

1. Locate the Guild member's name in the Directory.
2. Click on their email address and write your email.

OR

1. Locate the Guild member's name in the Directory.
2. Click on their name and open their profile.
3. Click on the "Send Message" button.
4. Write your email and click on "Send".

### **How do I email the entire Guild at one time?**

1. Log into the website.
2. Click on the "Members" tab located at the top of the page.
3. Click on "Member Forum" in the dropdown menu.
4. Click on the "Create Topic" button and write your email.
5. Click the "Create" button.

You must be Subscribed to the Member's Forum in order to receive notification when someone has responded to your email.

### **How do I find out when and where the meeting is being held?**

The Calendar lists Guild sponsored meetings, workshops, drop-in sewing, and social times; in addition, to other non-Guild sponsored activities (Quilt shows, Shop Hops, etc.) throughout the area.

1. Click on the “Calendar tab” at the top of the page.
2. Go to the calendar.
3. Click on the activity that you are interested in, and a full explanation of the activity will open for your viewing.

CCQG sponsored activities are colored “Green”. CCQG Workshops are colored “Orange”. Non-CCQG sponsored activities are colored “Blue”.

### **How do I know if I have registered and paid for an Event?**

1. Log into the website.
2. On your profile page, Click on “My Event Registrations” to see a list of the Events that you are registered for.
3. Click on “Invoices and Payments” to see a list of your payments.

### **How do I register for an Event or workshop?**

The Calendar lists Guild sponsored workshops, lectures, and special events that require registration and payment.

1. Click on the “Calendar tab” at the top of the page.
2. Go to the description of the Event or workshop.
3. Click on the name of the Event and a detailed explanation will open for your viewing.
4. Click on the “Register” button and complete the registration form.

### **How do I pay for an Event or workshop?**

Payment for an Event or workshop can be completed “Online” at the time of registration or “Offline” by giving a check or cash to the Guild Treasurer.

#### **Online Payments:**

1. Complete the registration form for the Event.
2. Click “Online” payment.
3. Enter your credit card information and click “

#### **Offline Payments:**

1. Complete the registration form for the Event.
2. Click “Offline” payment.
3. An invoice will be generated, and a “Balance Due” message added to your Profile.

4. Give your check/cash to the Guild Treasurer or Mail your check to:

Crystal Coast Quilters' Guild

P.O. Box 1819

Morehead City, NC 28557

### **How do I add Events and Activities from the Guild Calendar to my personal calendar?**

1. Click on the Event/Activity in the Calendar that you are interested in attending and open the full description.
2. Click on the "Add to my Calendar" link located in the upper right of the page.
3. Click on the calendar type (Apple, Google, Outlook, etc.) in the dropdown menu.

All information about the Event will be added to your calendar (phone, computer) without having to type it.

### **How do I join the Member Forum?**

1. Log into the website.
2. Click on the "Members" tab located at the top of the page.
3. Click on "Member Forum" in the dropdown menu.
4. Click on "Subscribe" and join the conversations.

### **How do I get a current membership card?**

Membership cards are available on your profile page.

1. Click on the "Image Optimized for Smartphones" link to save the card to your phone.
2. Click on the "Printable PDF" link to print it out and put it in your wallet.

### **How do I share pictures of my quilts with my friends in the Guild?**

1. Log into the website.
2. On your profile page, Click on "Member Photo Album".
3. Click on the "Add Album" button.
4. Type in the name of your album and click "Submit".
5. Click on the "Upload Photos" button.
6. Click on the "Choose File" button and locate the photos that you want to share. Click Open.
7. Click "Upload".

OR

1. Log into the website.
2. Under the Members tab, Click on “Members’ Photo Gallery”.
3. Click on the “Upload” button.
4. Click on the “Choose File” button and locate the photos that you want to share. Click Open.
5. Click “Upload”.
6. After uploading, click on your photo to see the gray edit button. Enter your name and any other information you would like in the box and click save. Your caption will show under the thumbnail version when the cursor is placed on it, and in a box under the photo in the larger slide show view.