

Registering and setting up your page on the Quilters Guild website

Registering with the site will give you access to the Members Area as well as the opportunity to add information about yourself as well as pictures of your quilts for the Members Showcase.

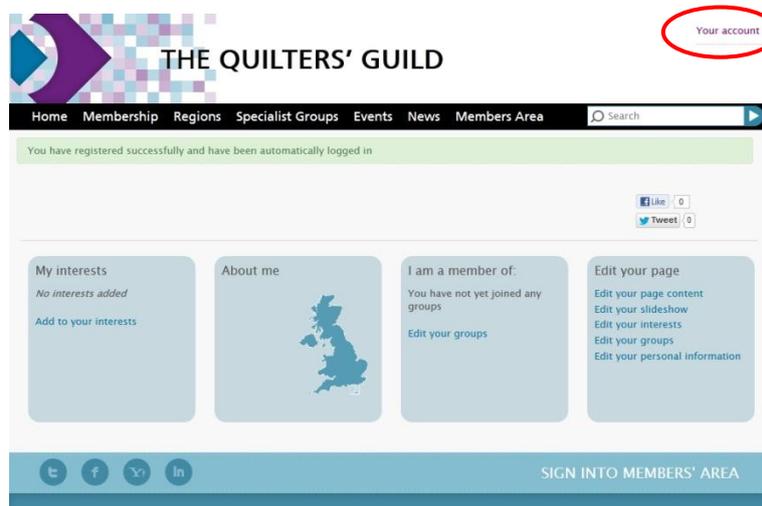
If you are a teacher, speaker or willing to take on Commissions you can add this information to our searchable database.

Either follow the links on the website or go to

www.quiltersguild.org.uk/members/register

Complete the form (There are no special requirements for the password but good practice suggests a minimum of eight characters including a mix of upper and lower case letter and numbers.) and then click on **Register**.

Once you have registered you will see the following page – the message in the top right hand corner will say **Your account** whilst you are signed in



Once you are signed in you can add as much information about yourself as you wish. The following notes will help you make the most of your personal page, based on the headings in the blue box on the right of your personal page:

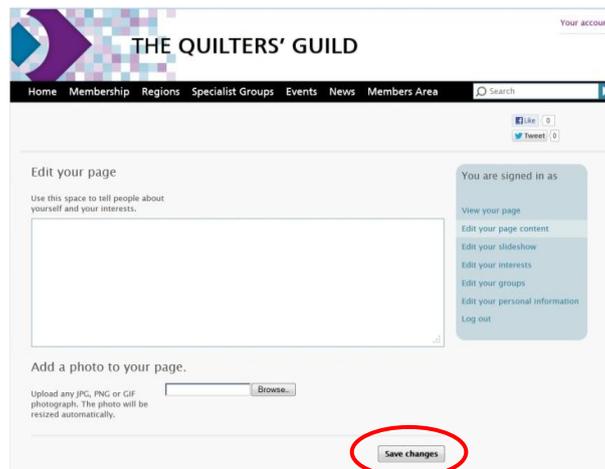


Edit your page content

A few sentences on this page will provide a background to the pictures you upload - how did you get into quilting, what you are doing now, who inspires you, what is your favourite technique?

If you have a blog or website add the address here, it will automatically display as a link on your page when you save the changes.

You can add a single photo here if you want, either of yourself or a favourite quilt, but it isn't essential. Do note that it needs to be portrait format and won't appear in your Member of the Day slideshow. Remember to click on **Save changes** each time you edit your photo or text



Edit your slideshow

Choosing which pictures to upload is for some the hardest part. Choose pictures of your quilts without hands and feet (!) or too much background. If you know how to crop your pictures do so before uploading them. If you haven't cropped pictures before but would like to really make your quilt the focus of your picture take a look at <http://pixlr.com/express/> which lets you adjust your pictures without having to download any special software.

You can upload several pictures at once, the first quilt that you choose will be the front 'page' of your slideshow.



Once you have uploaded your pictures you can add a short (20 words maximum) description or delete them if you've added the wrong ones, or simply want to update your gallery.

Again, remember to click **Save Changes** when you have finished uploading.

Edit your Interests

Adding your patchwork and quilting interests allows other members with similar interests to search for you. You can be as specific as you like e.g. if you like appliqué but only ever do needle-turned appliqué, say so. Your interests will appear as 'Tags' or labels at the bottom of the members' pages.

To add interests of more than one word use quotation marks e.g. "needle turned appliqué".

The screenshot shows the 'How to edit your interests' page. It includes a 'You are signed in as' sidebar with options like 'View your page', 'Edit your page content', 'Edit your slideshow', 'Edit your interests', 'Edit your groups', 'Edit your personal information', and 'Log out'. The main content area has instructions on how to add interests, a text input field with a 'Save changes' button, and a 'Popular tags' section with various quilting-related tags like 'Contemporary Quilt', 'Traditional Quilt', 'Patchwork', and 'Applique'. The website logo and contact information are also visible.

To find members with a particular interest click on a Tag to see a list of members who share that interest.

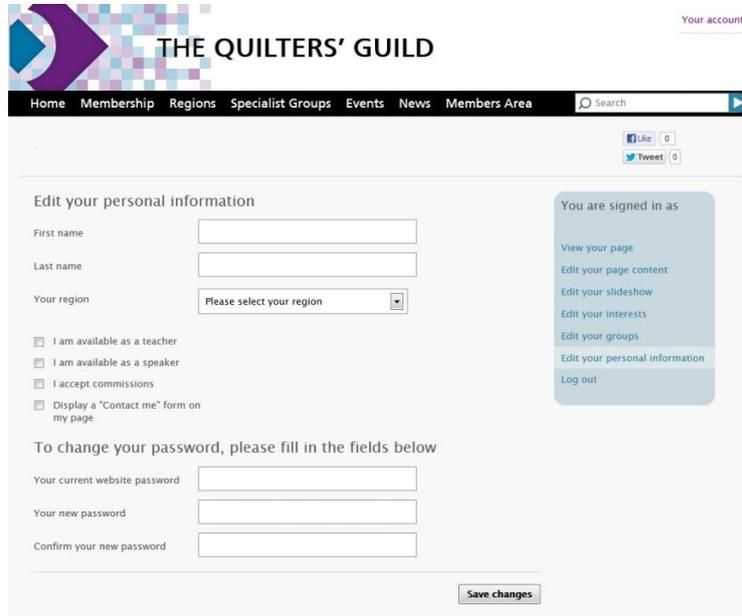
Edit your groups

Use this space to list any groups, real or virtual that you belong to; you never know when someone in your Region is looking for a group to join!

The screenshot shows the 'How to edit your groups' page. It includes a 'You are signed in as' sidebar with options like 'View your page', 'Edit your page content', 'Edit your slideshow', 'Edit your interests', 'Edit your groups', 'Edit your personal information', and 'Log out'. The main content area has instructions on how to add groups, a text input field with a 'Save changes' button, and a search bar. The website logo and navigation menu are also visible.

Edit your personal information

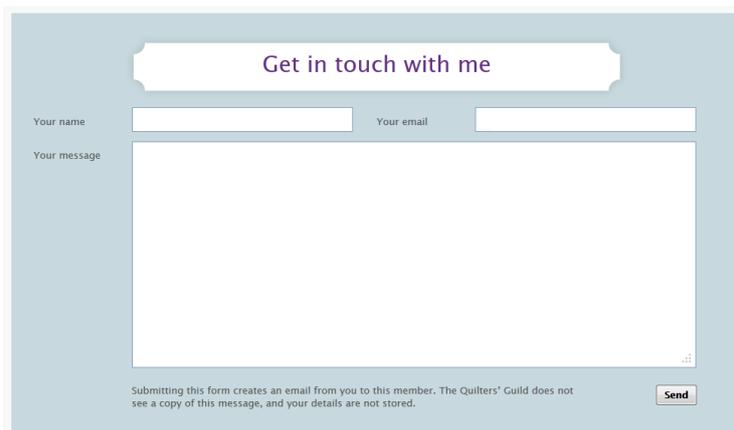
Use the space on this page to provide the name that you are commonly known by, and the Region in which you live.



The screenshot shows the 'Edit your personal information' page on the The Quilters' Guild website. The page has a header with the logo and navigation menu (Home, Membership, Regions, Specialist Groups, Events, News, Members Area). Below the header, there are social media links for Facebook and Twitter. The main content area is titled 'Edit your personal information' and contains several form fields: 'First name', 'Last name', 'Your region' (a dropdown menu), and four checkboxes for 'I am available as a teacher', 'I am available as a speaker', 'I accept commissions', and 'Display a "Contact me" form on my page'. Below these fields, there is a section for changing the password with three input fields: 'Your current website password', 'Your new password', and 'Confirm your new password'. A 'Save changes' button is at the bottom right. On the right side of the page, there is a sidebar with the text 'You are signed in as' and a list of links: 'View your page', 'Edit your page content', 'Edit your slideshow', 'Edit your interests', 'Edit your groups', 'Edit your personal information', and 'Log out'.

If you teach or speak or are willing to do commissions tick the appropriate boxes. Groups are always looking for teachers and speakers and people can search for teachers etc. by region.

If you want people to contact you, by e-mail, tick the box for **'Display a "Contact me" form on my page'**. This will add an extra section to the bottom of your page which allows people to send you a message without giving them your contact details:



The screenshot shows a contact form titled 'Get in touch with me'. The form has a light blue background and contains three input fields: 'Your name', 'Your email', and 'Your message'. The 'Your message' field is a large text area. At the bottom of the form, there is a 'Send' button and a small disclaimer: 'Submitting this form creates an email from you to this member. The Quilters' Guild does not see a copy of this message, and your details are not stored.'

Using this form creates an email from one member to another member. The Quilters' Guild does not see a copy of this message, and your details are not stored.

If you have any queries or need more help with using these pages please email website@quiltersguild.org.uk