

## 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.

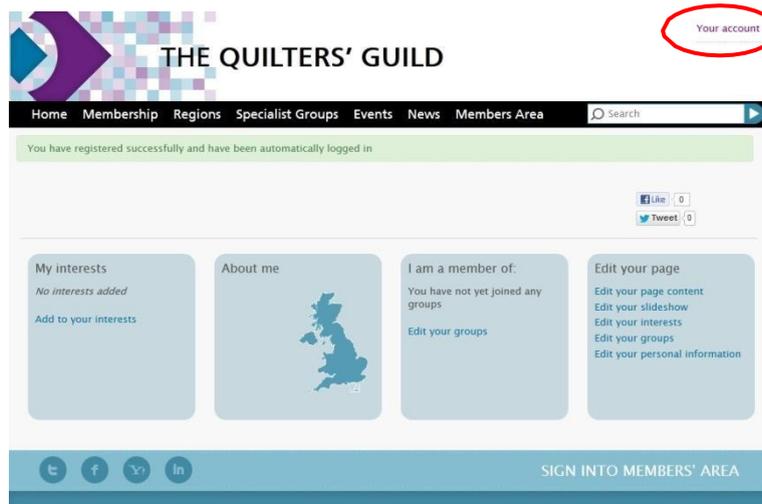
If you are a teacher and/or speaker or willing to take on commissions you can add this information to our searchable database.

Either follow the links on the website or go to

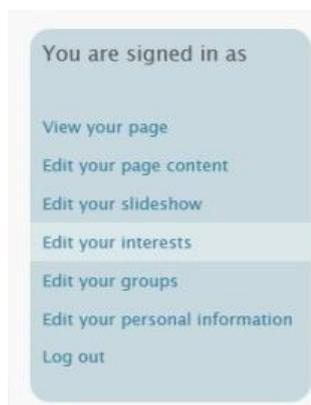
[www.quiltersguild.org.uk/members/register](http://www.quiltersguild.org.uk/members/register)

Complete the form (There are no special requirements for the password but good practice suggests a minimum of eight characters including a mix of uppercase and lowercase letters 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:

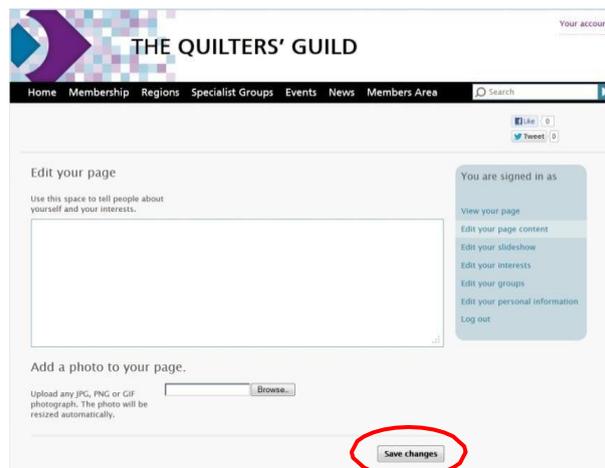


## Edit your page content

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. Remember to click on **Save changes** each time you edit your photo or text



## Edit your slideshow

This option is no longer supported on The Quilters' Guild website.

## 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".

**How to edit your interests**

This page lets you set and edit your interests. Doing this makes it easier for you to connect with other people who share those interests.

Add descriptions which explain your interests, such as "Contemporary quilting" or "Applique". Other people may share those interests, and will connect to you. Remember, if the description is too precise you won't find many people who share it. So try to use more general terms.

Start typing an interest, for example: Quilts. The website will suggest popular interests as you type.

You can select interests from the ones suggested by the site, or enter new interests.

Type an interest

contemporary quilt \* surface design \* pattern \* colour \*

Save changes

You are signed in as

- View your page
- Edit your page content
- Edit your slideshow
- Edit your interests
- Edit your groups
- Edit your personal information
- Log out

POPULAR TAGS

traditional Contemporary Quilt  
 Traditional Quilt history surface design Join  
 Members Young Quilters quilting group beginners  
 Quilting Miniatures Patchwork Embroidery  
 Contemporary Painting Artquills Applique  
 quilts Handquilting Reading  
 Contemporaryquilting all Mixed-media

**The Quilters' Guild**  
 The Quilters' Guild of The British Isles St  
 Anthony's Hall, Peasholme Green York  
 YO1 7PW  
 admin@quiltersguild.org.uk  
 t: 01904 613242 | f: 01904 632394

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 QUILTERS' GUILD

Home Membership Regions Specialist Groups Events News Members Area Search

How to edit your groups

This page lets you set and edit the Groups you belong to.

Start typing a group, for example: "Young Quilters". The website will suggest the names of groups as you type.

You can select groups from the ones suggested by the site, or create entirely new groups.

Enter the name of a group

Please type a comma between the name of each group.

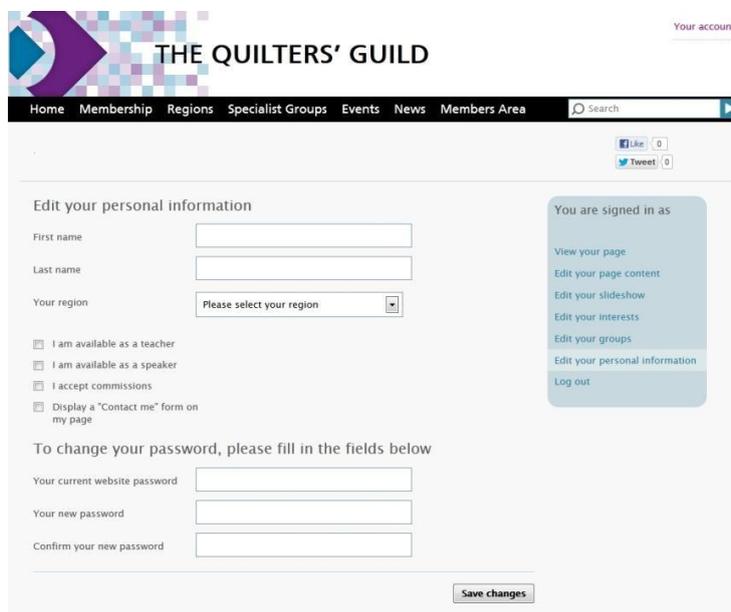
Save changes

You are signed in as

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- Edit your page content
- Edit your slideshow
- Edit your interests
- Edit your groups
- Edit your personal information
- Log out

## Edit your personal information

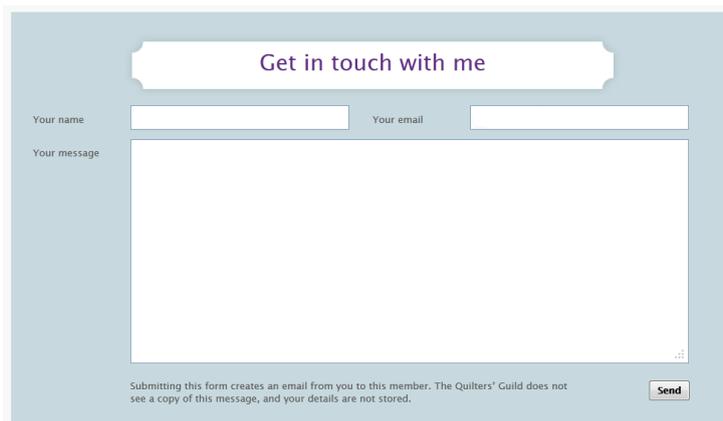
Use the space on this page to provide the name that you are commonly known by, and the Region in which you live.



The screenshot shows the 'Edit your personal information' page on the website. At the top, there is a navigation bar with links for Home, Membership, Regions, Specialist Groups, Events, News, and Members Area. A search bar is also present. The main content area is titled 'Edit your personal information' and contains several input fields: 'First name', 'Last name', and 'Your region' (a dropdown menu). Below these are four checkboxes: 'I am available as a teacher', 'I am available as a speaker', 'I accept commissions', and 'Display a "contact me" form on my page'. A section titled 'To change your password, please fill in the fields below' includes three password input fields: 'Your current website password', 'Your new password', and 'Confirm your new password'. A 'Save changes' button is at the bottom. On the right side, there is a 'You are signed in as' box with 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'. It has a light blue background. At the top, the title is in a white box with a purple border. Below the title are two input fields: 'Your name' and 'Your email'. Below these is a large text area for 'Your message'. At the bottom, there is a 'Send' button. A small disclaimer at the bottom reads: '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.

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If you have any queries or need more help with using these pages please email our National Website Officer via [website@quiltersguild.org.uk](mailto:website@quiltersguild.org.uk)