

# Island Quilters Guild Website Tutorial

Go to the web page [www.islandquiltersguild.org](http://www.islandquiltersguild.org)

In the left hand corner, just under “Island Quilters Guild” you see a box that says LOGIN/SIGNUP. Click on that box.

The box that opens in the center of the page defaults to SIGN UP. (I can’t change that)



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**BIG NOTE:** *If you are **already signed up as a user**, change the box by clicking in the right hand top corner where it says **I’M ALREADY A USER, LOGIN**. Click the blue word **LOGIN**. Enter your **EMAIL** and **PASSWORD**. I always check the box “Remember me.” You should be able to see all pages under **MEMBERSHIP**. If you cannot, please send me an email using the **CONTACT US** page shown below.*

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## **For those that are logging in for the first time,**

Enter your **EMAIL**

Enter any **PASSWORD** you want to use, something simple you will remember.

Enter the same **PASSWORD** again.

Click **GO**

A box will pop up that says

Success! Your member login request has been sent and is awaiting approval. The site administrator will notify you via email (**YOUR EMAIL HERE**) once your request has been approved.

Click **OK**

You still will not be able to log into the membership part of the site until your membership is approved.

## **To get your approval to happen faster -**

Click **WELCOME** on the menu bar

Click **CONTACT US**

Enter your **NAME, EMAIL, AND SUBJECT – I SIGNED UP**.

**CLICK SEND**

That sends the webmaster, (me, Kim Gyuricsko) an email alerting me to your waiting approval.

When I get that email, I’ll approve your membership and send you back an email telling you that you are set to go.

Next time you log in, make sure you change the box that opens to the user login box, and see the **BIG NOTE**. If it tells you that your email is already taken, you are trying to sign up again.

Important – if you did that, close the website and your browser and start over, but this time use the instructions listed by the **BIG NOTE**.

That’s it – enjoy!