

How to Log Onto the New Website

Our new website is at mcqg.org.

The page will look like this:

The screenshot shows the McKinney Quilters Guild website. At the top is a dark blue navigation bar with the text "McKinney Quilters Guild" in yellow. Below this are six menu items: "Home", "General Info", "Activities", "Members", "Resources", and "Gallery", all in yellow text. The main content area is divided into several sections. On the left, there is a "Next McKinney QG Meeting" section with details: Date: Tue, Jan 19, 2016; Time: 6:00 PM; Location: Heard-Craig Hall. Below this is a "Login" section with fields for "User ID:" and "Password:", and a "Login" button. To the right of the meeting details is a graphic of the state of Texas with a dashed outline, a needle and thread icon, and the text "McKINNEY QUILTER'S GUILD". Further right is the text "Welcome to McKinney Quilter's Guild". Below the meeting details is a "TAQG Newsletter" section with a link: "Click here to see the [TAQG 2nd Quarter newsletter](#)." Below that is a "Contacts" section for "McKinney Quilter's Guild" with the address "306 N. Church Street, McKinney, TX" and a list of officers: "President, M J Fielek", "Vice President, Stella Turner", and "Treasurer, Carol Surrells". On the right side of the page, there is a "December Guild Meeting - Tuesday, December 15, 6:45-9:00" section, followed by "McKinney Quilter's Guild famous Christmas Party", "Pot luck dinner", and a note: "Members with birthdays in the months of July through December are to bring their favorite holiday dish".

You can look at everything on the site except the area under the 'Members' Tab. To see what is under a tab, just put your mouse over it and they will be displayed.

All information that was in our directory is on the new website. Information that is considered private is under the 'Members' tab and is password protected. Only current members can see it.

The members tab is where you will find all the guild documents, forms, newsletters, directory, photos and where you will enter your hours.

At this time all you will see under 'Members' is 'Login'.

To main requirement to be able to log in is that your email address was correct with membership in October, 2015. You will enter your username which is the first letter of your first name followed by your last name. For instance: Dolores Williams' username is dwilliams, all lowercase letters.

The screen will look like this:

User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Process Login"/>	

To have your User ID & Password e-mailed to you, enter your e-Mail ID
<input type="text"/>
<input type="button" value="Process E-Mail"/>

The bottom box will allow you to reset your password. You will enter your email address and the system will send an email to you with a temporary password. You should log on with that password and go to your account and change your password.

If your email address was not correct in October, 2015, you will not receive the email. Email me at quiltingpony@hotmail.com. I will put your correct email address in your file and have the system reset your password. This way no one but you ever sees your password.

To change your password:

After you have logged on, go to 'Members', 'Membership Roster'.

Members are listed alphabetically. If the pictures are too small, put your mouse over them and they will be enlarged.

Click on your name.

You will see a page with some of your information. This is the information available to the other members and includes the information from our directory page.

Go to 'Change Information'.

Now you will see all your information. You can change anything except your username.

Pick a new password and enter it in the box. At the bottom of the page, click on 'Update Record' to have your information updated. The system will tell you the record has been updated.

Don't like your picture?

At the bottom of the Change Information page click on the word 'Browse' in the bottom box which starts with the word 'Picture'. Find your picture on your computer and click on it. Then click on 'Upload New Picture'. The system will tell you the picture has been uploaded.