



Instructions for Registering on the FRCQ website and Adding your Membership to the online Directory

- Slides 2 & 3 – How to get to the Registration site (step 1)
- Slides 4 & 5 – Create your new FRCQ website account (steps 2 & 3)
- Slides 5 & 6 – Log In and Add Membership (steps 4 & 5)
- Slides 7 to 9 – Input Membership data and answer some brief questions for us. (step 6)
- Slide 10 – Payment page (step 6 – final)
- Slide 11 – Your Done! Thank you screen.
- Slides 12 to 15 – How to update your profile and add/change photo

Step 1: Go to <https://artquilters.org>. At the home page, click on the “Join/Renew – Start Here” button along the menu bar



Step 2: When you click on **Join/Renew – Start Here**, you will be taken to this page. Follow the instructions, then go to Step 3 and hit “CLICK HERE”, as indicated below.

You can also find detailed instructions here.



Home About Us ▾ FRCQ Calendar Meetings and Workshops ▾ Galleries and Exhibits ▾ Resources ▾ **Join/Renew – Start Here** Member's Only Log Out Contact Us

Join or Renew FRCQ today!

Join this fun, lively artistic group of 250+ members. Our monthly meetings feature international, national or local speakers. Only members are eligible to participate in our dynamic workshops and excellent juried exhibitions. **Membership dues are \$35 a year.** Membership in FRCQ includes all meetings, a high-quality monthly online newsletter, eligibility to register for workshops, a member directory listing and access to a member-only portal.

Membership: To apply for membership **please read these instructions first.** (If you need additional help, a detailed step by step guide to registering and joining, with screen shots is available **HERE.**)

Step 1: Create your username and password for the website. This grants you access to the private portal on the website where the member directory is accessible.

Step 2: After creating your username and password you will then be able to log into the website. When you log into the website, you will be redirected to the membership directory. To create your membership profile (this is different from the previous step) follow the on-screen prompts to complete your membership application. Your membership will be pending approval. Please allow 48 hours for approval. You will need to be logged into the website in order to gain access to the member-only directory. You can stay logged into the website, or, if you log out you can log back in by selecting the **Log In** button underneath the **Resources** tab on the website navigation menu. After you have purchased your membership, your renewal will be automatic each year. You can cancel your membership by emailing info@artquilters.org. Please put Cancel Membership in the subject line.

Step 3: [CLICK HERE.](#)

Please direct any questions to info@artquilters.org.

Step 3: Complete the form as requested, creating your username and password. The password should be 8 to 12 characters using at least one upper case, one lower case, and one number. When you are done, answer the simple math question then click on the “**Register**” box.



Username

Please DO NOT use your email address as your user name!

Email

Password

Confirm Password

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Please enter an answer in digits:

19 - 9 =

Register

- [Log in](#)
- [Lost your password?](#)

Answer the simple math question.

Click on “Register”

Step 4: When you click on “Register” on the previous page, you will be taken to the page below. Complete the Log-In screen with the User Name and Password you created when you registered and then click on “Log In”.

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Log In

Registration complete. You may now log in.

Username or Email Address

Password

Remember Me

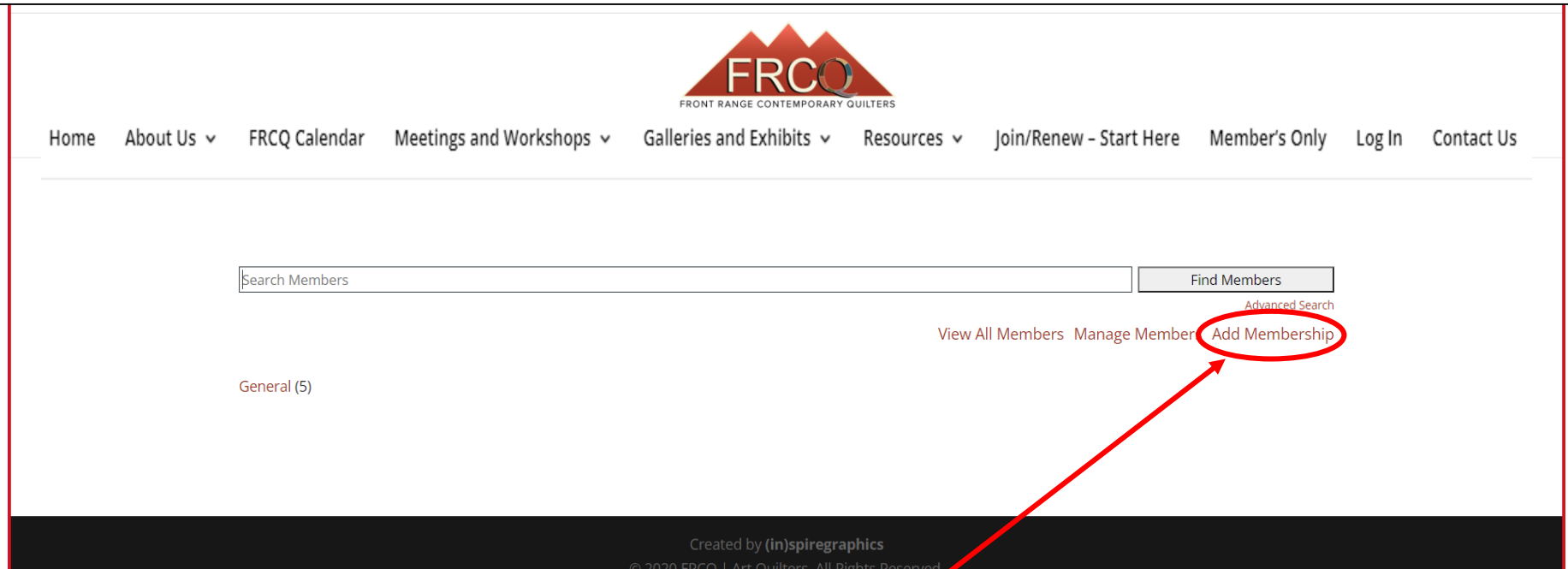
[Log In](#)

- [Register](#)
- [Lost your password?](#)

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Click on “Log In”

Step 5: After clicking on “Log In” on the previous page, you’ll be taken to this page. Below the “Find Members” box, you will see three links. Click on “**Add Membership**”



Click on “Add Membership”

Step 6: This is what you will see when you are first taken to “Add Membership”. This is informational, because the only thing you can do is join or renew your membership. Click **Next** at the bottom of the page to continue.



Add Membership



You're logged in as admin, payment will be skipped.

General

FRCQ Yearly Membership	
<ul style="list-style-type: none">• 365 days (Recurring)• 1 image allowed.	\$ 35.00

[Change category/plan](#)

Next

Step 6 (Cont.): Please complete the information requested on the this slide.
 Make sure you scroll all the way to the bottom
 where you will find the “Next” button.
 Click “**Next**” to be taken to the next step.

FRCQ
 FRONT RANGE CONTEMPORARY QUILTERS

Home About Us ▾ FRCQ Calendar Meetings and Workshops ▾ Galleries and Exhibits ▾ Resources ▾ Join/Renew - Start Here Member's Only Log In Contact Us

Add Membership

1 ✓ CATEGORY & PLAN SELECTION 2 MEMBERSHIP INFORMATION 3 MEMBERSHIP IMAGES

First Name *

Last Name * Preferred Name (if different from first name)

Please check one: *

New Member

Renewal

Email *

Phone *

What inspired you to join/renew FRCQ?

Which option best describes you?

I have recently started making art quilts (or plan to)

I am an experienced art quilt maker

I am a full time professional exhibiting artist

I don't make art quilts (I am an educator, curator, collector or work in medium other than fiber)

None of the above

Committees/Leadership Positions:

IT - Website management

Social Media

Newsletter organization and distribution

Treasurer

Secretary

Speaker scheduling for general meetings and Art Talks

Membership management

Exhibits - both online and live

Workshops / Art Talks

Other Member Activity (e.g. Book Club, Virtual Retreats, Small group gatherings, etc)

Address *

City *

Zip *

Company or Organization

Website URL

Link Text (optional)

Best way to contact you: *

Phone

Email

Text

Organization

People Skills

Step 6 (cont.): We can now have pictures associated with your directory listing. **PLEASE drop in a picture of yourself – not your artwork.** We want our members to be able to see who you are! While this step is optional, we strongly encourage you to take advantage of being able to let other members know who you are! If you're not ready right now, you can come back to this page at a later date. Information on how to do that will be via a separate document.

FRONT RANGE CONTEMPORARY QUILTERS

Home About Us ▾ FRCQ Calendar Meetings and Workshops ▾ Galleries and Exhibits ▾ Resources ▾ Join/Renew - Start Here Member's Only Log In Contact Us

Add Membership

1 ✓ CATEGORY & PLAN SELECTION — 2 ✓ MEMBERSHIP INFORMATION — 3 MEMBERSHIP IMAGES

Upload images
File size: 0 - 10 MB; Image width: 5px - 500px; Image height: 0px - 500px image slots available: 1

Drop files here
or
Select images from your hard drive

Back Continue to Payment

Click here to continue to Payment information

Step 6 (cont.): This is where you pay. All of our payments are made via PayPal. If you want to use a credit card, you can do so in the Paypal app. Once you complete the payment info in Paypal, click “return to Merchant” to be returned to our site.



Checkout

Item	Amount
Plan "FRCQ Yearly Membership" (recurring)	\$ 35.00
Total	\$ 35.00

Select a Payment Method



Personal Info

Email Address *

We will send a receipt to this e-mail address.

First Name *

Last Name *

Your done! Thank you so much for joining / renewing your membership! You will receive an email stating your membership is pending approval (a step we need to take to prevent bots from attempting to join). It will be approved within a couple of days and then you'll receive a welcome letter with a lot of good info! **WELCOME to FRCQ!**



- To **View the directory**, go to Member's Only on the menu bar and, to the right under the search bar, click on "**View all Members**". You can see detailed information about each member by clicking on their name.
- **If you want to edit your profile information at any time, follow the instructions on the next few slides.**
- Your membership will automatically renew each year, 12 months from your last payment date.
- You can cancel your membership at any time by sending an email to board@artquilters.org Please type CANCEL MEMBESHIP in the subject line.



Instructions for Updating your Profile information & Adding or Editing your Profile Photo

- Slide 1 – How to get to the place to edit/add info
- Slide 2 – How to update/edit your contact information
- Slide 3 – How to add or edit your profile photo

How to get to the location to edit your profile:



Step 1 – From the main page, click on the “Members Only” tab

Galleries and Exhibits ▾ Resources ▾ Join/Renew – Start Here **Member's Only** Log In Contact Us



Step 2. Click on “Manage Members” as indicated below:

Workshops Galleries and Exhibits Resources ▾ Join/Renew – Start Here **Member's Only** Log Out Contact Us

Search Members

Find Members

Advanced Search

View All Members **Manage Members** Add Membership

Start updating / editing your Profile



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Your current members are shown below. To edit a membership click the edit button. To delete a membership click the delete button.

First Name

Last Name

Email

Phone

Address

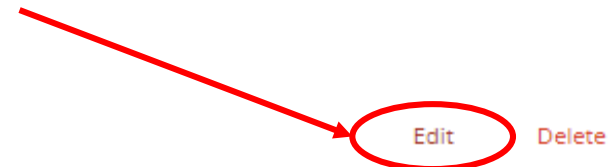
City



First Name: Roberta
Last Name: Weadley
Email: rcweadley@gmail.com
Phone: 303-472-5328
Address:
1344 W 133RD WAY
City: Westminster

Click “Edit” below to change any contact information or your profile picture.

You’ll be taken to the same page you filled out when you first joined/renewed and can make changes as needed. Follow the prompts at the bottom of each page finishing on Complete Membership.



How to Add/Edit your profile photo:

- Scroll through the “manage members” pages until you get to the page below.
- If you don’t have a photo posted, you can add it here;
- If you want to change your photo, you’ll need to delete the one already posted by hovering over your photo until the “delete image” button appears on the right side. Click on “delete image” and then upload the new one.
- Finally click “Complete Membership” at the bottom and you’re done!

Easy Peasy!

