

Quilt Company East: Website Use Guidelines

Anyone may visit the Quilt Company East Website by going to <http://quiltcoeast.org>. These visitors are categorized as guests to the website. Guests have access to news, the photo gallery, a calendar for public meetings and other content.

Registered Users are Guild members who have paid their guild dues for the current year. Once dues are paid, the webmistress will register you for full site access and you will receive an email with your username and password. This username and password allows registered users to log into the site, receiving special privileges not available to guests. Registered users have access to additional content not available to the general public, including newsletters, the guild membership list, the ability to submit links, and a private calendar.

A guest to the site will see the following menu (to the left of the main page)

Main Menu

- Home
- Hot Flashes
- Gallery
- Show & Events
- Join the Guild!
- Calendar of Events
- Quilting Links
- Search
- FAQs
- Contact Us
- Members Only

jefe

Login Form

Username

Password

Remember me

[Lost Password?](#)

← Guest Main Menu

← Registered User Login Form

A registered user can enter their username and password in the login form, then click login. If you do not see the login form, click the "Home" button. The form is only available from the main page.

After logging in, you should see an additional user menu, which will give you access to additional content. If you have successfully logged in, the menu should look like this:

The screenshot shows a vertical navigation menu on the left side of a website. It is divided into three sections: 'Main Menu', 'User Menu', and 'Login Form'. The 'Main Menu' contains 11 items: Home, Hot Flashes, Gallery, Show & Events, Join the Guild!, Calendar of Events, Quilting Links, Search, FAQs, Contact Us, and Members Only. The 'User Menu' contains 13 items: Newsletters, Bulletin Board, Contacts, Mini Groups, Guild Info, Private Calendar, Help Wanted, Submit Link, Submit News, Check-In My Items, My Details, Logout, and a field containing the name 'jefe'. The 'Login Form' section shows the text 'Hi, QCE Webmistress' and a yellow 'LOGOUT' button.

Guest Main Menu, same as before

NEW! User menu appears, showing links only available to QCE Members

Login form changes to show your name and a "logout" button

If you are having problems logging in, please try the following.

Unless you have changed it, by clicking on the “my details” link, your user name is (in all small letters) your first initial and last name. If your name is George Washington, your username is gwashington.

If you do not know your password, you can click the “Lost Password?” link. You will see the following form:

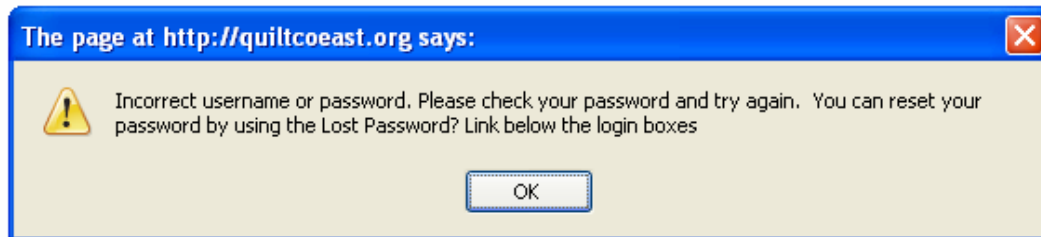


The screenshot shows a web form titled "Lost your Password?". Below the title, there is a paragraph of instructions: "Please enter your Username and e-mail address then click on the Send Password button. You will receive a new password shortly. Use this new password to access the site." Below this text are two input fields: "Username:" and "E-mail Address:". At the bottom of the form is a yellow button labeled "SEND PASSWORD".

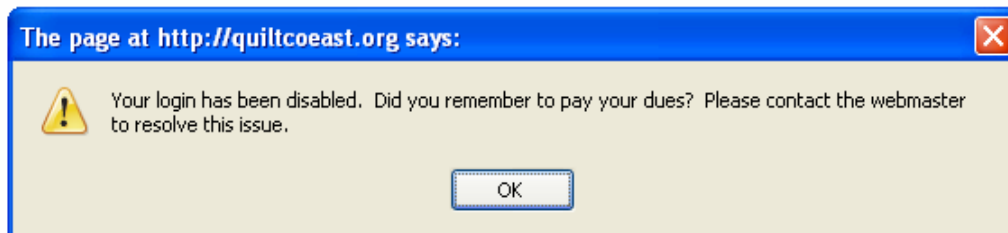
Simply enter your username and the email address you gave to the guild. A new password will be emailed to you within minutes.

If you no longer have access to the email address you originally gave us, you will need to use the contact us link to email the webmistress. She will correct your email address and reset your password.

If you receive the following message, try again, making sure you do not have your CAPS LOCK key on. If you receive the message again, try using the Lost Password? Link, then enter your information, as above.



In some rare instances, you may enter your username and password and see the following:



If you do see this popup notification, please contact the webmistress to correct this error.