

How to Sign Up for an Event (Workshop, Retreat, etc.)

A feature of our new website is the ability to sign up for events through the tool. This new process should be easier – once you know how to use it. Be sure and follow the steps below to make sure you are ready to sign up when signups start (check with your Chapter to find out when the signups start). You can sign up on a phone/pad/computer. If you have the option to sign up on a computer or pad, it might be easier than using a phone (tiny buttons). **You will need your credit card information when you sign up. Have it with you. You will also need the Registration Code. The Registration Code is provided by your Chapter.** Some events may not have a Registration Code.

Step 1: You MUST be a current QU Member. This means you will be a member in the system when you sign up. If you have not yet joined for this year, you MUST DO SO to sign up for an event. To join, go to the QU Website www.QuiltersUnlimited.org and follow the instructions to join. Once you sign up as a member, you will be able to log in.

Step 2: Log into the QU Website www.QuiltersUnlimited.org. If you are not familiar with doing this, please practice doing it before sign ups start. Detailed instructions are included at the end of this document. You can (and should) click REMEMBER ME when signing in. This will save your sign in email and password so when you type in www.QuiltersUnlimited.org, you will be in the website and ready to go.

Step 3: Find the QU Event you want to sign up for.

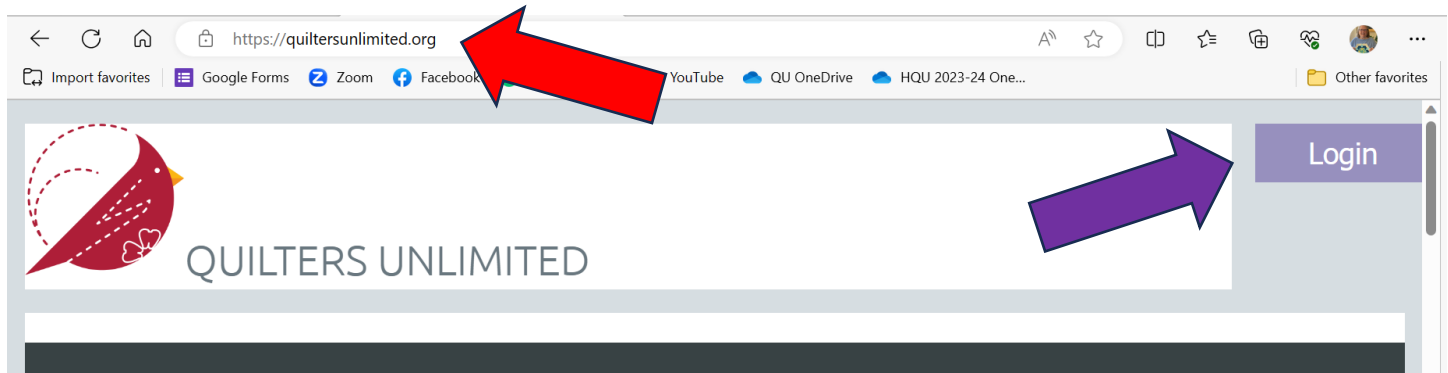
- Click on MEMBERS and scroll down the dropdown box and select the Chapter having the event.
- Scroll down to the calendar. Find the event you are signing up for (go to the date of the EVENT not the date of the signup). You may need to go to future months to find the event. To go to future months, click “NEXT MONTH” in the black banner above the days of the week.
- When you find the event, click on the event in the calendar to open it.
- Click the REGISTER box to sign up. If you have the event open and you don’t see REGISTER, then signups are not available. Either the signups haven’t started or the event is filled and signups are closed. If you go to the event right before the signups start and don’t see the REGISTER box, you are a little early. You will need to click BACK and reselect the event to REFRESH your page.
- Some events fill up quickly. You may want to sign up right away to ensure there is still space available. If you want to be ready when signups begin, find the event before you need to sign up to be sure you know how to get there. Then, on sign up day, you can be ready when signups start.

Step 4: Sign up. You will need your name, email and phone number for the signup part. These should be automatically filled in based on your membership information. You will also need a Registration Code (if one is being used). **The code is provided by your Chapter.** Each event will have a unique code. This is to ensure only QU members are signing up. **HAVE YOUR CREDIT CARD READY.** You will need to put in your credit card information. We do NOT store credit card info so it isn’t “on file.” You will have 15 minutes to sign up and pay once you start the process. If you don’t finish in the 15-minute period, your sign-up will be voided.

Step 5: After you have completed your signup and payment, you will get an automated email indicating you are signed up. If you do not get an email within a few minutes, YOU ARE NOT SIGNED UP. If the event is full, you may have the ability to sign up for the Wait List (no payment required).

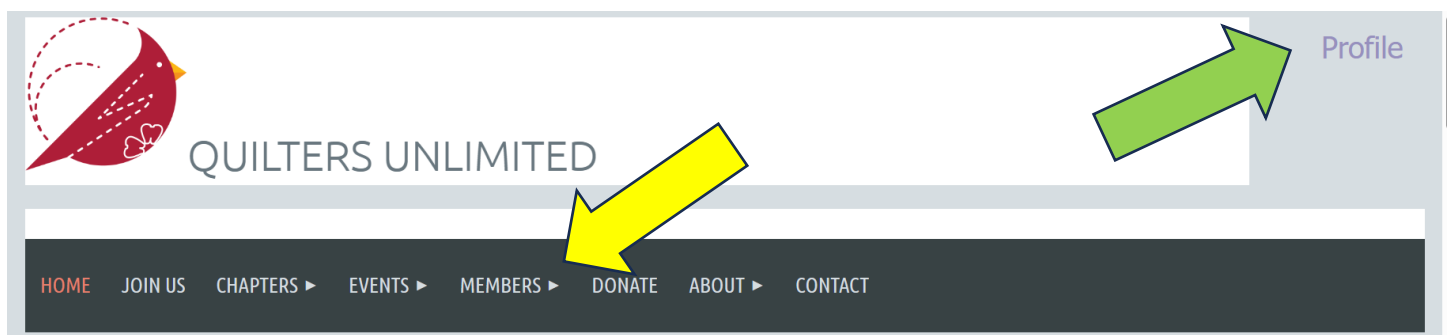
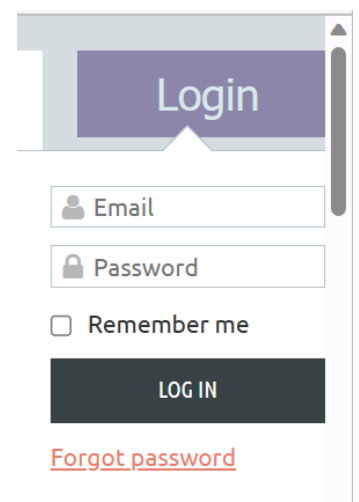
How to Log Into the Website

Once you have joined, you can use the Website to do a variety of things. This includes signing up for Associate memberships, updating your profile, seeing events on the calendar and looking up other members. First, you need to **LOG INTO THE WEBSITE**.



On your computer/device, type in QuiltersUnlimited.org where you type in URLs (near the top - this is where you would type in the name of things you were looking for online). See the RED arrow.

- On the right side of the screen you will see “LOGIN” where you can sign in. See the PURPLE arrow.
- Input your email (**the one you used when you signed up for your membership**) and your password (you should have received an email with the password when you signed up). If you don't have that email/password, you can click FORGOT PASSWORD and you will be sent a new one.
 - If you start typing in your PASSWORD, you will see a circle with an arc over it. Click on that to see your password while you type it (the circle/arc is an “eye”).
- Click the REMEMBER ME box when signing in and you will not have to type in your email/password when you sign in. You simply type in www.QuiltersUnlimited.org at the top and you will be logged in (it will remember you).



- Once you are logged in, you will see things additional items on the website. The LOGIN will change to PROFILE (where you can update your information). See the GREEN arrow. The MEMBERS section becomes visible. Click here to see the directory (where you can search for members), Chapter pages with calendar items, and where to join as an Associate member. See the YELLOW arrow.

I hope this information helps. If you have any questions or need help, please contact Sue Heisler at sheislernc@gmail.com or 828-279-5026.