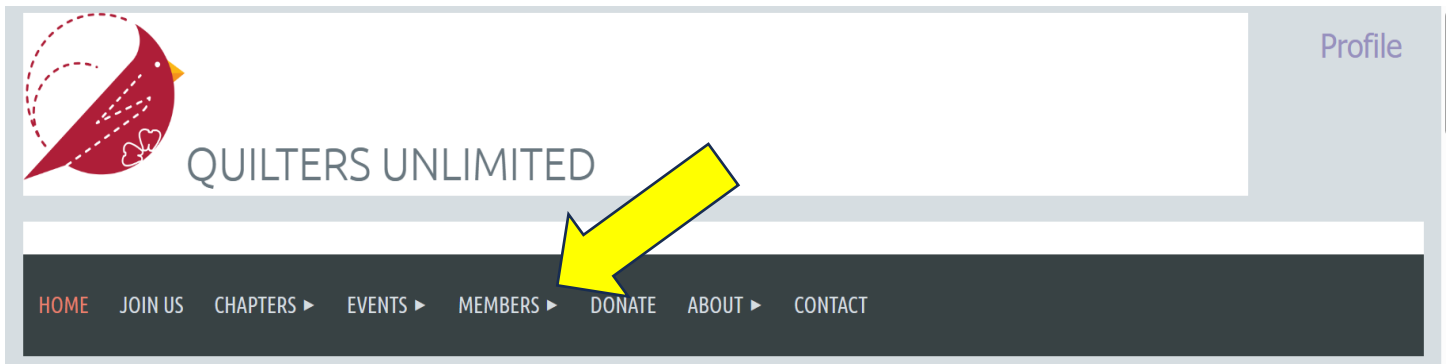


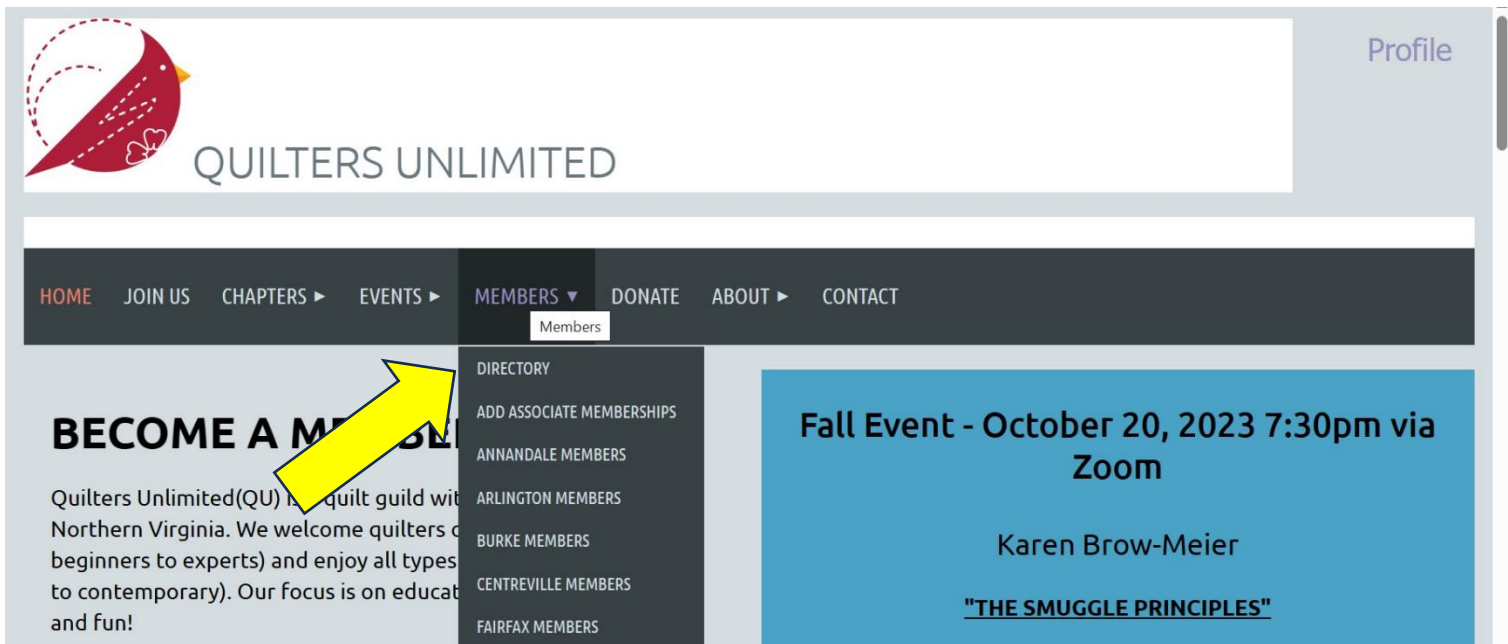
## How to Use the DIRECTORY on the Website

First, you need to **LOGIN TO THE WEBSITE**. If you don't remember how to do that, you can find the instructions on Page 3.

Once you log in, the MEMBERS option is visible on the Menu Bar (see yellow arrow below).



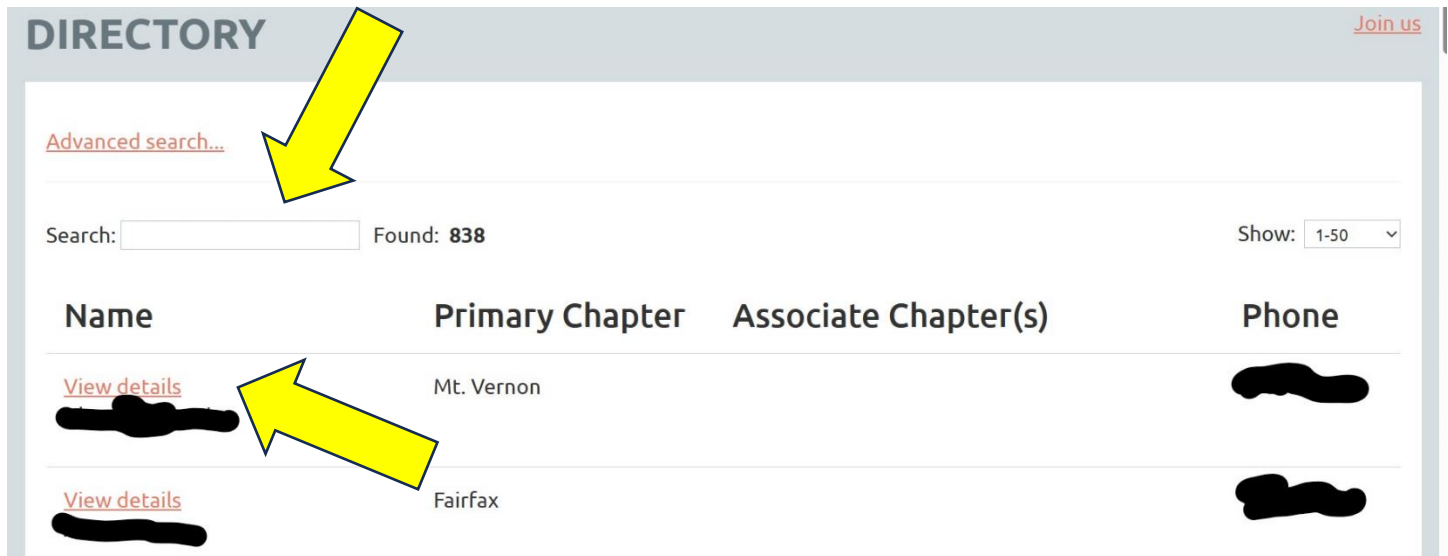
If you hold down MEMBERS, you will see a drop down box with DIRECTORY at the top. Click DIRECTORY.



The directory is a “live” database. As soon as a person joins, they will show up in the directory. It is a great place to look up other members. You can log onto the website from your phone, pad or computer. Using the directory, you can look up information (address or phone number) from your phone no matter where you are. It is much easier than having a printed directory that you have to carry around with you and is out of date very quickly.

Not everyone wants to make all their information available to QU Members. All members can update their **PRIVACY** settings (login to the website, click on **PROFILE** in the top right and click on **PRIVACY**). If someone has limited what is shared from their profile, you will only see what they allow people to see. Remember, non-members don't see the **MEMBER** and **DIRECTORY** options – only QU Members can see those after they log in.

The easiest way to use the directory is to type in the name you are looking for in the SEARCH box. For privacy, the names and phone numbers have been scratched out. If you put in a name, you will get that person, their Primary Chapter, their Associate Chapters (if they have any) and their phone number. You can also click on VIEW DETAILS (above their name). This will get you more information, including email, address, and photo (if the person put one in).



The screenshot shows a web interface titled "DIRECTORY" with a "Join us" link in the top right. Below the title is a search bar with the text "Advanced search..." and a search input field. To the right of the search bar, it says "Found: 838" and "Show: 1-50". Below the search bar is a table with the following columns: "Name", "Primary Chapter", "Associate Chapter(s)", and "Phone". The first row shows "View details" (with a yellow arrow pointing to it), a redacted name, "Mt. Vernon", and a redacted phone number. The second row shows "View details" (with a yellow arrow pointing to it), a redacted name, "Fairfax", and a redacted phone number.

You can type anything in the SEARCH box. If you are looking for someone, you can type their first name and all the members with that first name will show up. That's great if you meet someone named "Sue" at a meeting and don't know their last name!

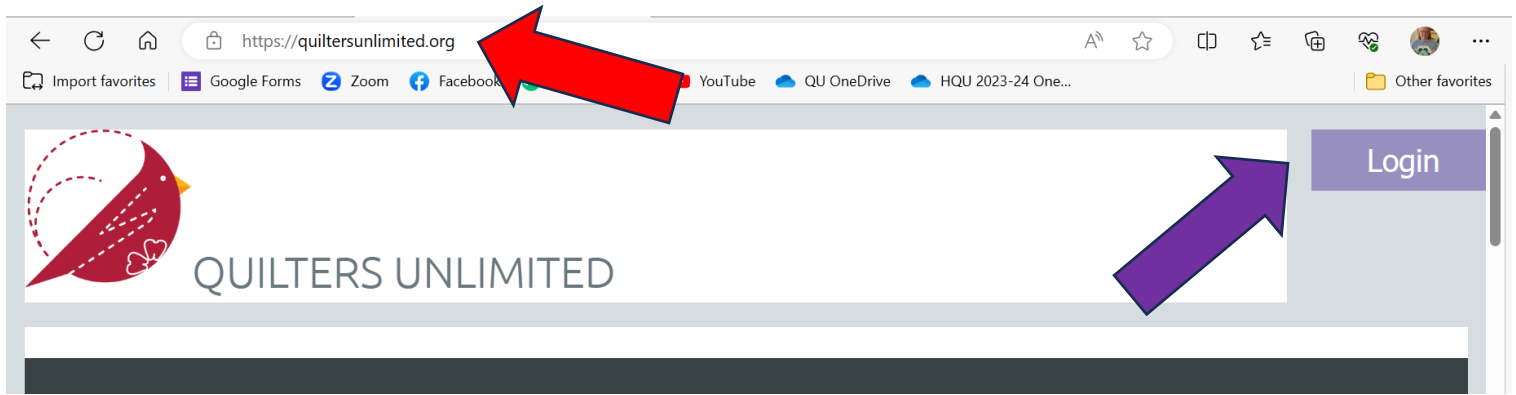
You can also type in their name and Chapter. If I know the QU President is Judy and she is in Reston but that's all I remember, I can type in "Judy Reston" and all the Judy's in Reston will show up.

A few things to remember:

- If you put in part of a name, it will give you what has those letters in that order (Su instead of Sue will give you all the names with Su, including Sue. But if you spell it wrong, you won't get it. Seu instead of Sue will not get you Sue).
- If you type in some words, you get more than you want. If I am looking for Jane Burke and I type in BURKE, I will get everyone in the Burke Chapter. But if I type in Jane Burke, I will only get Jane Burke (unless there are two of them).

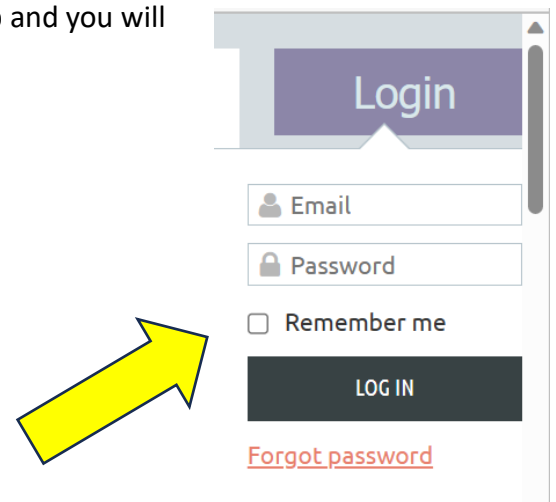
I hope this information helps. If you have any questions or need help, please contact Sue Heisler at [sheislernc@gmail.com](mailto:sheislernc@gmail.com) or 828-279-5026.

## How to LOGIN to the QU 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](http://www.QuiltersUnlimited.org) at the top and you will be logged in (it will remember you).



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