



January 27th, 2024

# Alert!

## A Major Website Update!

- 1 Why password protected pages?
- 2 What these pages include
- 3 How to sign in to your new account



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## Why do we need password protected pages?

Right now, all information on our website can be accessed by anyone, member or not. Members who pay the annual fee need to have a different level of access to information about CQC.

- monthly digital newsletter
- links to watch our General and Board meetings
- discounts for workshops and retreats and much more!

The best avenue to achieve this is... password protection!



Lets see what's new!

From the CQC homepage, there is a new dropdown called "*Members Only*". Once logged in, this page allows you to view:

- 1 Newsletter Archive
- 2 Forms & Applications
- 3 Meeting Info & Links
- 4 Workshops



\* Please note, other pages in the menu can still be accessed by anyone.

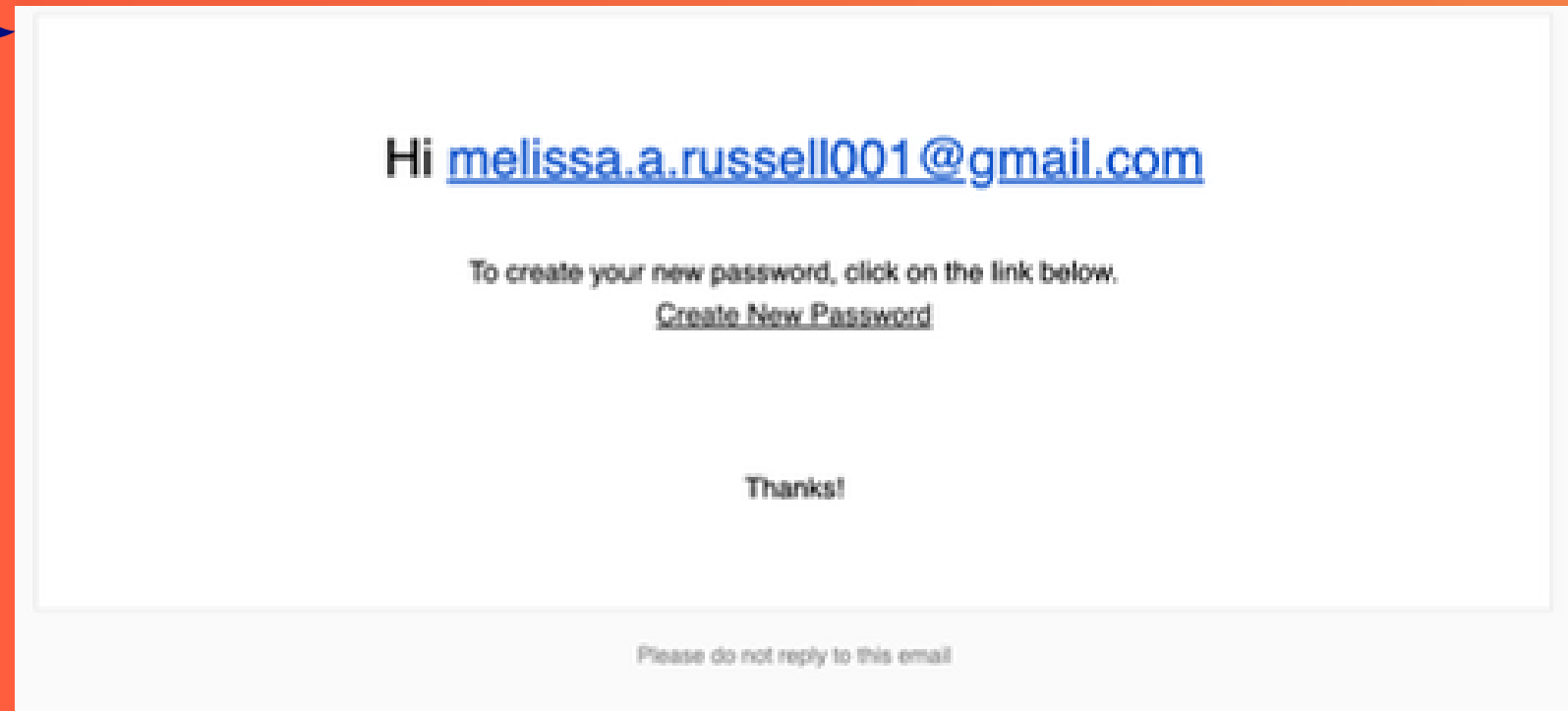
# Where to start?

- 1 All email addresses in the CQC Roster will be uploaded into the system. You will receive an email from the *Colorado Quilting Council*, like this.

Click on "Create New Password"



## Step 1

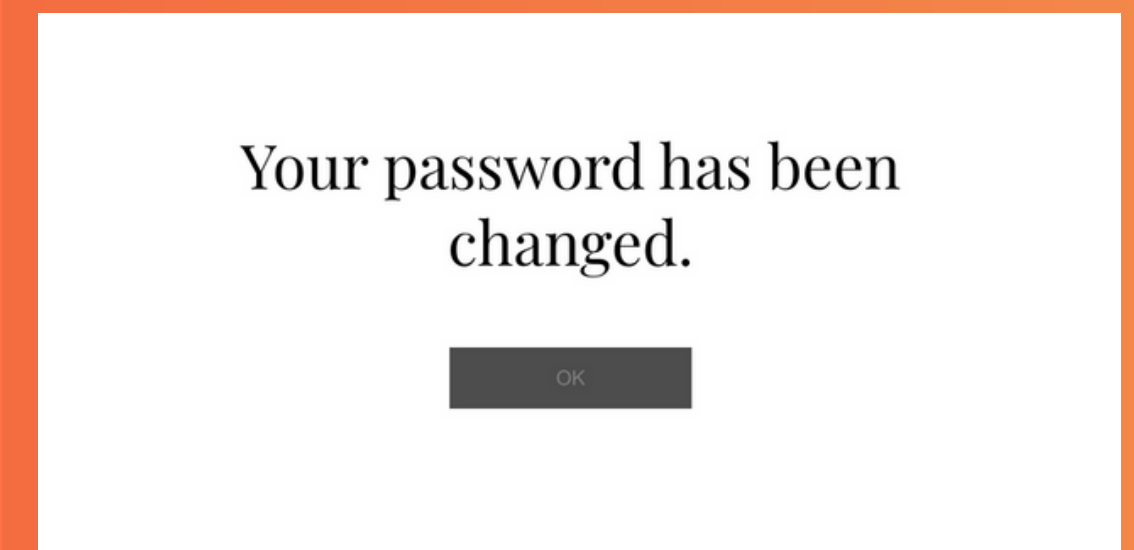


- 2 Enter a password – make note of it in a safe location or have your browser save the password (There will be a "forgot password" option).

## Step 2

- 3 Click "OK" when finished.

## Step 3



# Now what?

1 The *Log In* can be found in the upper right hand corner of the page.

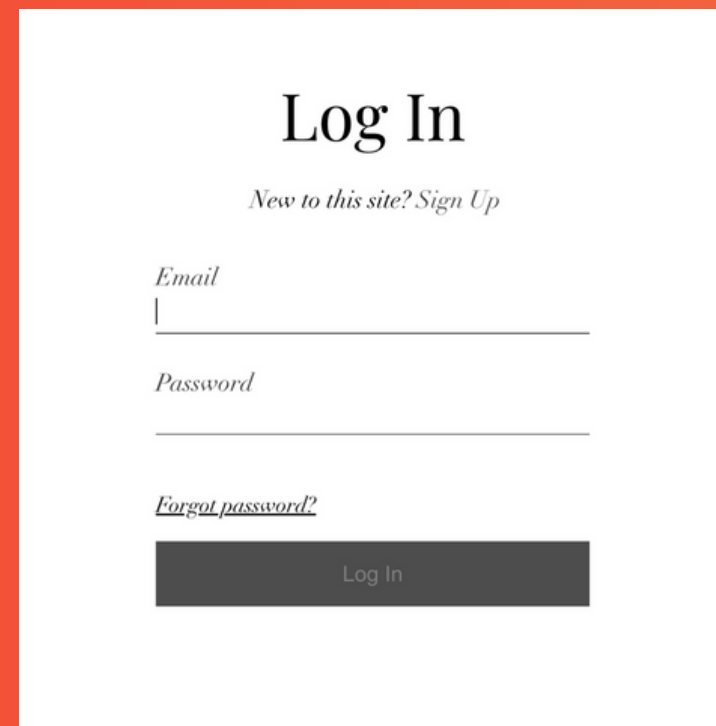
2 Enter your email and the new password you just created.

3 TA DAAA! Now you have full access to our Members Only page and you can now click on the other pages on the new dropdown menu

## Step 1



## Step 2

A screenshot of the "Log In" form. The title "Log In" is centered at the top. Below it is the text "New to this site? Sign Up". There are two input fields: "Email" and "Password". Below the "Password" field is a link for "Forgot password?". At the bottom of the form is a dark grey button with the text "Log In".

## Step 3



# What's new?

## Members Only Info Page

- FAQs
- My contact information for questions

## Newsletter Archive

- Digital Newsletters from 2017 to current
- Monthly newsletters only on public page for one month, then moved to Members Only page

## Forms & Applications

- Forms that are for Members Only can be found here...retreats, workshops, etc.
- Any other link or form will be available for everyone on the public page

## Meeting Info & Links

- General and Board Meeting access links
- Any other meeting links will be available for everyone on the Meetings page

## Workshops

- Workshops are for Members Only.



**Questions or concerns? Email me!**  
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