



MMQ Website Quick Start Guide

A short tour of MountainMeadowQuilters.org for guild members

This guide shows you around the guild website: what anyone can see, what opens up once you log in, and where to find the things members use most. The website address is **mountainmeadowquilters.org**.

Open to everyone

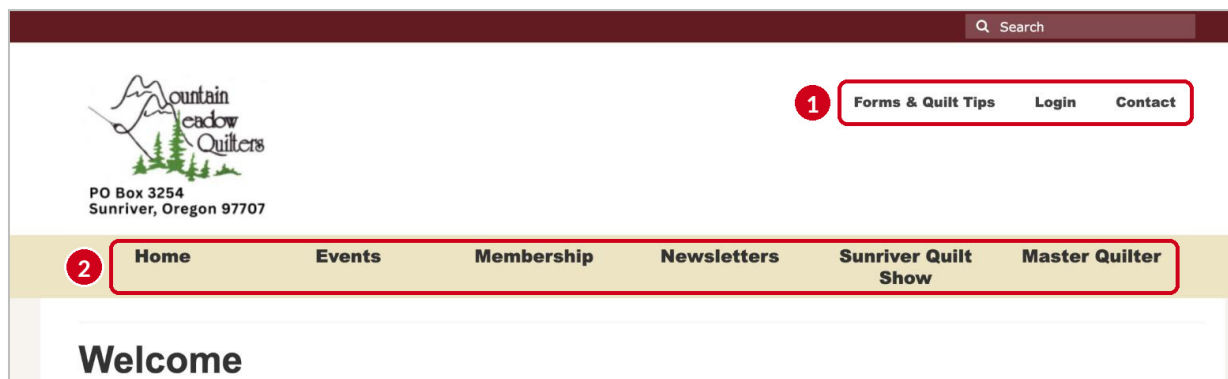
- Home
- Events (the guild calendar)
- Membership
- Newsletters
- Sunriver Quilt Show
- Master Quilter
- Forms & Quilt Tips
- Contact

For members, after you log in

- Roster (the online member directory)
- Birthday List
- Photos
- Online membership renewal
- Online payments to MMQ
- Your own profile
- The **Members Only** items in Forms & Quilt Tips, such as the printable Membership List

The home page

This is the page everyone sees first. Two sets of links take you around the site. The red numbers in the picture match the notes below.



1 At the top right: **Forms & Quilt Tips**, **Login** and **Contact**.

2 In the beige bar: **Home**, **Events**, **Membership**, **Newsletters**, **Sunriver Quilt Show** and **Master Quilter**.

Further down the home page are the guild's mission statement, when and where we meet, and upcoming programs. On a phone, tap **Menu** to see the links.

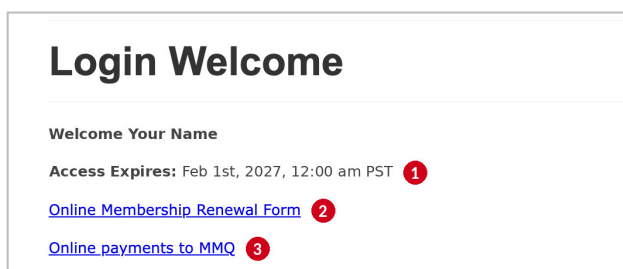
Logging in

Click **Login** at the top right of any page, type your username (or email address) and your password, then click **Log Me In**. If you have forgotten your password, click **forgot password?** on the login screen and the website will email you a link to choose a new one.

For pictures of each step, see **Logging in to the Website** under Forms & Quilt Tips, in the Website Help section.

After you log in: the Login Welcome page

The **Login Welcome** page opens and greets you by name. It shows three things:



- 1 Access Expires.** The date your membership runs out. If you do not see this line, no end date is recorded for your account.
- 2 Online Membership Renewal Form.** Renew your membership and pay your dues online.
- 3 Online payments to MMQ.** For other payments (see page 7). Current members only.

Members-only pages

Photos, **Roster** and **Birthday List** appear at the top right of every page once you are logged in.

Roster

The online member directory. Type a name (or part of one) in the search box and click **Search**. For a printed copy, see the **Membership List** in the Membership section of Forms & Quilt Tips.

Birthday List

A shorter version of the Roster that shows only each member's name and birth month and day. It has the same kind of search box.

Photos

Photos from guild meetings, show and tell, and speaker presentations. To keep a copy of a photo, right-click it (on a Mac, hold **Control** and click) and choose the option to save the image.

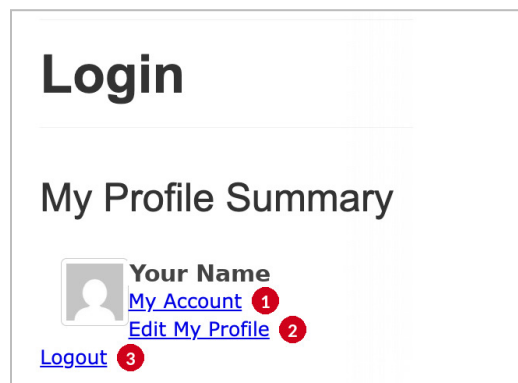
Sent to the Membership page instead?

If you click a members-only link and the **Membership** page opens, you are not logged in. Click **Login** at the top right, log in, and try again.

Your account and logging out

Once you are logged in, the **Login** link at the top right does a different job. Click it and the **My Profile Summary** appears, with three links:

- 1 **My Account** takes you back to the Login Welcome page, for renewals and payments.
- 2 **Edit My Profile** lets you update the details the guild has on file for you.
- 3 **Logout** logs you out. Always log out when you are using a computer that is not your own.



Updating your profile

Click **Edit My Profile** and a small **My Profile** window opens. What you enter here is what other members see in the Roster.

1 Check each box

Scroll down through the window and correct anything that has changed: email, name, street address, phone, cell phone, a separate mailing address if you have one, and your birth month and day. Your username cannot be changed.

2 Change your password

Only if you want to. The password boxes are further down the same window. Leave them empty to keep your current password.

3 Click Save All Changes

The button is at the very bottom of the window. Click it **before** you close the window, or your changes will be lost.

A screenshot of a web browser window titled "My Profile". The address bar shows "mountainmeadowquilters.org/?s2member_profile=1". The form contains several fields with asterisks indicating they are required: "Username *" (with a note "(cannot be changed)" and the value "yourusername"), "Email Address *" (with the value "you@example.com"), "First Name *" (with the value "Your"), "Last Name *" (with the value "Name"), "Display Name *" (with the value "Your Name"), "Street Address *" (empty), "City *" (empty), "State *" (empty), and "Zip Code *" (empty). There is a scrollbar on the right side of the form.

Check your profile once a year

A quick look each year keeps the Roster accurate. For more detail, see **Changing and Updating Your Profile** under Forms & Quilt Tips, in the Website Help section.

Events: the guild calendar

Click **Events** in the beige bar. The calendar opens on the current month. Announcements, such as a party flyer, sometimes sit above it, so scroll down if you do not see the calendar right away.

The screenshot shows a web interface for a guild calendar. At the top, there is a search bar with a magnifying glass icon and the text 'Search for events' (callout 1). To the right of the search bar is a blue button labeled 'Find Events' (callout 2). Further right is a tabbed interface with three tabs: 'List', 'Month' (which is selected and highlighted with a red box, callout 3), and 'Day'. Below the search bar, there are navigation arrows and a dropdown menu showing 'October 2026' (callout 4). The main area is a calendar grid for the month of October. The days of the week are listed at the top: S, M, T, W, T, F, S. The dates are arranged in two rows. The first row shows dates 27, 28, 29, 30, 1, 2, 3. The second row shows dates 4, 5, 6, 7, 8, 9, 10. On the 6th, there is an event listed: '10:15 am - 3:30 pm Community Quilt Sit & Sew' with a small icon of a sewing machine.

1 Search for events. Type a word, such as *retreat* or *sew*.

2 Find Events. Click this to run your search.

3 List, Month, Day. **Month** shows the whole month at a glance. **List** gives more detail on each event.

4 Moving around. The arrows change the month. **This Month** brings you back to today.

Click the name of any event to see its time, place and details.

Membership, Quilt Show, Master Quilter and Contact

Membership

Explains what the guild offers and how to join. New members can fill in the form and pay online at the bottom of the page, or print the paper **Membership Application** and mail it with a check. Already a member? Renew with the **Online Membership Renewal Form** on the Login Welcome page.

Sunriver Quilt Show

News and details about the guild's annual quilt show at The Village at Sunriver. The entry and registration forms are under Forms & Quilt Tips.

Master Quilter

About the guild's Master Quilter award, with the current honoree, everyone who has received it, and how nominations work.

Contact

Email addresses for the President, Vice President, Treasurer, Membership chairman, Newsletter chairman and Quilt Show. For anything else, write to **webmaster@mountainmeadowquilters.org** and your message will be passed to the right person.

Forms & Quilt Tips

This page holds the guild's forms, documents and quilting how-tos, grouped by subject. Click **Forms & Quilt Tips** at the top right of any page.

The screenshot shows the 'Forms & Quilt Tips' page. At the top, there's a title 'Forms & Quilt Tips' and a description: 'Guild forms, member documents and quilting how-tos, grouped by subject. The date beside each item is when it was added. Members only items need a sign-in.' Below this is a 'Jump to:' section with a row of maroon buttons: 'Membership', 'Sunriver Quilt Show', 'Guild Business', 'Programs', 'Website Help', and 'Quilting Library'. A red circle with the number '1' points to the 'Quilting Library' button. Below the buttons is a 'Recently added' section with a red circle and the number '2'. It contains two items: 'October 2026 - Quilting Library/Technique of the Month' with the link '[One-Seam Flying Geese](#)' and 'September 2026 - Guild Business' with the link '[Board Resolution: Bylaw Amendment](#)'. Below this are two sections: 'Membership' (with a red circle and the number '3') and 'Sunriver Quilt Show' (with a red circle and the number '3'). The 'Membership' section lists '2026 Membership Application' (Sep 2025) and 'New Member Newsletter' (Mar 2026). The 'Sunriver Quilt Show' section lists '2026 Entry and Release Form' (Jun 2026) and '2026 Quilt Registration Instructions' (May 2026).

1 Jump to. Click a maroon button to go straight to that section.

2 Recently added. The newest items, so you can see what is new without hunting for it.

3 Sections. Each section lists its items, with the date each one was added on the right.

What is in each section

- **Membership.** The membership application, New Member Newsletter, photo release form and the printable Membership List.
- **Sunriver Quilt Show.** Registration and entry forms for this year's show.
- **Guild Business.** Bylaws, board members and committee chairs, the budget, policies and the expense reimbursement form.
- **Programs & Activities.** Block of the Month, Secret Pals and sewing patterns.
- **Website Help.** Guides like this one, plus instructions for Zoom, Square and Pirate Ship.
- **Quilting Library.** How-tos and handouts: basics and tools, backing and batting, piecing, small projects, binding and borders, and talks and workshops.

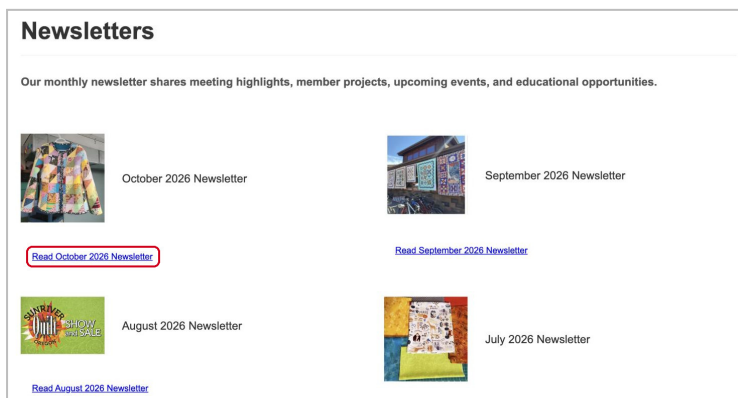
Good to know

Items marked with a padlock and **Members Only** open only when you are logged in.

Most items open as a document (a PDF) that you can read, save or print. Items marked **Web page** open another page of the website instead.

Newsletters

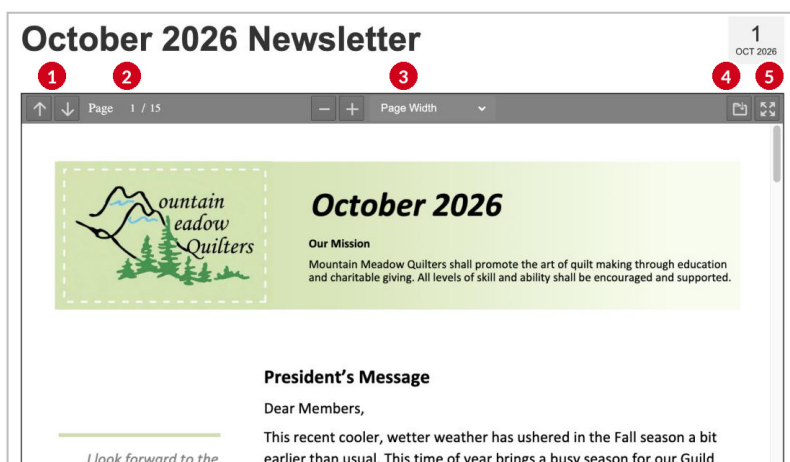
Click **Newsletters** in the beige bar. The newest issues come first. To open one, click its **Read ... Newsletter** link (the first one is outlined in red below).



For older issues, use the page numbers at the bottom of the list, or scroll further down to **browse the archive by year**. Issues go back to 2020.

Reading a newsletter

The newsletter opens in a viewer on the page. The grey bar across the top of the viewer has these controls:



- 1 Arrows.** Go to the previous or next page. You can also simply scroll.
- 2 Page.** Shows which page you are on. Type a page number and press Enter to jump to it.
- 3 Minus and plus.** Make the newsletter smaller or larger.
- 4 Download.** Saves the newsletter to your computer, which is the best way to print it.
- 5 Full screen.** Fills your whole screen. Press **Esc** to come back.

Making a payment to MMQ

Use this for any payment to the guild **except dues**, for example a workshop fee or a donation. To pay dues, use the Online Membership Renewal Form instead.

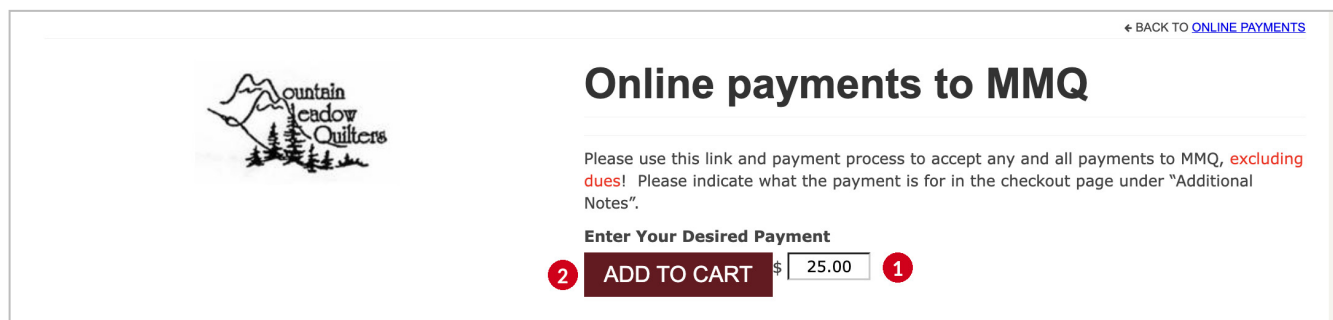
1 Open Online payments to MMQ

On the Login Welcome page, click **Online payments to MMQ**. The **Online Payments** page opens with one item on it. Click its name, or the **Read More** button under it (outlined in red).



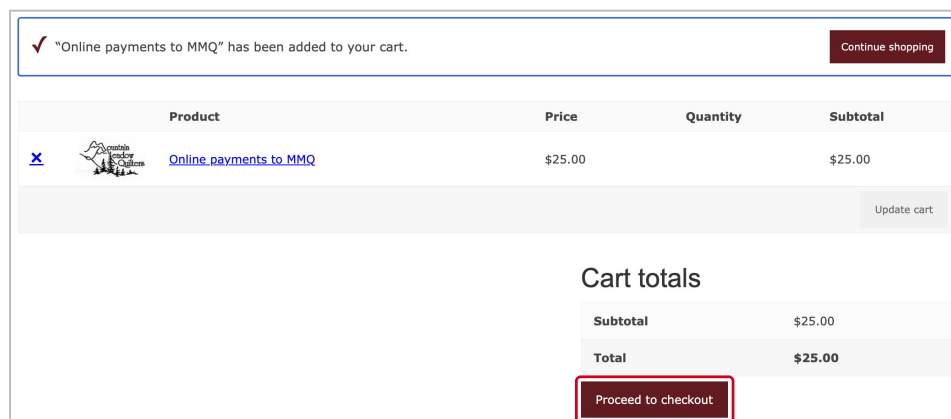
2 Enter the amount

Type the dollar amount in the box under **Enter Your Desired Payment (1)**, then click **Add to Cart (2)**.



3 Check your cart

The **Cart** page shows your payment and the total. If the amount is right, click **Proceed to checkout** (outlined in red). To start over, click the blue x beside the item.



4 Fill in the Checkout page

The **Checkout** page opens. The red numbers in the picture match the notes below.

The screenshot shows a checkout form with two main sections: "Billing details" and "Additional information".

Billing details (marked with a red 1):

- Email address ***: A text box containing "you@example.com".
- First name ***: A text box containing "Your".
- Last name ***: A text box containing "Name".
- Company name (optional)**: An empty text box.
- Country / Region ***: A dropdown menu showing "United States (US)".
- Street address ***: A text box containing "House number and street name".

Additional information (marked with a red 2):

- Order notes (optional)**: A text box containing "Notes about your order, e.g. special notes for delivery.".

- 1 Billing details.** Fill in every box marked with a red star: email, name, country, street address, town or city, state, ZIP code and phone. Scroll down to reach them all.
- 2 Order notes.** Type what the payment is for, such as the workshop name or "donation". The box says optional, but please always fill it in so the guild knows how to credit your payment.

5 Pay and place your order

Scroll down to **Your order**, below the billing details.

The screenshot shows the "Payment options" section of the checkout page.

Payment options:

- Card** (marked with a red 1): A button with a card icon and the word "Card".
- Terms and conditions** (marked with a red 2): A checkbox followed by the text "I have read and agree to the website [terms and conditions](#) *".
- Place Order** (marked with a red 3): A button labeled "PLACE ORDER".

- 1 Card.** Click here and type your card details.
- 2 Terms and conditions.** Tick the box to agree.
- 3 Place Order.** Click this to finish. Your payment is not made until you click it.

Need help with the website?

Email webmaster@mountainmeadowquilters.org. Happy quilting!