Mississippi Valley Quilters Guild

Membership Private Page Access & Email Notifications

Terms

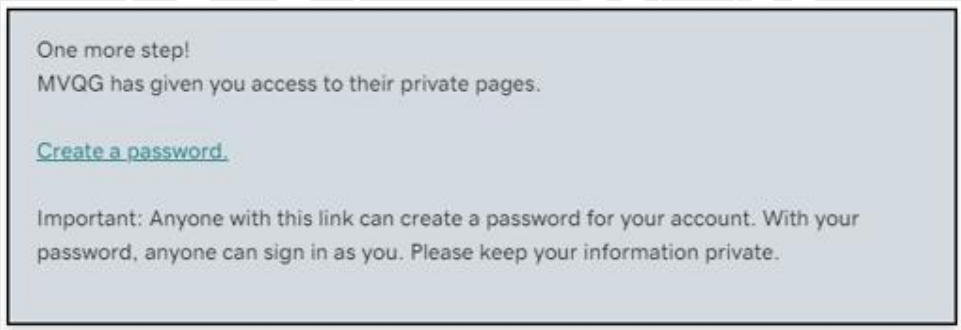
Private Page Access: access must be given to members which then requires a sign-in to view content on a private pages, such as the Members Only page.

Email Invite: after the Webmaster has granted access to the private page, an email is sent to the member which provides a link, from which the member will create a password.

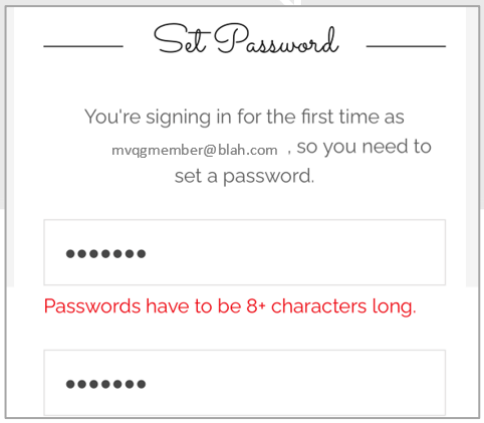
Email notification: email sent to member(s) informing them some type of (new or updated) information is available on the Website. Such as the Newsletter being posted to the Members Only page or that a new Blog article has been posted to the Blog page. These are merely email notifications that new information is available.

Process

Membership Chairperson informs the Webmaster that a member needs access to the Members Only private page. Webmaster grants access, which prompts an email to be sent, similar to the image below.



Click on the link in the email invite*, follow the on-screen prompts* (which should take member to the MVQG Website and have boxes to enter your password twice). Member should be able to create a password in a few, short clicks.



To prevent duplicate work for the Webmaster, *please create a password promptly.* The link is valid for about 10 days so create your password before then.

The email invite may get routed to a junk or spam mailbox/folder by your ISP (Internet Service Provider), so look there if it's not in your Inbox.

The Webmaster may also Subscribe you to receive our email and blog notifications but if you do not wish to receive our monthly email notifications in the future (maybe a few per month), simply *Unsubscribe* at the bottom of the email.

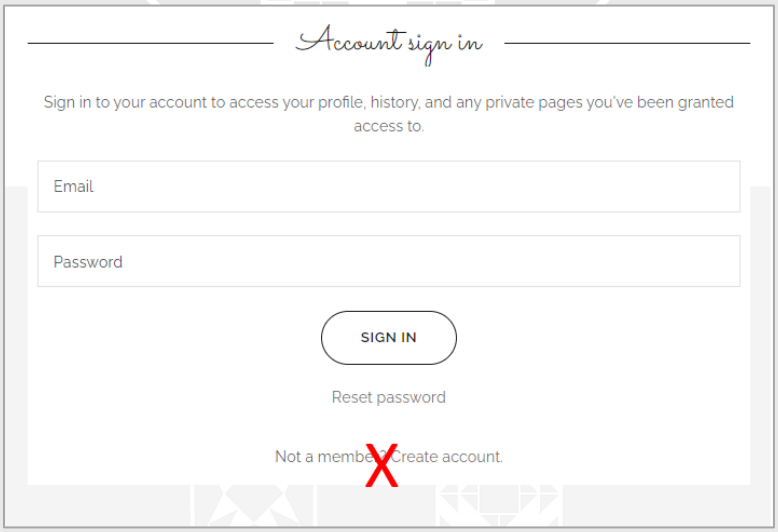
Potential issues

When typing in a password, there is currently no show/hide feature in the boxes and users see dots (•) instead of the letters and/or characters being typed (refer to image on page 1). If an error message appears on screen that passwords don't match, re-type both of them and submit.

Member email address incorrectly typed into his/her Go Daddy Profile. Members, please print your email address legibly on the membership renewal/new application. Not receiving email notifications due to illegible penmanship is the number one cause of members not receiving email notifications.

Emails not received by members. Check your ISP settings. Users sometimes have created privacy settings that will either send group emails (like our notifications) to a spam/junk mailbox or actually block them. This is not something the Webmaster can correct and has to be addressed in the user's settings.

If a member tried to create an account using the *"Not a member? Create an account"* feature located at the bottom of the sign-in section, doing so does **not** grant access to the private page and you will not be able to view content on the private page. Members must receive the email invite (from the Webmaster) to do so.



Email Notification

Notifications are sent to Members for the Newsletter posting and to all Subscribers for Blog articles. The email is only a notification from which the reader can access either the private page (for the Members Only Newsletter, Calendar & Minutes) or the Blog articles by clicking on a link in the email.