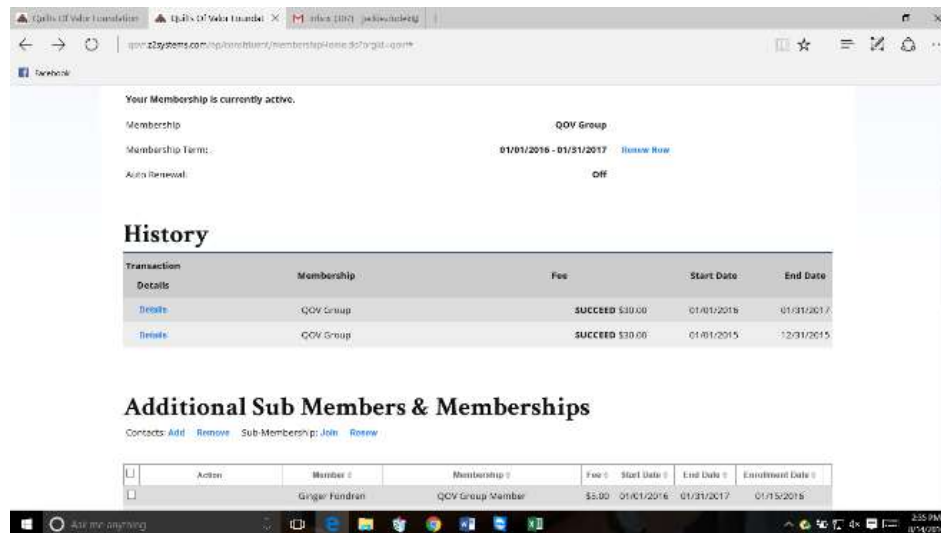




Informational Documents for Group Leaders

Adding, Deleting and Renewing members on your group account

1. Log into your group account using your group member name and password
2. Select the members only link in the middle of the page after you login
3. Go to the menu “What would you like to do?” on the upper right hand corner of your next screen
4. Select My Membership
5. At this point as you scroll down you will see a list of your members. Directly under where it says Additional Sub Members & Memberships, you will see **ADD, REMOVE, JOIN** or **RENEW** in blue. See photo below.
6. You may delete, remove or renew a member who is already listed. To choose which member you wish to make a change to you will X the little square box to the left of the member’s name, then choose which option you wish from the choices above (Delete, Remove or Renew)



Adding a new member

1. When adding a new member to your group, select **ADD** and continue to the next page.
2. Complete the membership form (all fields are required) (if the new member does not have an email address, please use your group email address)
3. If you choose to set up your member’s login name with a temporary password, please make sure you have printed out the *Logging into your Member Account Form*, fill it out with the members Member # and their new login name and password. The *Logging into your Member Account Form* can be found on the members only pages under Forms and other Documents. (I suggest you use the members First and Last name as their login name to make it easy for them to recall, in the case that member name is already taken, I add a number after the new member login name. Example JaneDoe1)
4. Continue to the next page
5. Choose group membership (\$5)
6. Choose continue which will direct you to the payment page where the options for credit card or mailing in a check/checks to the Foundations address in Iowa

Adding multiple new members with 1 payment

1. Just like adding one new member to your group, select **ADD** and continue to the next page.
2. Complete the membership form (all fields are required) (if the new member does not have an email address, please use your group email address)
3. If you choose to set up your member's login name with a temporary password, please make sure you have printed out the *Logging into your Member Account Form*, fill it out with the members Member # and their new login name and password. The *Logging into your Member Account Form* can be found on the members only pages under Forms and other Documents. (I suggest you use the members First and Last name as their login name to make it easy for them to recall, in the case that member name is already taken, I add a number after the new member login name. Example JaneDoe1)
4. Continue to the next page
5. Choose continue (do not choose step #3 from the Adding a New Member paragraph which was choose group membership (\$5)).
6. Enter the next new member you wish to add to the group.
7. Keep adding new members in the same manner without choosing group membership (\$5) until you have entered the last new member.
8. Return to the My Membership page where you will be able to view all of the group members.
9. Select each of the new members you have just entered into your roster of membership.
10. Select **JOIN**
11. You will be directed to the payment page where the pay by credit card or checks option will be available.

Renewing a member

1. To renew a member, after you choose which member or members you wish to renew, select **RENEW**; information will come up at the next screen that will show their address, login name etc. All members must have their addresses on file so please make sure that is complete. (A group leader can reset a member's login name and password if they need to because the member cannot recall it on this page)
2. If you choose to set up your member's login name with a temporary password, please make sure you have printed out the *Logging into your Member Account Form*, fill it out with the members Member # and their new login name and password. The *Logging into your Member Account Form* can be found on the members only pages under Forms and other Documents. (I suggest you use the members First and Last name as their login name to make it easy for them to recall. In the case that member name is already taken, add a number after the new member login name. Example JaneDoe1)
3. At the bottom of the screen, it will show ***membership** and to the right, please check the circle for group membership (\$5 renewal)
4. Choose continue which will direct you to the payment page where the options for credit card or mailing in a check/checks to the Foundations address in Iowa will be found.

Renewing multiple members with 1 payment

1. Just like Renewing a member, choose each member you wish to renew, select **RENEW**
2. On the next screen it will show ***membership** and to the right, please check the circle for group member (\$5 Renew)
3. Choose continue which will direct you to the payment page where the options for credit card or mailing in a check/checks to the Foundations address in Iowa will be found.

Removing a member from your roster

Just like Renewing a member, choose the member or members you wish to remove from your roster. Once you have selected the member or members, go above to the blue **REMOVE** listed right below Additional Sub Members & Memberships and select that option.

Answers to a few questions that have come up

1. All members in your group that have expired, must be renewed with the *Group Membership Renewal Form*. This form is found on the members only pages under forms. You must know the members membership #. Please mail the completed form to the Foundation address in Iowa. Do not mail to the Membership Director.
2. For members that do not set up their member login accounts from the email link they received when their membership was processed, the membership director will set it up for them and send that information to the group leader. That information should be passed onto the respective member.
3. Individual members may be attached to a group by the Membership Director. Before their individual membership is set to expire, the group leader can renew them as a group member for \$5 instead of the \$20 individual cost. Please email Membership Director to make this change.
4. Differences between Members and Sub-members. If you have a member that is listed as being a member, it means they were added by the Foundation (bookkeeper). If you have a member that is listed as being a sub-member, it means that they have been either added, or renewed by the group leader or themselves. Eventually most of your members will be listed as sub-members. Essentially, they are exactly the same thing, so no worries on the different descriptions (the group leader is the only one to see this list)
5. Members may have only 1 paid membership. The group they belong to will be the group they renew through even though they may attend multiple groups. When a potential new member wishes to join your group, please ask them if they already have paid membership. If so, then do not add them to your group member list online. If a member wishes to have their membership attached to a different group than they currently are attached to, please email the Membership Director and that can happen.
6. Currently a group member who does not reside in your state may not show up on your roster, even if they are attached to your group through the system. Especially in this instance it is important to keep a spreadsheet of your member information.
7. For any members who have not set up their member login acct or it wasn't done by the Membership Director they must contact the Membership Director to complete this task. If the member attempts to do it themselves, they will create another member acct # which then must be merged. Remember, the group leader can also set up their member login name during a renewal or while adding a new member.
8. Myra Coddens is our Quilt Shop Coordinator. Please contact her with any questions you need answered if you have a quilt shop that would like to sponsor your group. Her email is Myra.Coddens@QOVF.org. A quilt shop may only officially sponsor 1 group at this time. Currently quilt shops must be brick and mortar and not online shops, although a shop may sell online. They must have a store front. Group Leaders are responsible for the group's finances and running the group's membership. The shop owner does not have to be an official group member, but they are more than welcome to be.
9. Registering for National Sew Day: All members MUST register for National Sew Day by logging into their membership account, go to the menu "**What would you like to do?**", and choose **Current Events**. The group leader may also register multiple members under the group account. Login to the group account and again, like an individual member, go to "**What would you like to do?**" and choose **Current Events**. At that point, you will be able to select the members you wish to sign up for National Sew Day. Please ask members to NOT sign up for National Sew Day via the link on the front page of www.QOVF.org where it will say sign up here. That link is for non-members only. By members signing up with the non-member link, another account number for the member will be created.

Suggestions for Group Leaders

1. Don't be afraid to ask a member of your group to assist you with planning, membership paperwork or whatever needs to be done. Group leaders however must be in charge of finances and sign all forms.
2. Keep a spreadsheet of your members with their member #'s, expiration dates, updated email address, phone and mailing address.
3. Renew your members well in advance of their expiration. The dates will be renewed for 1 year from the current expiration date even if you renew it 6 months in advance. If you renew your members online, the dates will more than likely show incorrectly to you, however the Membership Director will manually correct them and put the correct new date on their membership cards and the correct date will also show up on your list when you go to My Membership in the Group acct. The group leader can during the renewal, make the dates show correctly, but please do not do this unless you are sure these are the correct dates. This glitch is a software issue.
4. Teach your members how to login to the member's page. 1 on 1 teaching works best with those not too familiar with computers. Maybe there is a member of your group who is great with computers and she would be willing to be a Membership Educator. This could be very helpful with groups that have a large membership base.
5. Save all financial documents received by the Foundation's bookkeeper so you have a running record of your group's finances. The group leader will receive monthly statements of the groups account only if there has been a change to the account that month. The group must have a Financial Responsibility Form or a 501©3 form on file with the Membership Director. These forms are sent out to new groups when they join, but can always be requested from the MD.

If at any time you have questions or need assistance about membership, please contact the Membership Director at membership@QOVF.org