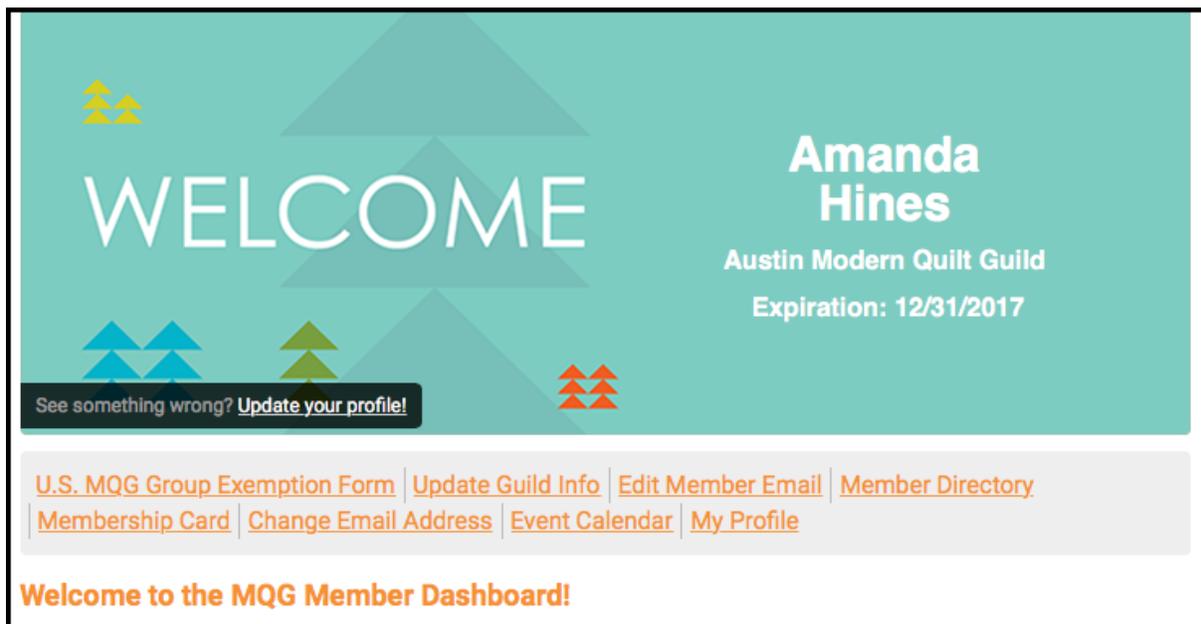


Guild Leader Instruction Sheet

If a leader has an officer title on their existing MQG account, they will automatically be able to view certain forms, such as the Update Guild Web Information form and the MQG Group Exemption (U.S. only) form. That also means they'll receive the Leader Newsletters.

A leader has more links here than the average member:

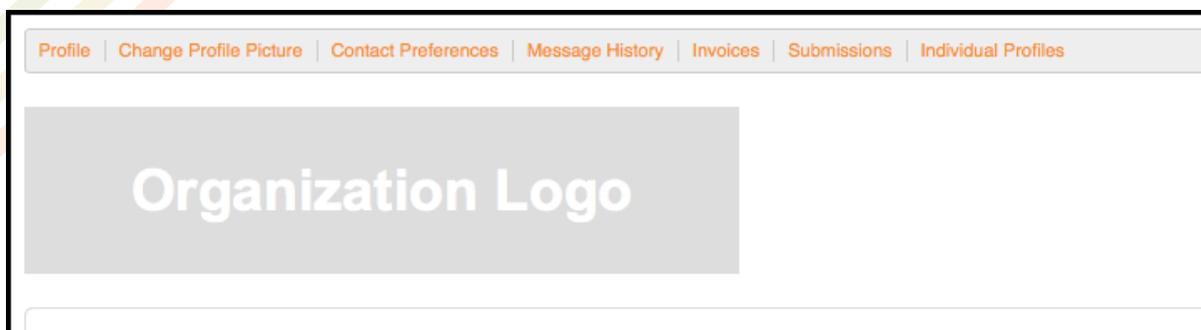


Distinct from having an officer title is being the Key Contact for a guild. A guild can have more than one Key Contact. Anyone with the Key Contact designation can edit their guild's member roster.

To make another person a Key Contact:

This action can only be done by a Key Contact.

Start on your profile page and hover your mouse over the "My Profile" tab. Select the "Your Organization" option. You will see this menu:



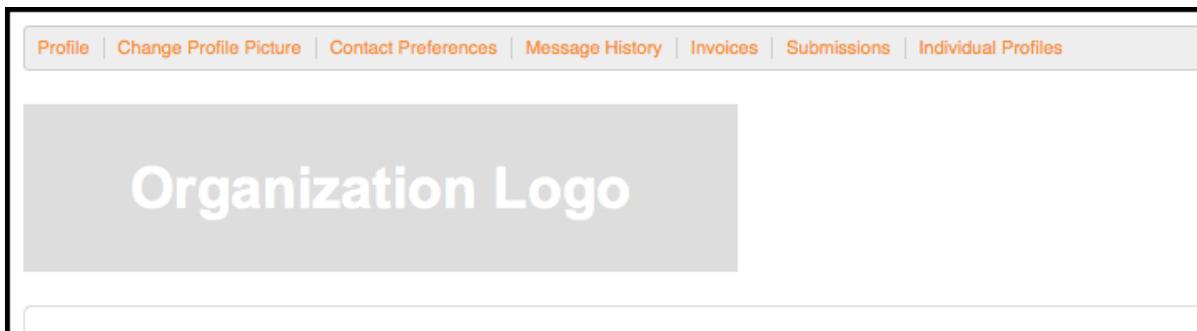
Guild Leader Instruction Sheet

Click on the “Individual Profiles” link at the far right. You will now see a list of all members in your guild. To give anyone Key Contact status, just toggle the button to “on”.

To make another person a guild officer:

This action can only be done by a Key Contact.

Start on your profile page and hover your mouse over the “My Profile” tab. Select the “Your Organization” option. You will see this menu:

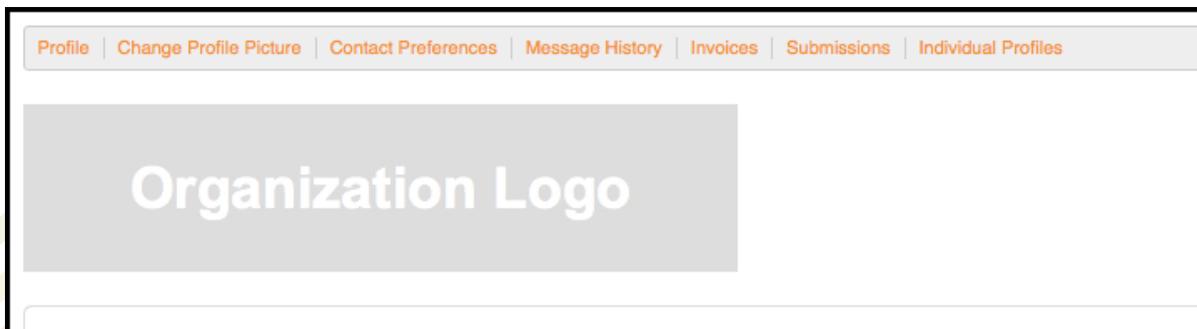


Click on the “Individual Profiles” link at the far right. You will now see a list of all members in your guild. Click on the person you want to designate an officer. On their profile page, click “Edit” on the right side. Then, select the appropriate officer title and Save.

To add a new member to your guild:

This action can only be done by a Key Contact.

Start on your profile page and hover your mouse over the “My Profile” tab. Select the “Your Organization” option. You will see this menu:

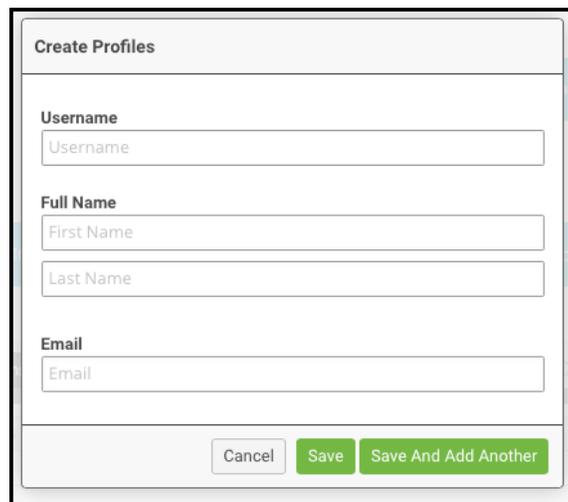


Click on the “Individual Profiles” link at the far right. You will now see a list of all members in your guild. Just above your member list is a button called “Create Linked Profile”.

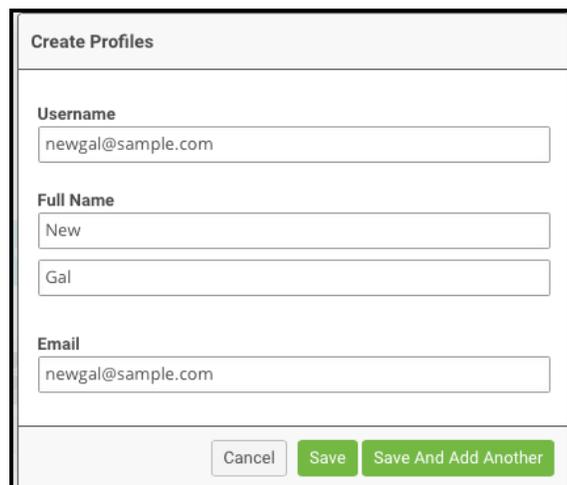
Guild Leader Instruction Sheet



Click that button, and a screen will pop up like this:



Complete the fields. The Username should be the new member's email address. (The Username field and the Email field will have the same entry.) Click "Save" or "Save and Add Another". You will now see the new member in your member list.

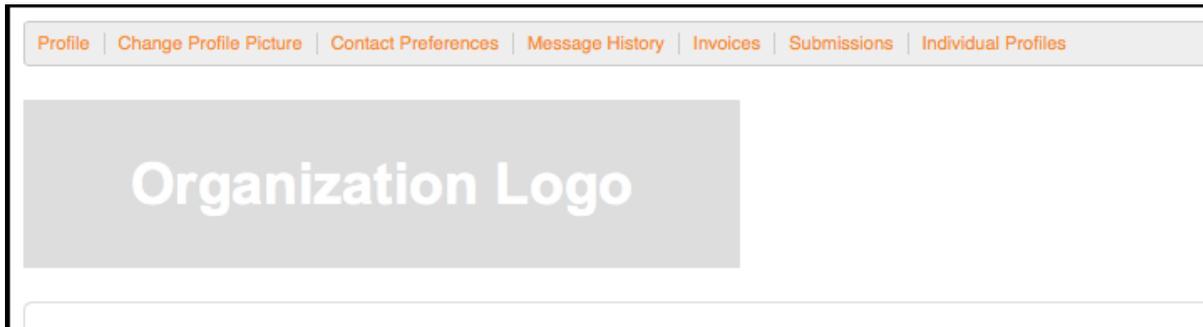


Guild Leader Instruction Sheet

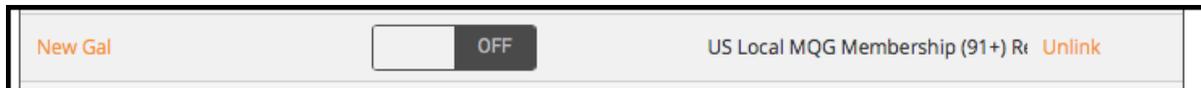
To remove a member from your guild:

This action can only be done by a Key Contact.

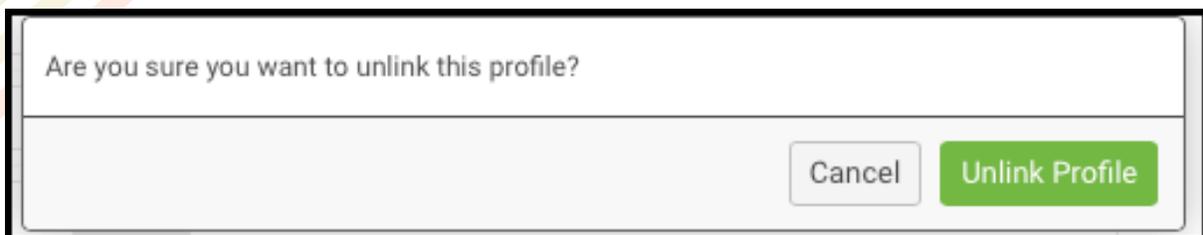
Start on your profile page and hover your mouse over the "My Profile" tab. Select the "Your Organization" option. You will see this menu:



Click on the "Individual Profiles" link at the far right. You will now see a list of all members in your guild. Find the member you wish to remove and click the orange "Unlink" button on the right side of their name.



The system will then ask you to confirm you wish to unlink them. Click the green "Unlink" button. You will now be automatically directed back to your member list, and you will see that member is no longer listed.



Frequently Asked Questions

How does a new member start using the website after I add them to our guild?

Good question! We will run a batch report twice weekly and send newly added guild members their login information. Please make sure new members know that they will receive an email from the MQG when they are all set up online. Allow up to 72 hours from the time you enter that member.

Whoops! I made a typo. How do I edit the new person's name?

Hey, it happens. To edit their name, start on your profile page and hover your mouse over the "My Profile" tab. Select the "Your Organization" option. You will see this menu:



Click on the "Individual Profiles" link at the far right. You will now see a list of all members in your guild. Click on the person whose name you need to edit. Click the "Edit" button below their profile and correct the "Full Name" field.

Whoops! I made a typo. How do I edit the new person's email address?

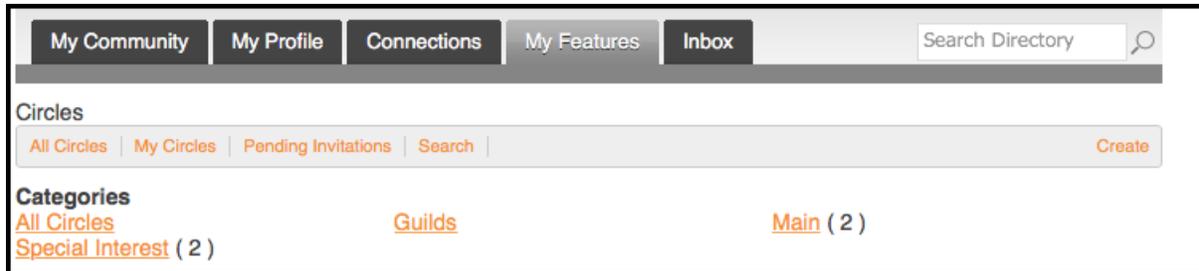
No worries. Please complete the form "Edit Member Email" and the MQG staff will take care of it and send you a confirmation email when complete.

[U.S. MQG Group Exemption Form](#) |
 [Update Guild Info](#) |
 [Edit Member Email](#) |
 [Member Directory](#) |
 [Membership Card](#) |
 [Change Email Address](#) |
 [Event Calendar](#) |
 [My Profile](#)

Frequently Asked Questions

How do I start a Circle for my guild?

If your guild doesn't have a Circle yet, you can create one. Just use the orange "Create" link at the top right.



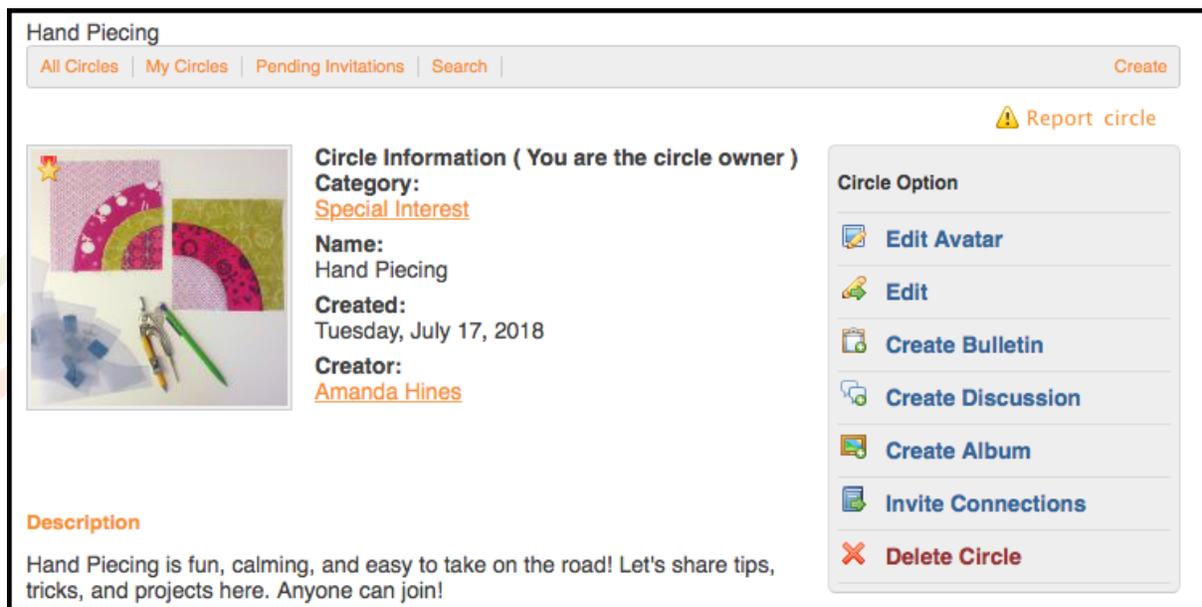
You'll need to name and describe your Circle, as well as decide if it is Open or Private, if Photos are allowed, etc.

If a Circle is Open that means that other MQG members can join it without your approval. If a Circle is Private that means that it is visible by other MQG members but that they will request your approval to join it.

How do I transfer ownership of a Circle to another member?

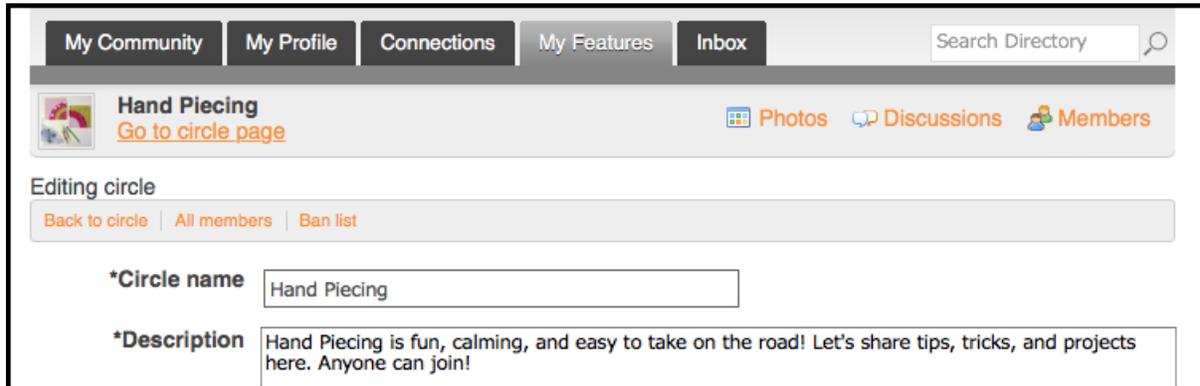
This is really helpful if you are stepping off your guild's Board and a new Board officer will be managing your guild's Circle.

First, click on the Circle you want to edit. Then, choose the Edit option from the list on the right.

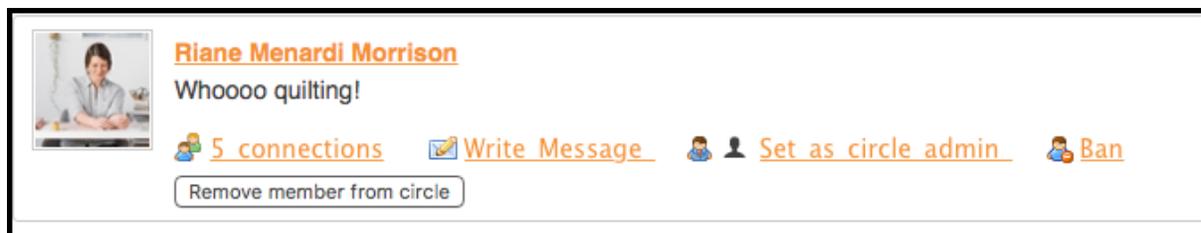


Frequently Asked Questions

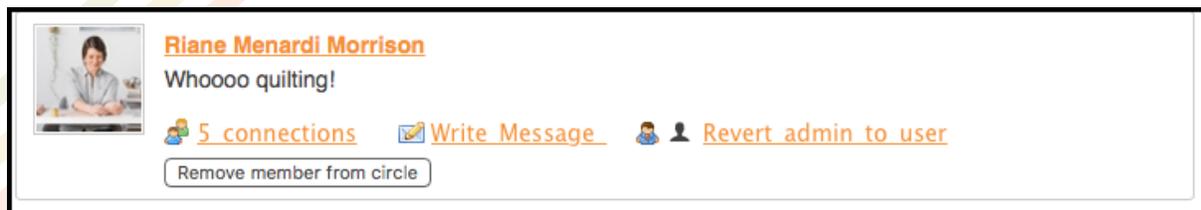
Now, you'll see fields to edit your Circle information, and a link that says "All Members" at the top.



Click on All Members, and then choose the person to whom you want to transfer Circle ownership. Click "Set as Circle Admin" link in their listing.



That person is now added as a Circle Admin. To complete the process, the new admin will go to your listing in the Circle and click "Revert admin to user" in your listing.



Frequently Asked Questions

How do I update my guild's information on the MQG website for people to find us?

Go to your Dashboard and use the "Update Guild Info" form to submit the changes. The MQG staff will take care of the edits and let you know when they are complete!

[U.S. MQG Group Exemption Form](#) | [Update Guild Info](#) | [Edit Member Email](#) | [Member Directory](#)
[Membership Card](#) | [Change Email Address](#) | [Event Calendar](#) | [My Profile](#)

My question isn't here – I'm stuck!

Don't worry! Amanda monitors the info@themodernquiltguild.com email address during regular work hours. Just email your question there and she'll get back with you as soon as she can.



MODERN QUILT GUILD