



The *Username* field is case sensitive, and must be unique.

Like Sew, our website host, suggests using email addresses as each one is unique. This is the email you provided the Membership Committee when you signed up, or renewed, for the Guild. Enter your **full** email address in lower case.

For your initial login the password is: *changeme*

A screenshot of a web browser's login form. The form has a title bar that says "Login". Below the title bar, there are two input fields. The first is labeled "Username:" and contains the text "suzyq@comcast.net". The second is labeled "Password:" and contains seven black dots. To the right of the password field are two buttons: "Login" and "Cancel".

You will be prompted to change your password. Enter the new password twice. (This password is for the WSQG website only, it will **not** change your email login).

**Suggested Password Attributes:**

- At least 8 characters long—the longer the better
- At least 1 non-alpha character
- Preferably at least 1 non-alphanumeric character

A screenshot of a web browser's "Change Password" form. The form has a title bar that says "Login". Below the title bar, there are two input fields. The first is labeled "New Password:" and the second is labeled "Re-enter Password:". To the right of the second field is a button labeled "Change Password".

Only you will know your password. Please do not share your password!

Once you have logged in, you will have full access to the website.

To logout of the website, simply close your browser. You will stay logged in until the browser is closed. Please do not leave yourself logged in for extended periods of time, otherwise you will not see any updates applied to the website.

**If you forget your password**, send an email to **WSQG@WashingtonStarsQuiltGuild.com** or use the *Contact Us* feature on the website, to request it be reset. The Website Committee will change the password back to *changeme*. Repeat the above procedure.

**If you wish to change your email address**, please contact the Membership Committee so they can update all records.

Thank you,  
Website Committee