

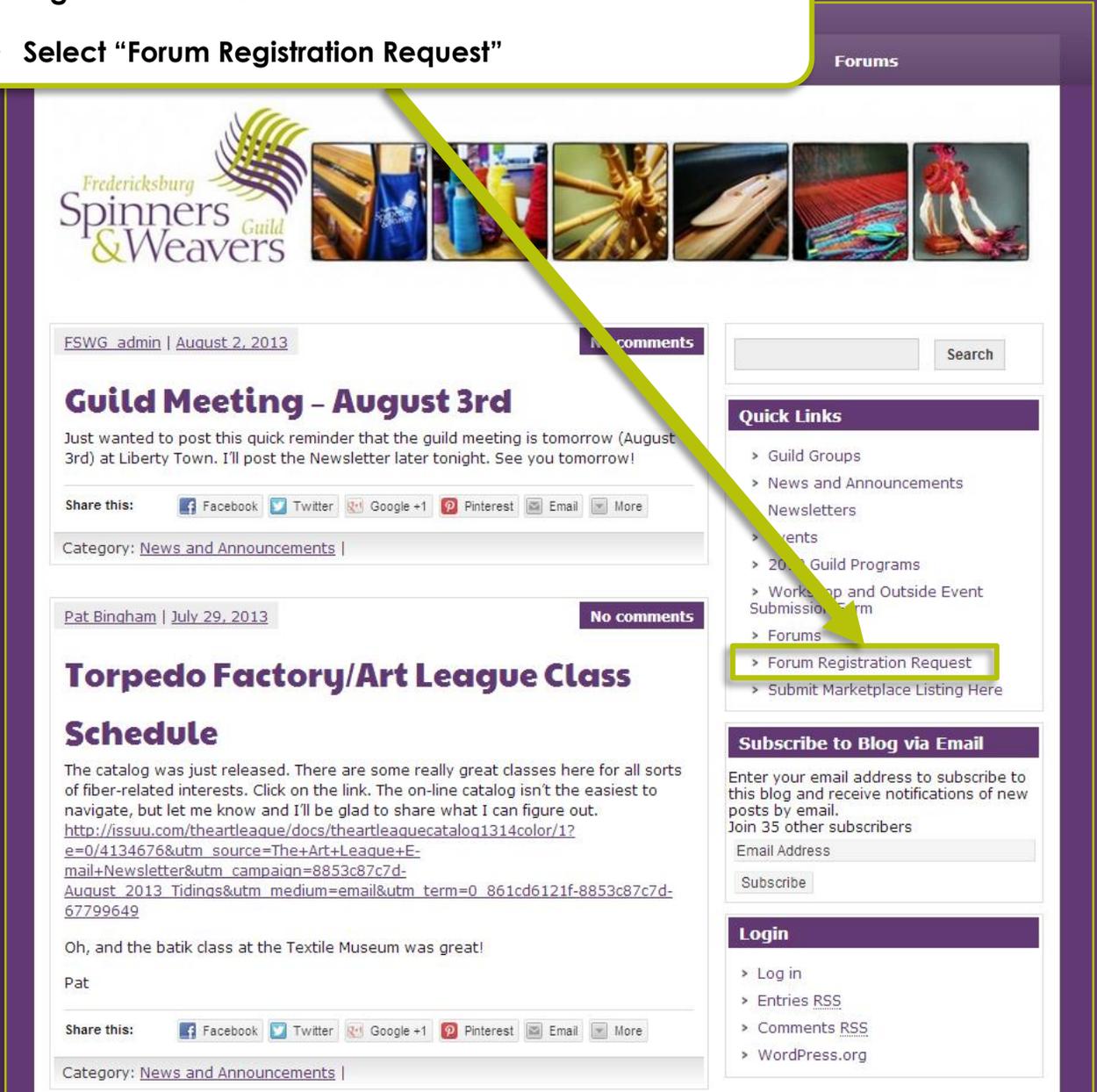


# Fredericksburg Spinners & Weavers Guild

Online Message Forum How-to

# Account Registration

- The first step in accessing the guild's web forum is to register for an account.
- Select "Forum Registration Request"



The screenshot shows the website's interface. At the top, there's a navigation bar with a 'Forums' link. Below it is a banner with the guild logo and several images of fiber arts. The main content area features two forum posts. The first post, titled 'Guild Meeting - August 3rd', is by FSWG\_admin and dated August 2, 2013. The second post, titled 'Torpedo Factory/Art League Class Schedule', is by Pat Bingham and dated July 29, 2013. To the right of the posts is a sidebar with a search box, a 'Quick Links' section, a 'Subscribe to Blog via Email' section, and a 'Login' section. A yellow arrow points from the text in the top-left box to the 'Forum Registration Request' link in the 'Quick Links' section.

**Forums**

Fredericksburg Spinners & Weavers Guild

Fredericksburg Spinners & Weavers Guild

FSWG\_admin | August 2, 2013

**0 comments**

## Guild Meeting - August 3rd

Just wanted to post this quick reminder that the guild meeting is tomorrow (August 3rd) at Liberty Town. I'll post the Newsletter later tonight. See you tomorrow!

Share this: [Facebook](#) [Twitter](#) [Google +1](#) [Pinterest](#) [Email](#) [More](#)

Category: [News and Announcements](#) |

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Pat Bingham | July 29, 2013

**No comments**

## Torpedo Factory/Art League Class Schedule

The catalog was just released. There are some really great classes here for all sorts of fiber-related interests. Click on the link. The on-line catalog isn't the easiest to navigate, but let me know and I'll be glad to share what I can figure out.  
[http://issuu.com/theartleague/docs/theartleaguecatalog1314color/1?e=0/4134676&utm\\_source=The+Art+League+E-mail+Newsletter&utm\\_campaign=8853c87c7d-August+2013+Tidings&utm\\_medium=email&utm\\_term=0\\_861cd6121f-8853c87c7d-67799649](http://issuu.com/theartleague/docs/theartleaguecatalog1314color/1?e=0/4134676&utm_source=The+Art+League+E-mail+Newsletter&utm_campaign=8853c87c7d-August+2013+Tidings&utm_medium=email&utm_term=0_861cd6121f-8853c87c7d-67799649)

Oh, and the batik class at the Textile Museum was great!

Pat

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Category: [News and Announcements](#) |

**Search**

**Quick Links**

- > Guild Groups
- > News and Announcements
- > Newsletters
- > Events
- > 2013 Guild Programs
- > Workshop and Outside Event Submission Form
- > Forums
- > Forum Registration Request**
- > Submit Marketplace Listing Here

**Subscribe to Blog via Email**

Enter your email address to subscribe to this blog and receive notifications of new posts by email.  
Join 35 other subscribers

Email Address

**Login**

- > Log in
- > Entries [RSS](#)
- > Comments [RSS](#)
- > WordPress.org

# Account Registration

- Provide the requested information in the form
- You will receive an email within 24-hours with your login information. The password will be a temporary password. Please change your password once you login for the first time.

## Forum Registration Request

[Edit](#)

### Forum Registration Request

\* Required

First Name \*

Last Name \*

E-mail Address \*

Preferred User Name \*

Never submit passwords through Google Forms.

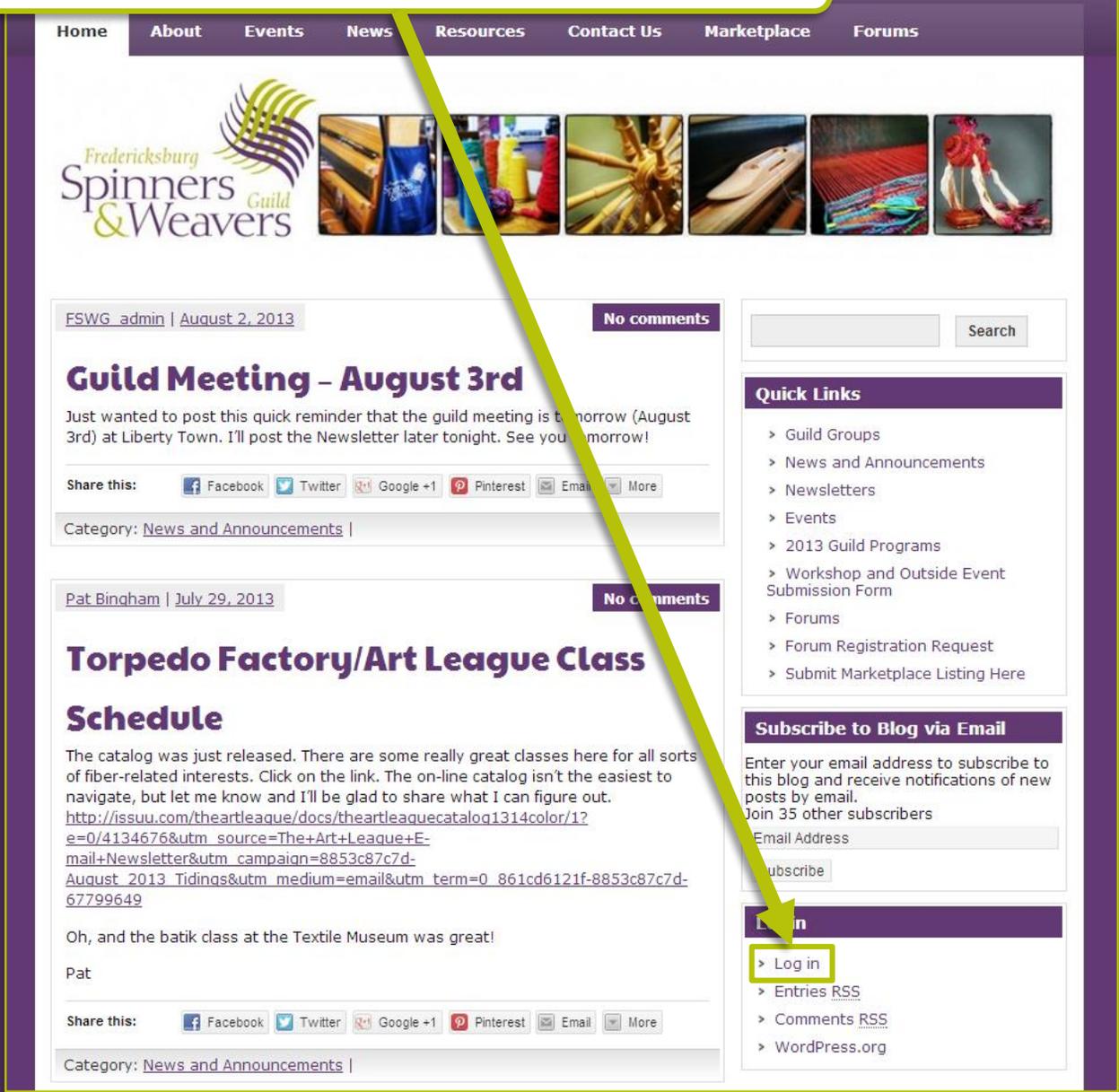
Powered by  


This content is neither created nor endorsed by Google.

[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

# Logging In

- To access the site (forums, posts and password changes) Select "Log In"



The screenshot shows the website's navigation bar with links: Home, About, Events, News, Resources, Contact Us, Marketplace, and Forums. Below the navigation is a banner with the guild logo and six images of fiber arts. The main content area features two posts. The first post, titled "Guild Meeting - August 3rd", includes a search bar, a "Quick Links" sidebar with items like "Guild Groups" and "News and Announcements", and a "Subscribe to Blog via Email" section. The second post, titled "Torpedo Factory/Art League Class Schedule", also includes a search bar, "Quick Links", and "Subscribe to Blog via Email". At the bottom right, a "Log In" button is highlighted with a yellow box, and a yellow arrow points to it from the instruction box above.

# Logging In

- Use the username and password you received in your email.



The image shows the WordPress login interface. At the top is the WordPress logo, a circular 'W' icon followed by the word 'WORDPRESS' in a blue, serif font. Below the logo is a white rectangular form with a light gray border. Inside the form, there are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the 'Remember Me' checkbox is a blue button with the text 'Log In' in white. Below the form, there are two links: a blue underlined link that says 'Lost your password?' and a blue underlined link that says '← Back to'.

# Changing Your Password

- Once you successfully login, you will notice a grey “menu” bar at the top of the webpage



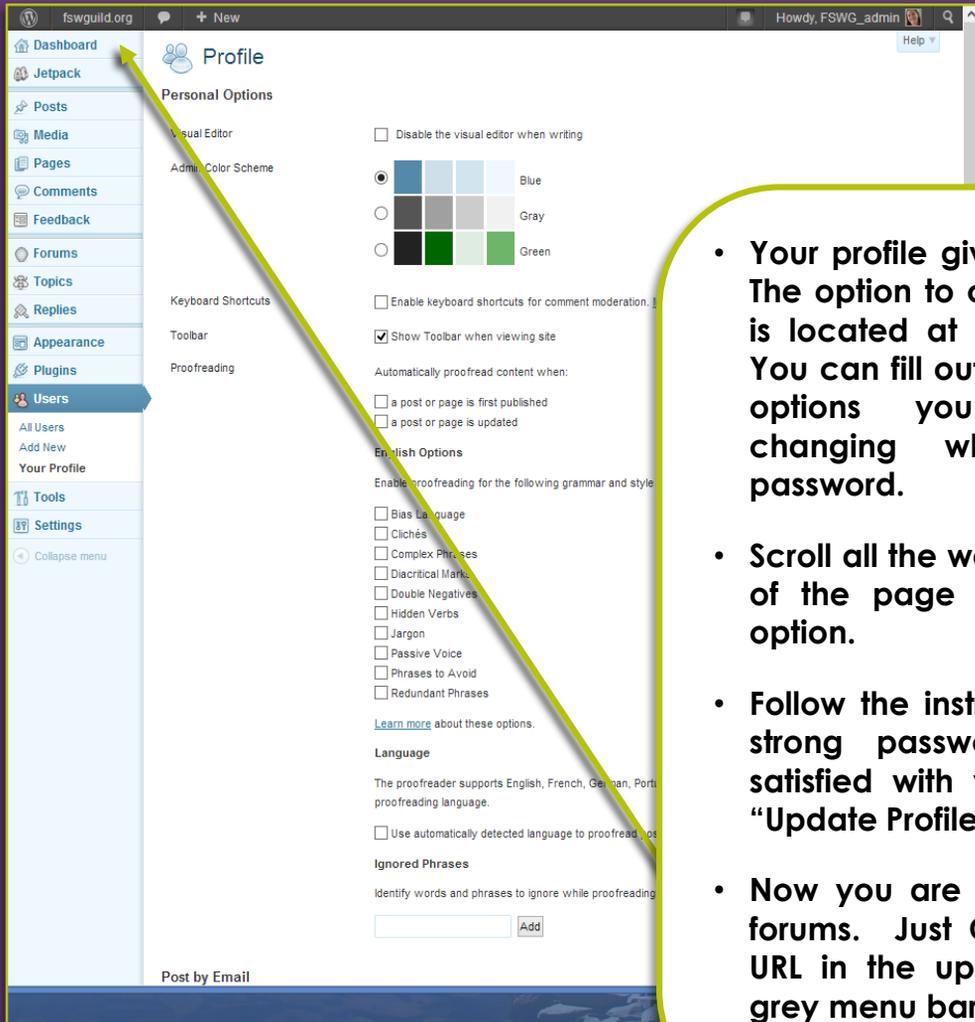
The screenshot shows the website's navigation menu with options: Home, About, Events, News, Resources, Contact Us, Marketplace, and Forums. Below the navigation is a banner with the guild logo and several images of spinning and weaving equipment. A post titled "Guild Meeting - August 3rd" is visible, along with a "Quick Links" sidebar containing items like "Guild Groups", "News and Announcements", "Newsletters", "Events", "2013 Guild Programs", "Workshop and Outside Event Submission Form", "Forums", "Forum Registration Request", and "Submit Marketplace Listing Here".



This close-up shows the user profile menu that appears when hovering over the "Howdy, FSWG\_admin" text. It includes a profile picture of a woman, the text "FSWG\_admin", and two links: "Edit My Profile" and "Log Out".

- Hover your mouse over the “Howdy” text until the drop down menu box appears
- Select “Edit My Profile”

# Changing Your Password



- Your profile gives you many options. The option to change your password is located at the end of the page. You can fill out or change any of the options you feel comfortable changing while updating your password.
- Scroll all the way down to the bottom of the page to find the password option.
- Follow the instructions for creating a strong password. Once you are satisfied with your password, select "Update Profile"
- Now you are ready to head to the forums. Just Click on the website's URL in the upper left corner of the grey menu bar at the top of the page to navigate back to the homepage.

New Password  *If you would like to change the p...*

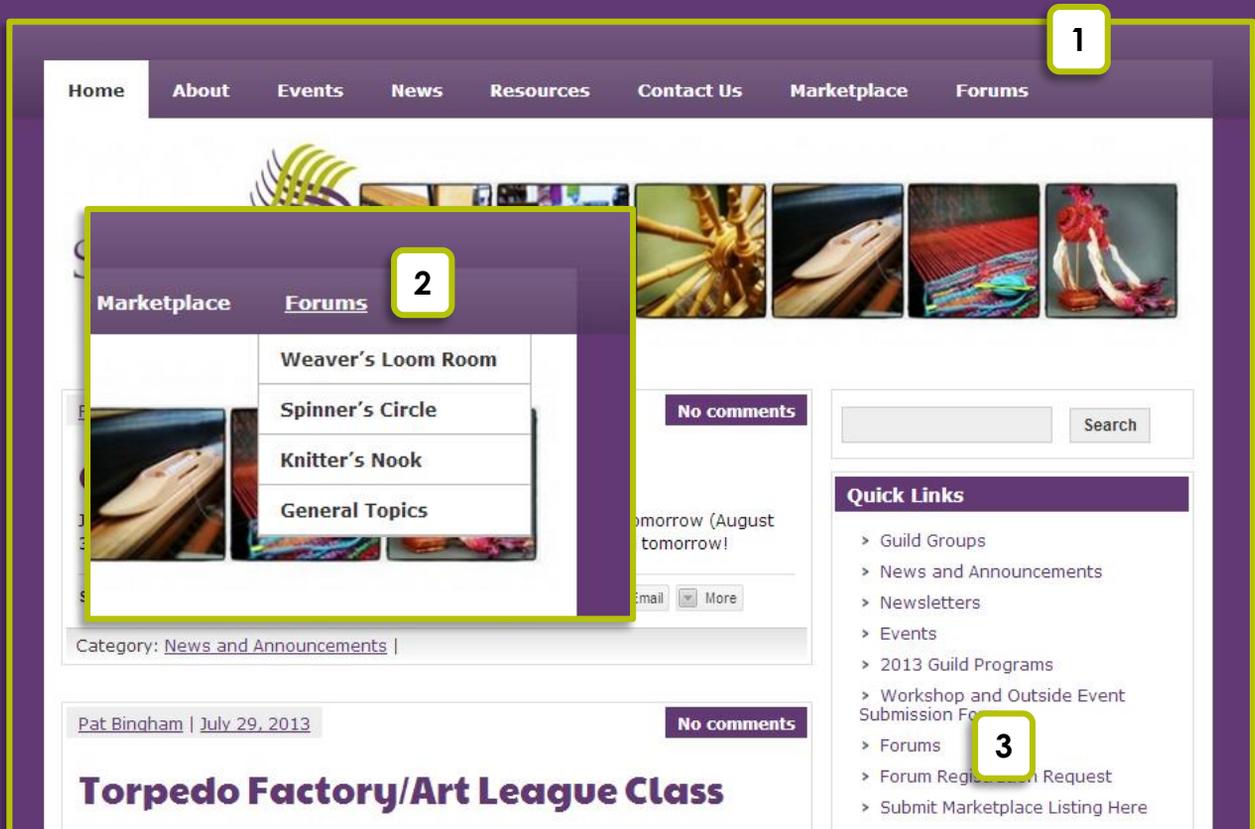
Repeat New Password  *Type your new password again.*

Strength indicator   *Hint: The passw...*  
*it stronger, use...*

*like ! \* ? \$ % ^ & ).*

# The Forums: Overview

- You have several options for navigating to the forums.
  - You can click on the “Forums” tab at the top of the page
  - You can hover your mouse over the “Forums” tab until the drop down menu appears with the specific areas of interest.
  - Click on “Forums” under the “Quick Links” on the right side of the page.



The screenshot shows the website's navigation bar with the following tabs: Home, About, Events, News, Resources, Contact Us, Marketplace, and Forums. A callout '1' points to the 'Forums' tab. A dropdown menu is visible over the 'Forums' tab, containing the following options: Weaver's Loom Room, Spinner's Circle, Knitter's Nook, and General Topics. A callout '2' points to this dropdown menu. On the right side of the page, there is a 'Quick Links' section with a list of links: Guild Groups, News and Announcements, Newsletters, Events, 2013 Guild Programs, Workshop and Outside Event Submission Form, Forums, Forum Registration Request, and Submit Marketplace Listing Here. A callout '3' points to the 'Forums' link in this list. Below the navigation bar, there are several forum posts. One post is titled 'Torpedo Factory/Art League Class' by Pat Bingham, dated July 29, 2013, with 'No comments' indicated. Another post is partially visible with the text 'tomorrow (August tomorrow!)' and 'No comments'.

# The Forums: Overview

Home About Events News Resources Contact Us Marketplace Forums



## Forums

Edit

Home > Forums

Forum	Topics	Posts	Freshness
<a href="#">Weaver's Loom Room</a> Is that a plain weave or a twill? What should I look for in a loom? If you have questions like that, this is the place to ask.	1	1	3 months, 2 weeks ago FSWG_admin
<a href="#">Spinner's Circle</a> Going around in circles with questions about spinning? Looking for some help or share something about your spinning, this is the place to do it.	1	1	3 months, 2 weeks ago FSWG_admin
<a href="#">Knitter's Nook</a> This is the place to ask your knitting related questions or to share your finds.	1	1	3 months, 2 weeks ago FSWG_admin
<a href="#">General Topics</a> This forum is for general chit chat.	2	3	2 hours, 46 minutes ago FSWG_admin

- If you used methods 1 or 3 from the previous page, this will be the next screen you see. If you used method 2, skip to the next page.
- There are four general areas predefined for the forums. These areas are the:
  - Weaver's Loom Room
  - Spinner's Circle
  - Knitter's Nook
  - General Topics
- To read or post a topic in a specific area, click on the name of the area.
- If there is an area not represented in the forums that you would like added, email me and let me know.

> Entries RSS

6:38 PM

# The Forums: Overview

Spinners Guild  
& Weavers



## Spinner's Circle

[Edit](#)

[Home](#) > [Forums](#) > Spinner's Circle

This forum contains 1 topic, and was last updated by  FSWG\_admin 3 months ago.

Viewing topic 1 (of 1 total)

Topic	Voices	Posts	Fr
<a href="#">Introductions</a>	1	1	3 months ago
Started by:  FSWG_admin			

Viewing topic 1 (of 1 total)

Create New Topic in "Spinner's Circle"

Your account has the ability to post unrestricted HTML content.

Topic Title (Maximum Length: 80):

Topic Tags:

Topic Type:

- Once you have selected the area of interest, you will see the individual topics posted by you or other guild members.
- To read or post a reply to a topic already established, click on the topic name, for example "Introductions"
- To start a new topic within an area, use the "Create New Topic" area at the bottom of the page.

posts by email.  
Join 35 other subscribers  
[pixie91075@gmail.com](mailto:pixie91075@gmail.com)

### Login

- > [Site Admin](#)
- > [Log out](#)
- > [Entries RSS](#)
- > [Comments RSS](#)
- > [WordPress.org](#)

# The Forums: Creating a Post

Create New Topic in "Spinner's Circle"

Your account has the ability to post unrestricted HTML content.

Topic Title (Maximum Length: 80):

Topic Tags:

Topic Type:

Notify me of follow-up replies via email

- To create a new post, fill in the title
- Add you text to the large box
- Add "Tags" to the Topic tag if you wish.
- DO NOT change the topic type.
- Check the "Notify me..." box if you would like an email when someone responds to your post.
- Hit "Submit" at the bottom

# The Forums: Responding to a Post

Viewing topic 1 (of 1 total)

Topic	Voices	Posts	Freshness
<a href="#">Introductions</a>	1	1	<a href="#">3 months, 2 weeks ago</a>
Started by:  <a href="#">FSWG_admin</a>			
 <a href="#">FSWG_admin</a>			

- To respond to a topic already created, click on the name
- The topic will appear with all the replies.
- To add yours, just type it in the large grey box.
- Add tags if you want, they are not required
- If you want to be notified of future replies to the topic you are in, select the “notify me...” box.
- Hit “Submit”



Hi there, my name is Lesley and I am the web and forum administrator for the guild. If you have any questions please let me know!

[FSWG\\_admin](#)  
Keymaster  
(173.72.175.6)

Author	Posts
Viewing 1 post (of 1 total)	
Reply To: Introductions	
Your account has the ability to post unrestricted HTML content.	
<div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <span>b</span> <span>i</span> <span>link</span> <span>b-quote</span> <span>del</span> <span>img</span> <span>ul</span> <span>ol</span> <span>li</span> <span>code</span> <span>close tags</span> </div> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	
Tags: <input style="width: 150px;" type="text"/>	
<input type="checkbox"/> Notify me of follow-up replies via email	
<input type="button" value="Submit"/>	

## The Forums: More Info

- If you want to practice posting:
  - The “General Topics” area has a “Test” topic. You can play around in this area to become more comfortable with the forum set up.
- The login and password you have for the forums will also work if you want to post something to the guild’s site. The site is automatically set up to hold the post until I review it, so you will not post anything until it has been reviewed and approved.
- **GUEST COLUMNIST ARE WANTED**
- If you need any help or have any other feedback for the site in general, please email me at [pixie91075 \[at\] gmail . com](mailto:pixie91075@gmail.com)