

Calico Membership Directory Instructions

Starting this year, we will use the AGQ Directory rather than emailing or printing a Calico directory.

Using the AQQ Directory is of great advantage to you as you can control the accuracy of your membership information AND what information is made public. It also relieves some of the workload of our volunteer Chairpersons (Membership, Treasurer and Sunshine) as it frees them from managing and trying to maintain an updated membership list.

By logging in with your personal username and password, you can update/change your information and, after you click on **SAVE** at the bottom of your personal information page, the Directory is immediately changed. The next person searching the Directory to find you will get accurate, up to date information.

If you prefer to maintain a hard copy of Calico membership, you can do that at your own convenience and as frequently as you would like. To print a Calico directory:

1. Log into AQQ at <https://www.azquiltersguild.org/members.php>
2. Once logged in, you will see a menu to the right.
3. Select "Member Directory."
4. In the Search box, type in Calico (or select Calico Cut-Ups when it pops up as a search option)
5. Click on the "Go" button
 - a. This pulls up all Calico members and the information they allow to be publicly visible.
6. Near the search box, you will see a "Print this Page" option. Click on it and print the roster.
 - a. Be aware that this creates a document that is correct only at that moment.

A better option may be to access the AQQ database as needed. For instance, if our Sunshine Chairperson sends a note about a member and you want to contact the person in question to call, send a card, or email, you would simply search for the current information for that one person.

1. Log into AQQ at <https://www.azquiltersguild.org/members.php>
2. Once logged in, you will see a menu to the right.
3. Select "Member Directory"
4. In the Search box, type in the person's name.
 - a. Searches are not case sensitive, but correct spelling is required.
 - b. You can also search on any field, i.e., address, phone, etc.
5. Click on the "Go" button
6. This pulls up the member you searched for, and all the information they allow to be publicly visible.
 - a. You are assured that the information is as up to date as the member chooses it to be.

To initiate a new search for either of the above methods, always make sure the search field is cleared (delete the prior information) and click "Go." This takes you back to an opportunity to do a fresh search.

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