Run your guild site

A plain walkthrough for whoever looks after the guild website: pages, photos, events, members, email, and going live.

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How to use these guides

Seven short chunks, one per job. Each takes about five minutes to read. You do not need to read them in order — jump to the one you are stuck on. Every button name is the one on the screen.

Watch the training videos — short, narrated, with captions.

Want it on paper? Download the whole guide as a PDF (27 pages).

Chunk	When you need it
1. Getting around	Sign in, find your way around the admin, and read the dashboard.
2. Pages and layout	Edit a page, add sections, pick a design, and publish.
3. Photos, galleries and the logo	Add a logo, a front-page photo, and a gallery of quilts.
4. Events and the calendar	Add an event, repeat it, take sign-ups, and tidy old ones.
5. Members, levels and dues	Set up a level, bring your roster in, and take dues.
6. Email and your team	Send a newsletter, and give another officer their own login.
7. Going live and fixing things	Publish, check your site as a visitor, and what to do when it looks wrong.

Three rules that fix most problems

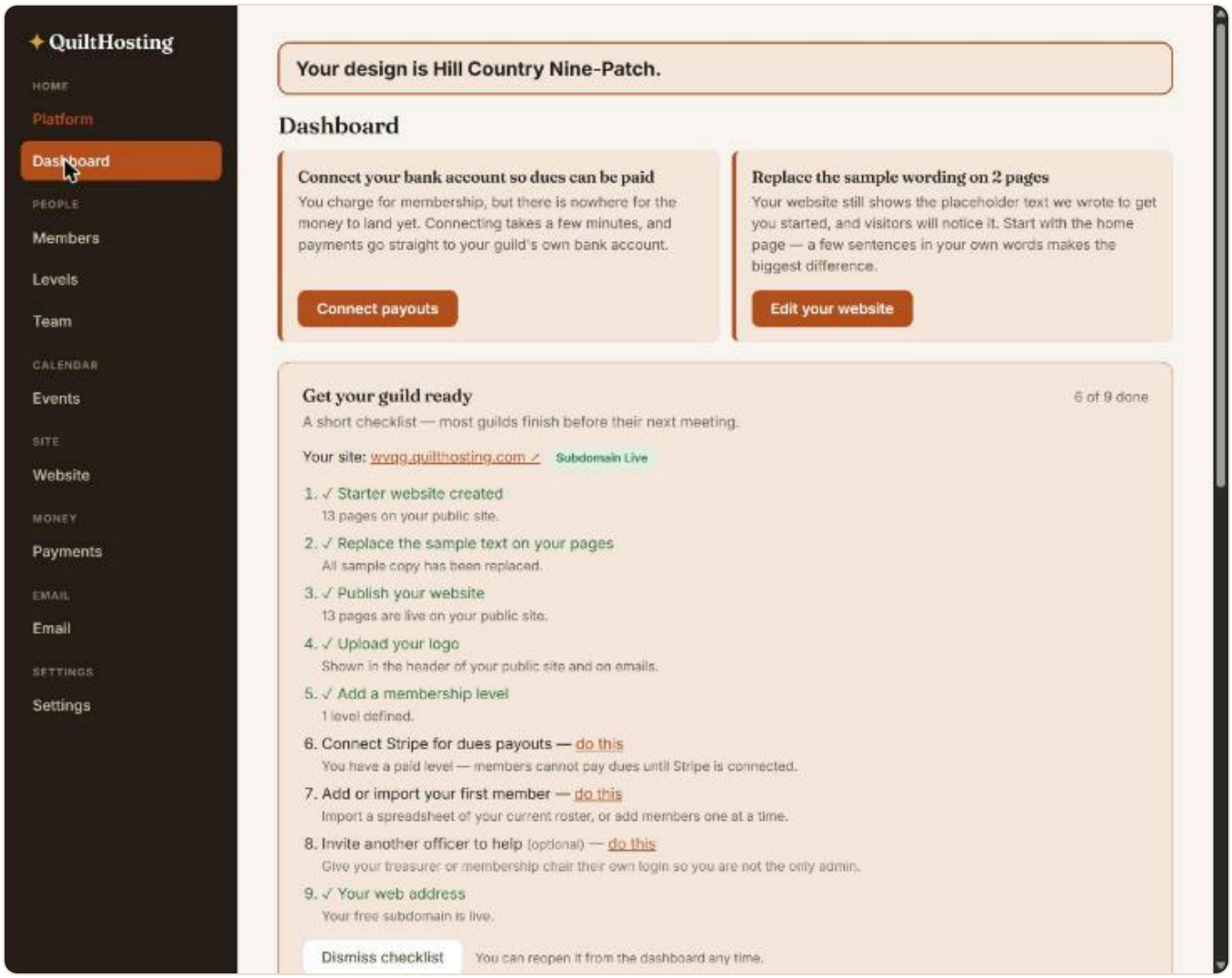
1. **Nothing is public until you press Publish.** Edits you make are drafts. Save does not put them on the site.
2. **If a screen is missing from the sidebar, it is hidden, not gone.** Open Settings → Advanced → Show advanced features and tick it. Photos, Documents, Forms and Invoices live there.
3. **Look at your site the way a visitor does.** Open your address in a private window after every publish. What you see there is what the public sees.

The whole job on one page

#	Do this	Where
1	Set the time zone	Settings → Time zone
2	Pick a design: See example, then See my site, then Use this design	Website → Design
3	Replace every “Sample text — replace me”	Website → each page → Edit
4	Add your logo and a front-page photo	Website → Design
5	Add a level with a price	Levels
6	Connect Stripe so dues can be paid	Settings → Billing & payouts
7	Import your roster	Members → Import CSV
8	Add your events	Events → Add Event
9	Publish, then check as a visitor	Website → Design → Publish your site

1. Getting around

Sign in, find your way around the admin, and read the dashboard.



The dashboard: the Get your guild ready checklist and the nine sidebar screens.

Sign in

1. Go to **quilthosting.com/admin**.
2. While the site is in private preview, it asks for the **access password** first. Type it and press Enter.
3. Press the **Google** button and use the Google account the guild added as an officer. That is the only way in — there is no separate password.
4. The guild you are working on is named at the bottom of the left sidebar. To switch guilds, open **Settings** and press **Switch guild** at the very bottom.

Signed in but see no guild? The email you used is not on the guild's team. Ask an owner to add it in Team.

The sidebar

QuiltHosting starts with nine screens, grouped. That is on purpose — these are the ones guilds use every week.

Screen	What it is for
Dashboard	What needs doing, and the numbers.
Members	Your roster. Add, import, export, edit.
Levels	The kinds of membership and their prices.
Team	Who else can sign in, and what they can change.
Events	Meetings, workshops, the calendar.
Website	Pages, design, logo, menu, publishing.
Payments	Dues and ticket money that came in.
Email	Newsletters to members.
Settings	Time zone, payouts, custom fields, Advanced.

Showing the hidden screens

Photos, Documents, Forms, Invoices, Automations, Store and a few more are hidden until you ask for them.

1. Open **Settings**.
2. Find the **Advanced** card and tick **Show advanced features**.
3. Press **Save advanced settings** at the bottom of the card. Without that, nothing changes.
4. The extra screens appear in the sidebar under their headings. Nothing you set up changes. Untick it and save again any time to tidy up.

Only an owner or admin can change this switch.

Read the dashboard

The **Get your guild ready** checklist counts itself from what is really on the site. Nothing is ticked by hand. Each unfinished line has a **do this** link that jumps to the screen that finishes it.

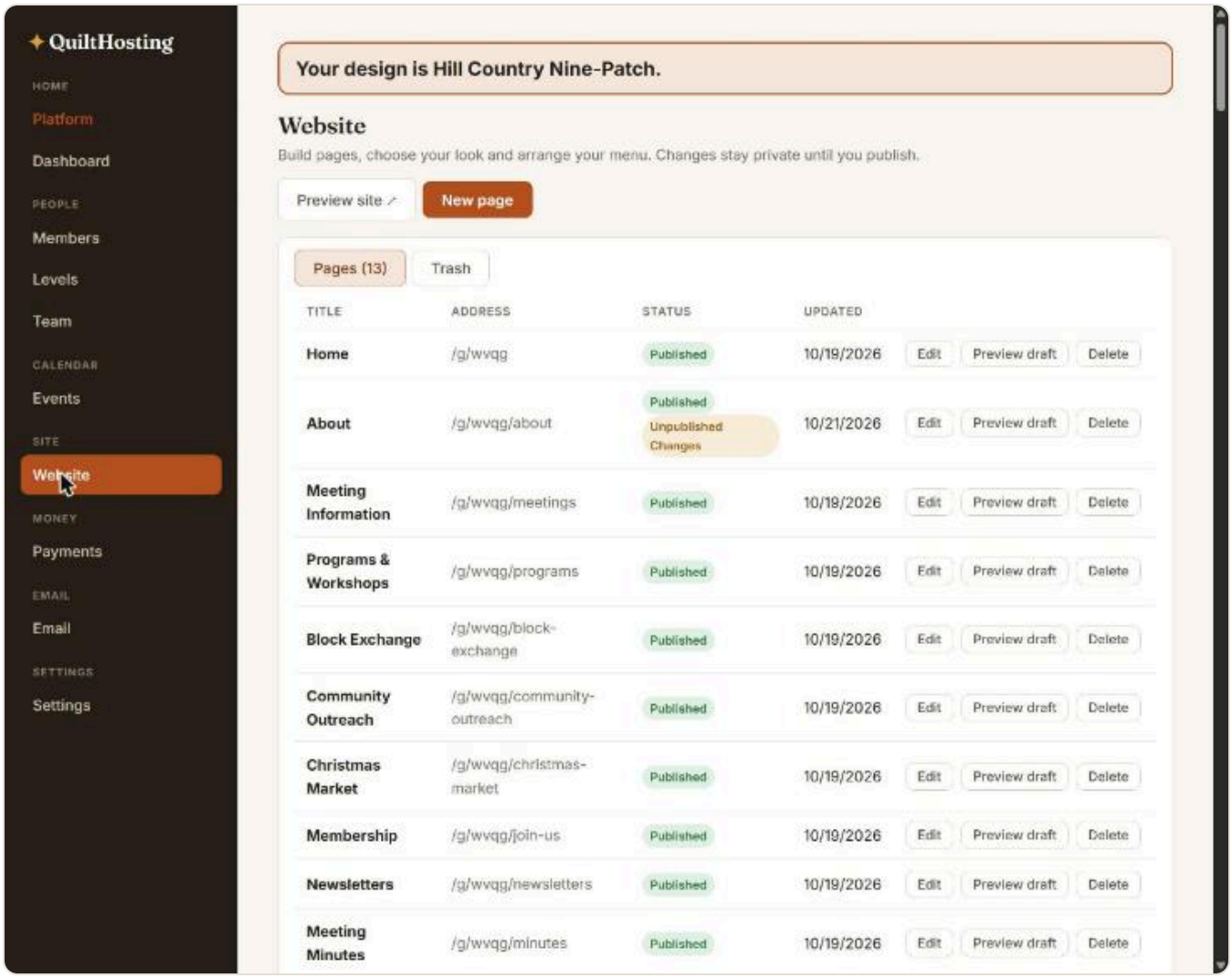
Under it are six numbers: active members, new this month, renewals due in 30 days, upcoming events, event sign-ups this month, and pending / lapsed. A guild with no members imported yet shows zeros — that is normal, not broken.

If it goes wrong

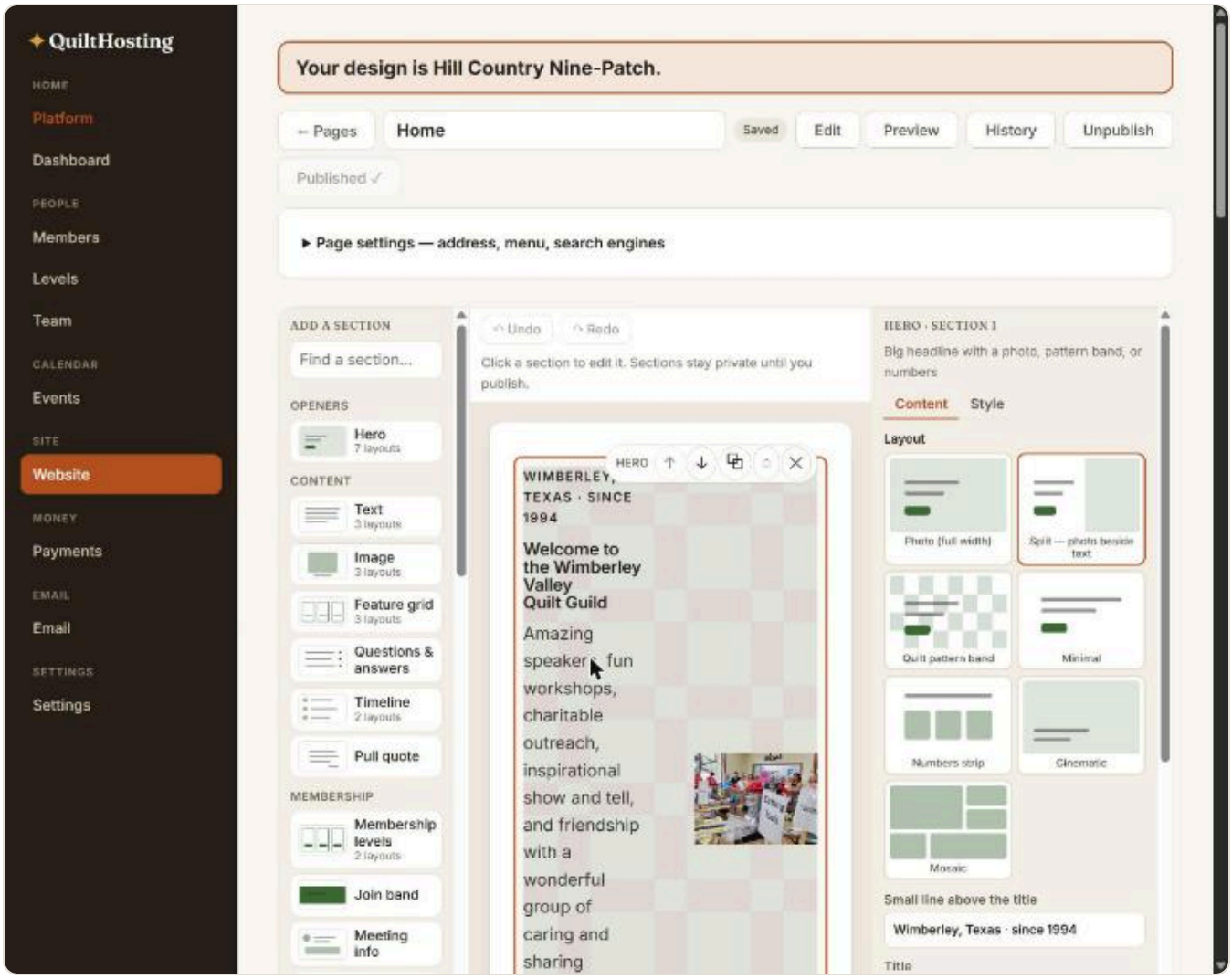
You see	Do this
“Your design is …” banner across the top	That is just telling you which design the site uses. It is not an error.
A screen from these guides is not in the sidebar	Settings → Advanced → Show advanced features.
The Members screen shows “isBusinessTenant is not defined”	That was a bug in version 0.93.1 and earlier. It is fixed in 0.93.2. Refresh the page; if it persists, tell Dan.
You can see a screen but the buttons are grey	Your role is read-only there. An owner can change it in Team.

2. Pages and layout

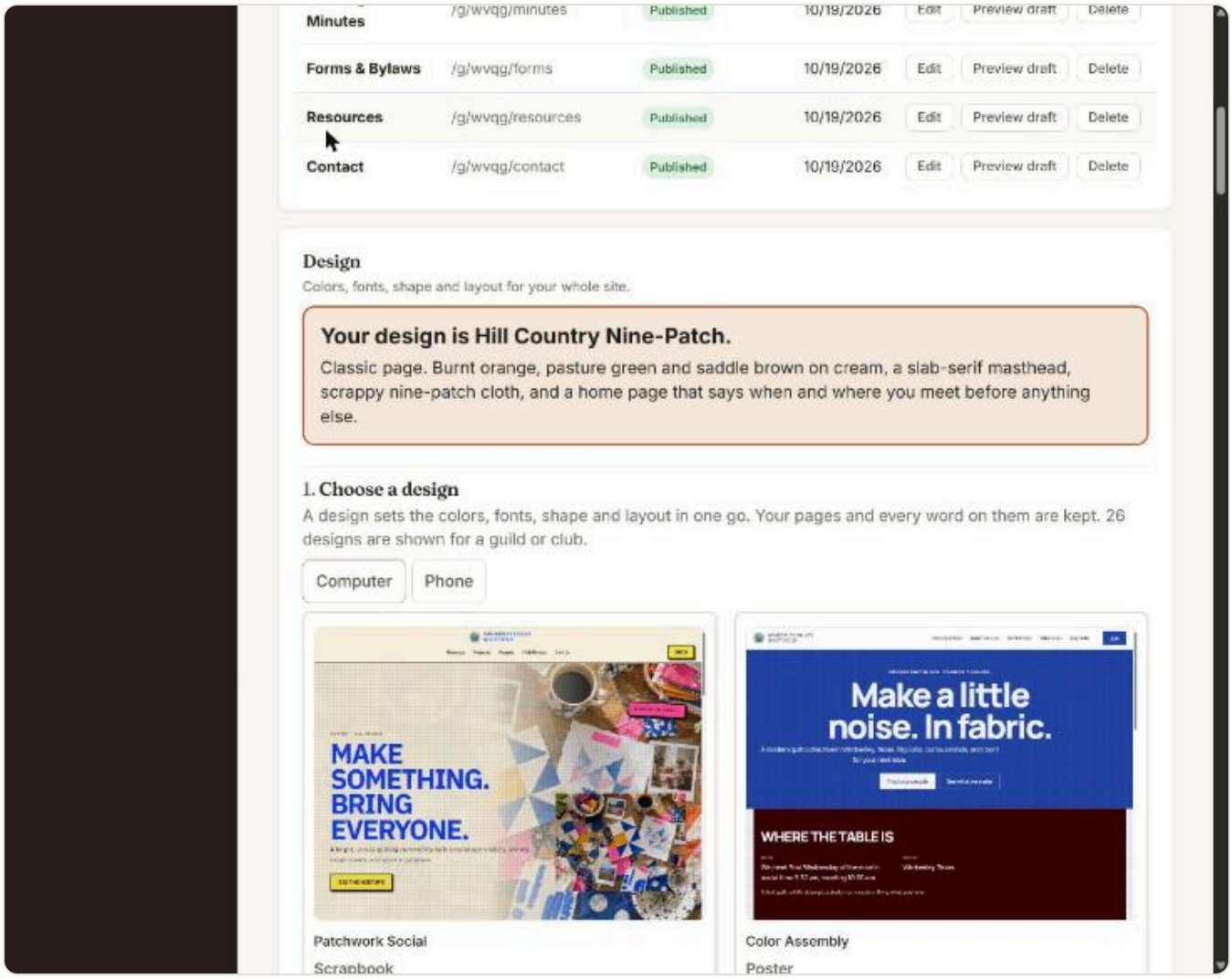
Edit a page, add sections, pick a design, and publish.



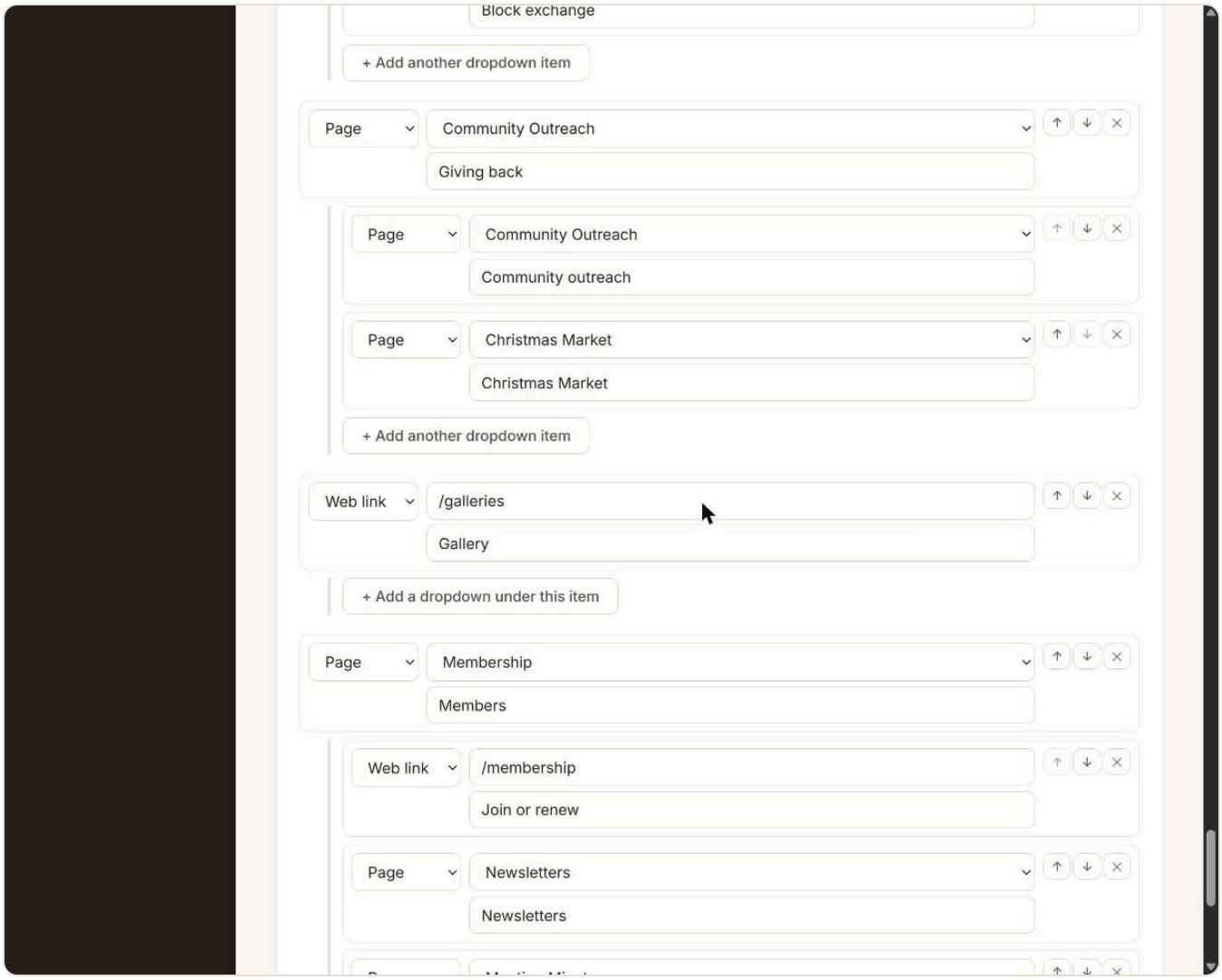
Website: every page, its address, its status, and Edit / Preview draft / Delete.



The page editor: add a section on the left, the page in the middle, the selected section’s settings on the right.



Design: every design is a card with See example, See my site and Use this design.



Site menu: dropdown items sit indented under their menu item, each with its own up, down and remove buttons.

Find your pages

Open **Website**. The Pages list shows every page with its address, status and last-updated date. Each row has **Edit**, **Preview draft** and **Delete**. **New page** adds one.

A status of **Published · Unpublished Changes** means the live page is older than your draft. Visitors still see the old one.

Edit a page

1. Click **Edit** on the page.
2. A page is a stack of **sections** in the middle. Click one to select it. A small bar floats above it with ↑ and ↓ to move it, a copy button, and ✕ to delete it.
3. The panel on the right says **Section settings** and has two tabs: **Content** for the words and **Style** for background, width, spacing and which side the picture sits on.
4. Type your changes. They save as a draft automatically.

5. Press **Preview** to see the draft as a visitor would. **Undo** and **Redo** sit above the page. A small **Saved** tag by the title tells you your draft is stored.
6. Press **Publish** when it looks right.

Who can see a page: public or members only

Every page on a guild site is public by default. Some guilds keep certain pages — minutes, bylaws, a directory, newsletters — for members only. You choose this one page at a time.

1. Open the page with **Edit**.
2. Open **Page settings — address, menu, search engines** at the top of the editor.
3. Tick **Members only**.
4. Press **Publish**.

Who	What they get
A visitor who is not signed in	A short “Members only” page with a sign-in button. They do not see the page’s content.
A signed-in member	The page, listed under **Guild Info** in the member portal.

A page set to Members only is also left out of search engines and the automatic menu. The **Website** list marks it with a **Members only** badge, so you can see at a glance which pages are locked.

> Check it the way a visitor would: open the page’s address in a private window. You should see the sign-in page, not the content. Untick **Members only** and publish to make it public again.

Add a section

Press **Add a section**. They are grouped: Openers (Hero), Content (Text, Image, Feature grid, Questions & answers, Timeline, Pull quote), Membership (Membership levels, Join band, Meeting info, Officers & board, Benefits), Events, Community (Photo gallery, News & newsletter, Sponsors), and more.

Some sections have several looks — Hero has seven. Pick the look under **Layout** on the Content tab. **Find a section…** at the top of the list searches by name.

Your safety net

Button	What it does
Discard draft	Throws away your unpublished edits. The live page is untouched.
History	Restores an earlier published version.
Unpublish	Takes the page off the site without deleting it.
Delete	Moves the page to Trash. You can restore it. Links to the old address keep working.

Change the design

A design sets colors, fonts, spacing and layout in one go. Your pages, words, photos and menu are not touched.

1. Website → scroll to **Design**.
2. Click a card to **See example** — that is the design's own sample site. Nothing is saved.
3. Press **See my site** to see *your* Home page in that design. This is the one that shows what you will get.
4. Happy? Press **Use this design**, then confirm.
5. If your site already has its own pages, the confirm step also offers **Use it and try its layout on my Home page**. That writes the design's Home layout as a *draft* of your Home page — nothing goes live until you publish it.

Want to fine-tune? **Customize appearance** has colors, page background, fonts, corners, header, footer and a quilt-block pattern. **Restore this design's defaults** undoes all of it.

Arrange the menu

1. Website → **Site menu**.
2. Pick a page (or a web link) for each slot. Use ↑ and ↓ to reorder, × to remove.
3. Press **Save menu**. Once you save your own menu, nothing is added to it for you.

Make a dropdown menu

A dropdown is a menu item that opens a short list when a visitor points at it — Meetings opening Calendar, Programs, Workshops and Block exchange. You can make one under any menu item.

1. Website → scroll to **Site menu**. Each menu item is a row. A dropdown shows as indented rows underneath its item.
2. Under the item you want to open a list — say Gallery — press **+ Add a dropdown under this item**. A new indented row appears.

3. Choose **Page** and pick the page from the list, or **Web link** for a section of a page (like `/about#history`) or another website.
4. Type the **label** visitors will read.
5. Press **+ Add another dropdown item** for each one after that.
6. Press **Save menu** at the bottom. Nothing changes on the site until you do.

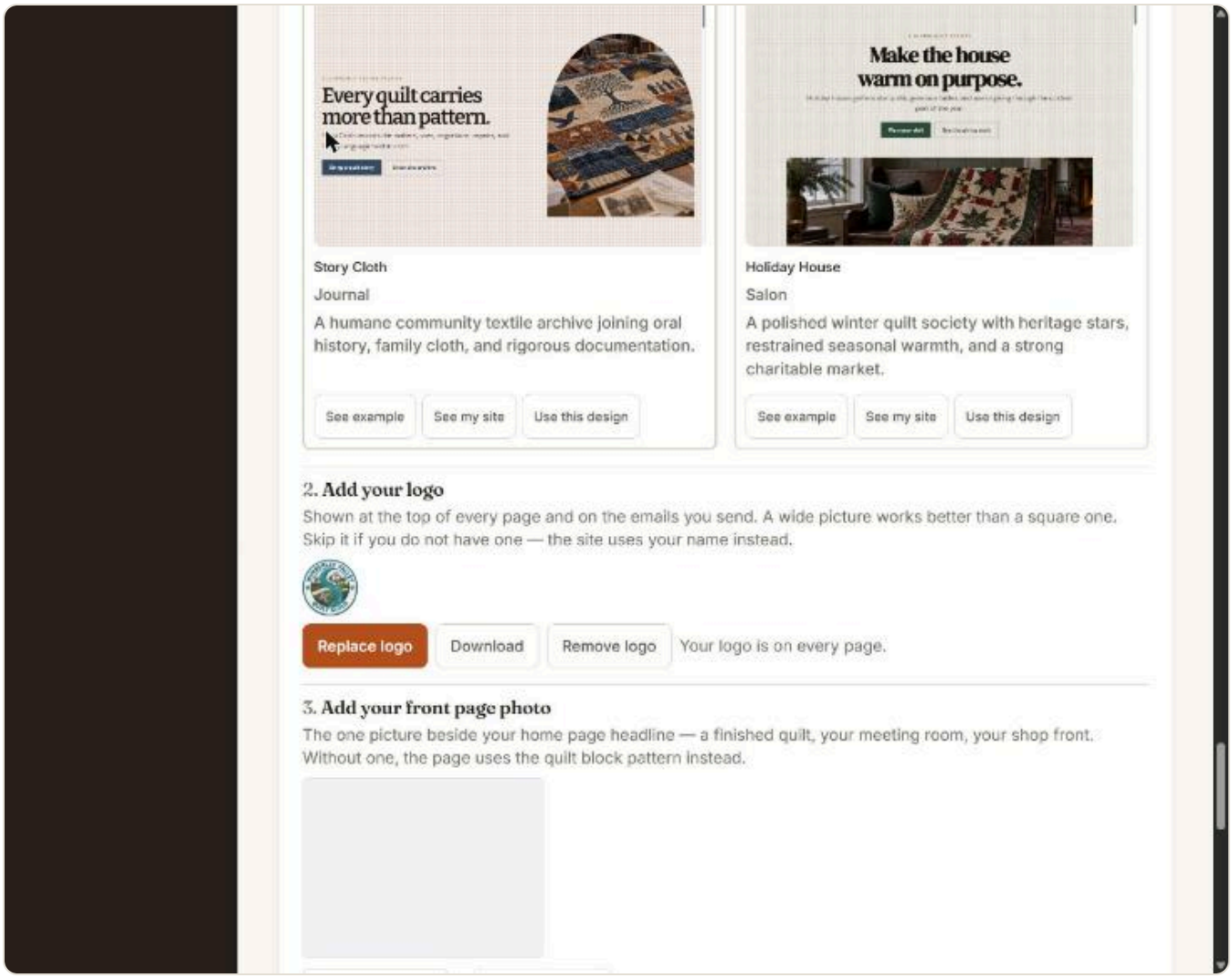
The ↑ and ↓ move a row inside its dropdown. The × on a dropdown row removes just that row. The × on the main item removes the item *and* its whole dropdown. A dropdown holds up to 20 items, and a dropdown item cannot have a dropdown of its own.

If it goes wrong

You see	Do this
You changed a design but the words are the same	Right — a design never touches your words. Edit them in the page editor.
“Publish” stops and names a page	That page still has “Sample text — replace me”. Press **Replace the sample text** and write over it.
Your edit is not on the site	It is a draft. Press Publish.
You picked the wrong design	Press Use this design on another one. Or Restore this design’s defaults. Nothing of yours is lost.

3. Photos, galleries and the logo

Add a logo, a front-page photo, and a gallery of quilts.



Website → Design → Add your logo, with Replace logo, Download and Remove logo.

Add the logo

1. Website → Design → **Add your logo**. (**Settings → Public profile → Upload logo** is the same logo.)
2. Choose a PNG or JPEG. Any size — it is resized for you.
3. A wide wordmark reads better in the header than a tall badge. The header shows it about 44 px tall.

Replace logo, **Download** and **Remove logo** sit beside it once one is uploaded.

Add the front-page photo

1. Website → Design → **Add your front page photo**.
2. Press **Upload a photo**. A landscape photo works best — it is cropped to fit.
3. A finished quilt, your meeting room, a smiling table of members. Not a logo.

Without one, the page uses the quilt-block pattern instead. That is fine as a placeholder.

Put a photo in a section

1. Open the page with **Edit** and click the section.
2. On the **Style** tab (or Content, for a gallery or card) press **Upload image**. **Choose from library** reuses one you already uploaded.
3. Set the **Focal point** — click the face or the middle of the quilt. That is what stays in frame when the picture is cropped. The 16:9 and 1:1 previews show the crop.
4. Write the **alt text**: one sentence saying what is in it. “A red and white log cabin quilt on a porch rail,” not “quilt photo.”
5. **Publish** the page.

Make photos move by themselves (slideshow)

A Photo gallery section can show its photos as a slideshow that moves along on its own — handy for “what happened at our last meeting” on your home page.

1. Make a gallery for the photos. Turn on **Photos** first if you do not see it (Settings → Advanced → Show advanced features), then add a gallery such as “Show and Tell” and add your pictures.
2. Edit the page with the photos and click the **Photo gallery** section.
3. On the Content tab set **Layout** to **Slideshow (moves by itself)**, and choose the gallery as the source.
4. **Publish** the page.

- It shows the **newest photos first** (up to 12). After each meeting, add that month’s pictures to the gallery and the page picks them up.
- It moves one photo about every five seconds, and pauses while someone points at it, touches it, or uses the keyboard on it.
- There are **Previous**, **Pause / Play** and **Next** buttons and a count. Visitors whose device asks for less motion see it still until they press Play.

What to upload

Question	Answer
Formats	JPEG, PNG or WebP.
Size limit	10 MB per image.
How big	About 2400 px on the long edge. Bigger is only slower.
Do I shrink it first?	No. Every upload is resized to several widths, and each visitor gets the smallest one that still looks sharp.
Photos of people	Ask first. Members should know their picture is on a public page.

Make a gallery of quilts

Two ways. The page editor is simplest.

1. Edit the page and **Add a section** → **Photo gallery**.
2. Press **Add several photos at once** and select as many files as you like.
3. Add alt text to each, drag to reorder, and **Publish**.

For a gallery you will keep adding to — a show-and-tell archive — use the **Photos** screen. It is hidden at first: Settings → Advanced → Show advanced features, then **Photos** appears under Site. **Add photos** takes several files at once. A gallery can be published and linked to an event.

Replace or delete

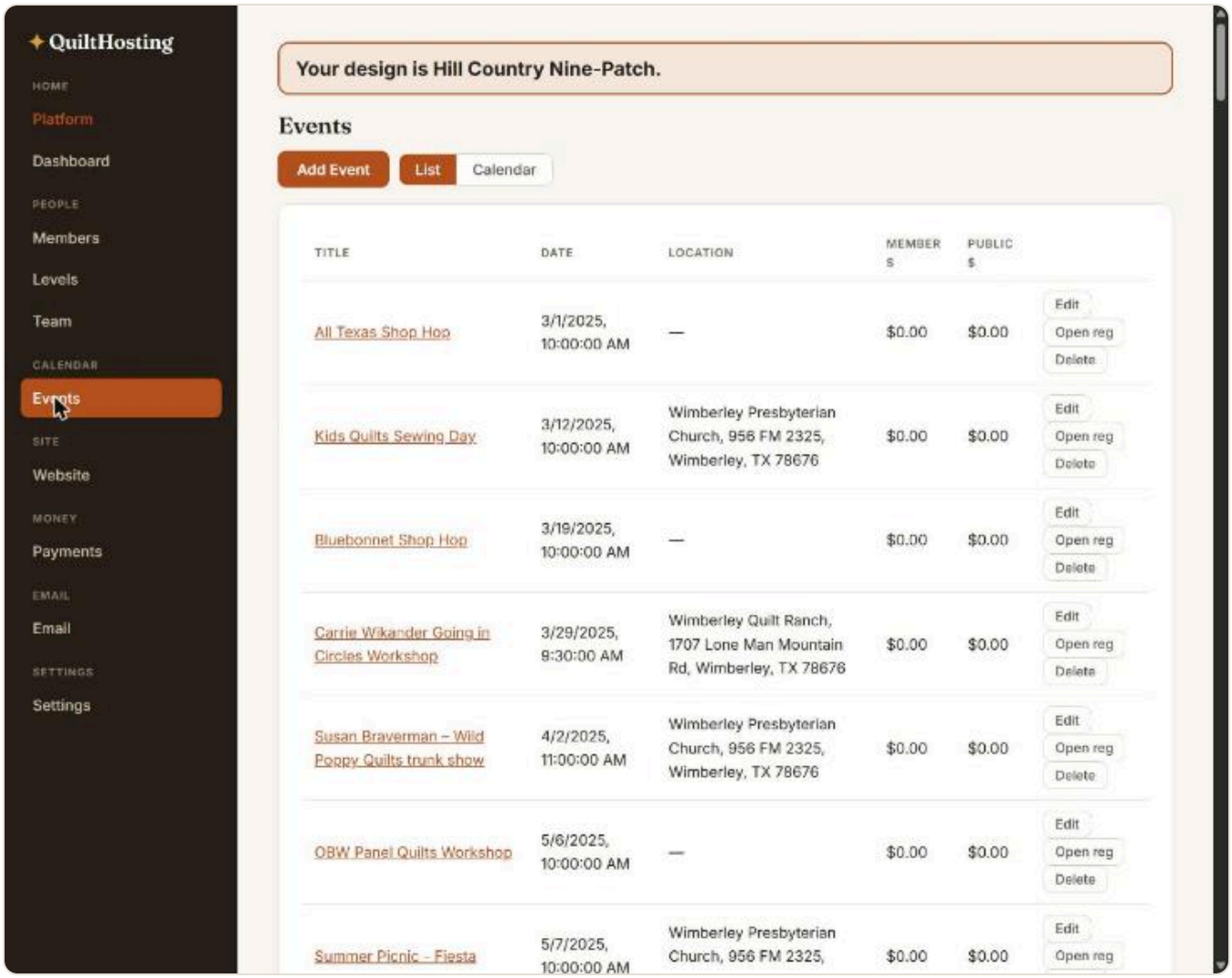
To do this	Do this
Replace a picture	Select the section and upload a new one. The old file stays in the library.
Take it off a page	**Remove** in the image controls. The file stays in the library.
Delete the file for good	Documents screen (turn on Advanced) → **Delete**. Take it off every page first or you leave a gap.
Save a copy	**Download** sits beside Upload and Remove on every uploaded image.

If it goes wrong

You see	Do this
Photos looks missing from the sidebar	Settings → Advanced → Show advanced features.
A picture looks soft or oddly cropped	Upload a bigger original (about 2400 px) and set the Focal point.
A gallery page is empty	Add photos to the gallery section in the page editor, then Publish. An empty gallery section shows nothing.
The upload fails	Check it is under 10 MB and is JPEG, PNG or WebP.

4. Events and the calendar

Add an event, repeat it, take sign-ups, and tidy old ones.



Events: List and Calendar views, Add Event, and Edit / Open reg / Delete on each row.

First: set the time zone

Do this before you add events. Open **Settings**, find **Time zone** near the top, choose your zone (for Texas: **America/Chicago**), and press **Save time zone**. You always type times in your own clock; this setting decides what members read.

Add an event

1. **Events** → **Add Event**.
2. Fill in **Title**, **Description** and **Location** — what members read.
3. Set **Start** and, if you like, **End**.

4. Leave **Capacity** blank for unlimited. Leave both prices at 0 for a free meeting. Prices are dollars: type 35 for $35.
5. Press save. The event is public straight away. There is no draft state.

Repeat it (monthly meeting, weekly sew day)

Use the **Repeats** block when you create the event: weekly, monthly on the same date, or monthly on the Nth weekday. Choose how many times, up to 60. Each one becomes its own event.

> You can only set repeating when you *create* the event. Editing or deleting one occurrence does not touch the others.

Take sign-ups

1. Visitors register from your site's **/events** page. A paid event sends them to Stripe Checkout.
2. On the day, open the event's registrations list. **Check in** marks someone arrived. It works offline on a phone.
3. **Close reg** stops new sign-ups. **Open reg** starts them again.
4. A **waitlist** must be chosen when the event is created. When a spot opens, press **Promote** next to a name — nobody is promoted automatically.

Where events show up

Place	What
Your address/events	A list of upcoming events. Always there.
Your address/calendar	A month grid. Always there.
A page you build	Edit the page → Add a section → **Events**. Four looks: calendar, cards, list, featured event. Publish.
Members' own calendars	The **Subscribe** link on the events page is a feed Google, Apple and Outlook calendars can follow.

Tidy up old events

The Events list is every event the guild has ever had, oldest first. A guild that moved over from another system can have well over a hundred. Past events are harmless but make the list long.

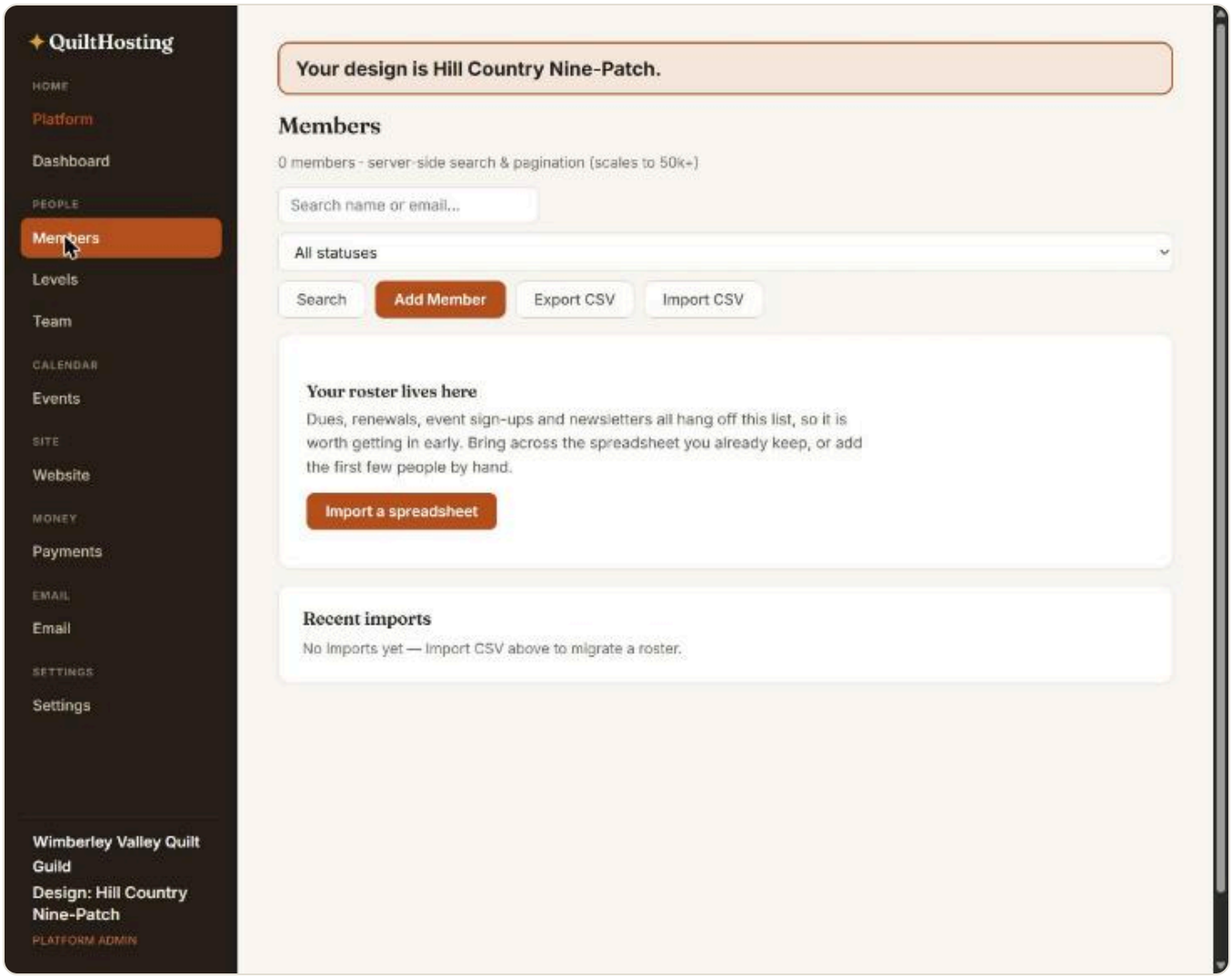
- Use the **Calendar** view at the top of the Events screen to jump to this month.
- **Delete** removes an event *and* its registrations. No refunds are issued. Refund paid sign-ups from Payments first.
- Keep old events if you want an archive. There is no bulk delete, so they have to go one at a time.

If it goes wrong

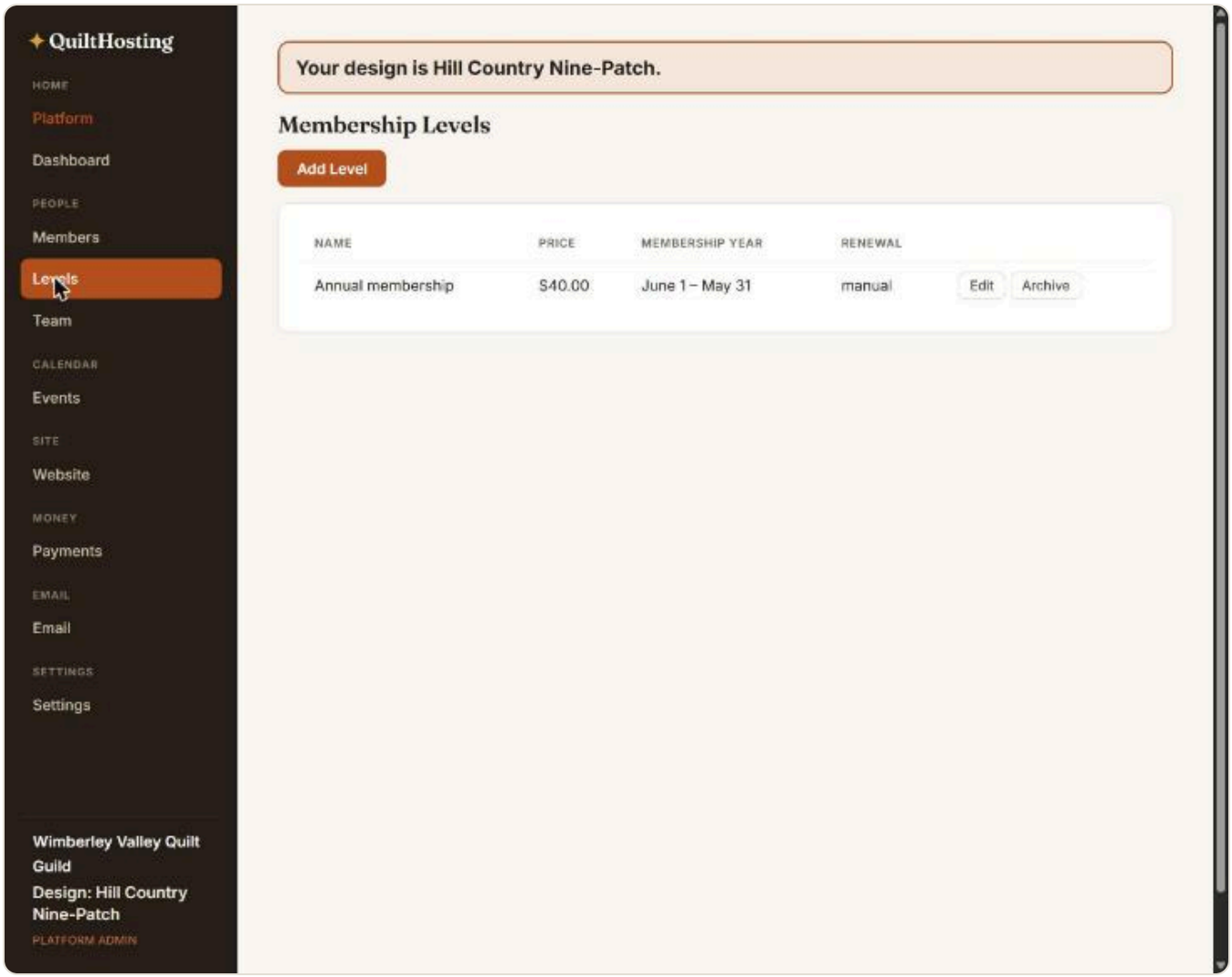
You see	Do this
The time is hours off	Time zone is not set. Settings → Time zone.
An event exists but is not on my Home page	/events always has it. To show it on Home, add an Events section to that page and publish.
I made a repeating event wrong	Delete the occurrences and create the series again. Repeats cannot be edited after creation.
I cannot make an event members-only	There is no such thing yet. Every event is public.

5. Members, levels and dues

Set up a level, bring your roster in, and take dues.



Members with no one imported yet: Add Member, Export CSV, Import CSV.



Levels: name, price, membership year and renewal.

Make a level first

A level is a kind of membership with a price. Join buttons lead to one. Without a level, nobody can join.

1. **Levels → Add Level**.
2. Give it a **Name** (Individual, Family) and a **Price** in dollars. A price of 0 activates the member immediately with no card.
3. Choose how dues run: from each member's join date, over a membership year (the Levels list shows it, like "June 1 – May 31"), or on a fixed date. A **grace period** keeps someone active a little after their date.
4. Choose **Manual** renewal (members pay again each term) or **Auto** (a Stripe subscription).

Levels cannot be deleted. **Archive** hides one from the join page while keeping its history. A household level lets one payment cover several people.

Connect Stripe so dues can be paid

1. **Settings → Billing & payouts → Connect bank account (Stripe)**. An owner or admin does this.
2. Stripe asks for the guild's details and bank account. QuiltHosting never sees them.
3. When it says **Ready — payouts enabled**, dues and ticket money go straight to the guild's bank.

> Until Stripe is connected, a member who tries to pay dues cannot complete it. Connect it before you announce the site.

Bring your roster in

1. **Members → Import CSV**. Up to 5,000 rows a file.
2. Pick the file. Every column is read — nothing is silently dropped.
3. Check the column table. Each column has a dropdown: a known field, **Import as custom field**, or **Do not import**. Wild Apricot headings are matched for you. Confirm the guesses.
4. Read the preview: how many will be created, updated and skipped. *Nothing is written yet.*
5. Press **Import**. Read the summary. **Download problem rows** lists anything that needs fixing.

Rows are matched by email address. Importing the same file twice updates people; it does not duplicate them. A blank cell never erases something you already have. **There is no undo.** To repair, fix the rows and import again.

Add one person

Members → Add Member. Type their name and email. New members start as **Pending** until they pay or you activate them.

Record dues paid by check or cash

1. Open the member.
2. Press **Assign / renew membership**.
3. Pick the level. The end date fills in; change it if you need to.
4. Optional: record the amount and how it was paid. It shows up in Payments as "Offline".

No receipt email is sent for dues recorded by hand.

What the statuses mean

Status	Meaning
Pending	Added but not paid or activated.
Active	Has a current membership. Only these count toward the free plan and get member pricing.
Lapsed	Their end date passed. Set overnight.
Cancelled	Removed. “Delete” does this; the history is kept.

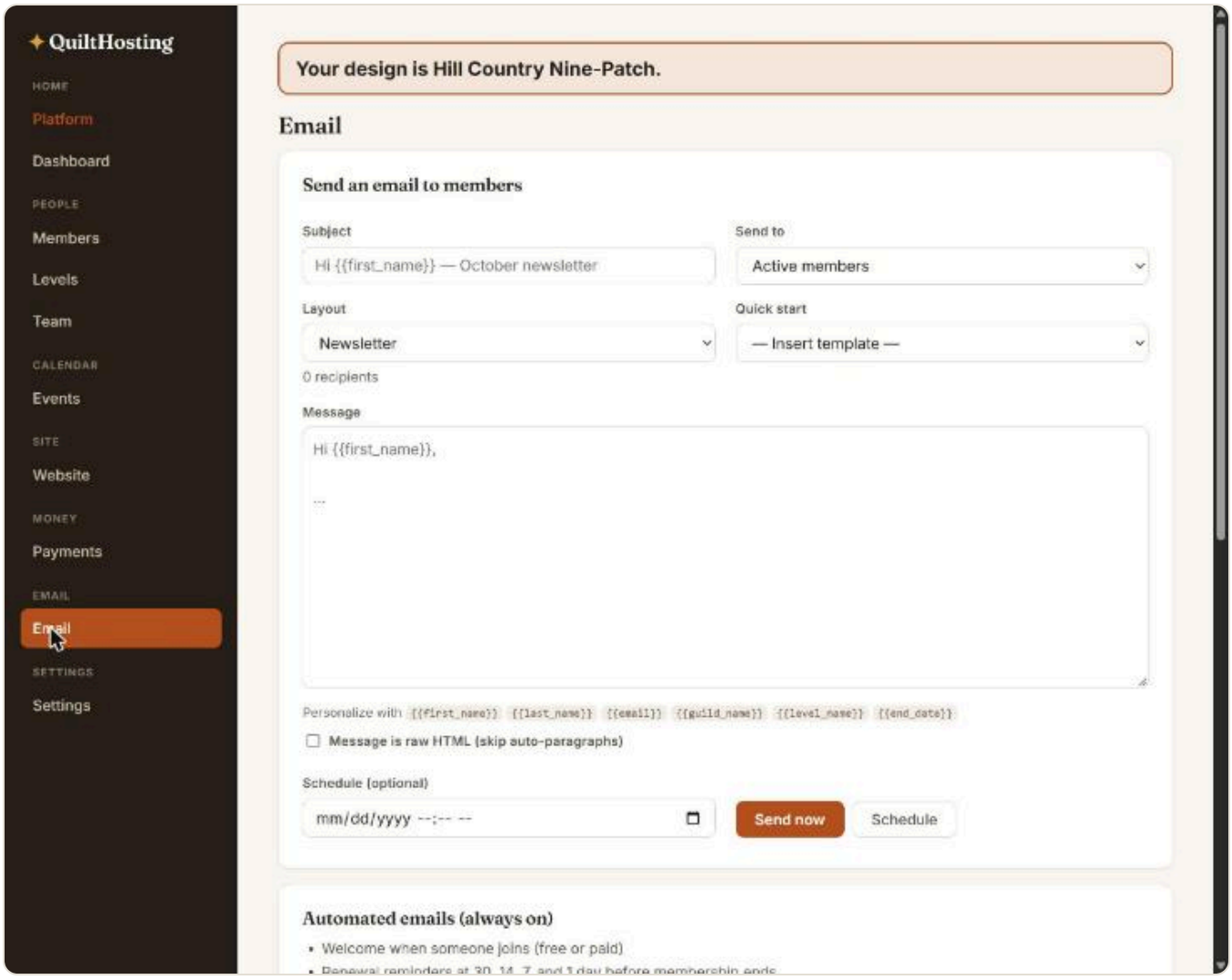
The free plan allows 30 active members. The 30-day trial and the Guild plan ($24 a month) have no limit. Settings → Billing & payouts shows your plan and when the trial ends.

If it goes wrong

You see	Do this
Members shows an error instead of the list	Refresh. If it says isBusinessTenant is not defined you are on an old version; the fix is in 0.93.2.
Import says Partial	Your members still came in. Download the errors, fix those rows, and import the file again.
A member cannot pay dues	Stripe is not connected yet. Settings → Billing & payouts.
Someone is on the roster twice	Their emails differ. Open each, keep one, and set the other to Cancelled.

6. Email and your team

Send a newsletter, and give another officer their own login.



Email: choose who it goes to, write it, then Send now or Schedule.

Send a newsletter

1. **Email** in the sidebar.
2. Choose **Send to**: Active members, a level, a group, or Everyone except cancelled. The count underneath tells you how many people will get it, and how many are left out for opting out.
3. Pick a **Quick start** template if you want one: monthly newsletter, event invitation, renewal nudge, welcome note.
4. Write the **Subject** and **Message**. Each line becomes a paragraph.
5. Press **Send now**, or pick **Schedule** and set a time.

> There is no test send. Send your first one to a small group — your own board — before the whole guild. **View** on a sent email shows exactly what went out.

Make it personal

Type	Becomes
`{{first_name}}`	Their first name, or “there” if blank.
`{{guild_name}}`	Your guild’s name.
`{{end_date}}`	Their renewal date. Only when you send to a level.

An unsubscribe line is added to the bottom automatically.

Replies do not reach you

Emails come from QuiltHosting’s sending address. Put your own contact email in the message if you want answers.

Groups

A group is a label for a set of people — the board, a bee, the Christmas Market committee. Create one on the Email screen, or tick groups on a member. Then send to the group.

Add another officer

You should not be the only person who can sign in.

1. **Team** in the sidebar.
2. Under **Invite a co-admin**, type their Google email address, choose a role, and press **Invite**.
3. They are added at once and get an email. They sign in with Google using that address. There is no invitation to accept.

Role	Good for
Owner	The person ultimately responsible. Full access.
Admin	Officers who run everything.
Membership chair	Members, levels, dues, email.
Events chair	Events and galleries.
Viewer	Looks, cannot change.

Remove someone the day they leave the board. They can keep using a session they already have for up to 7 days.

If it goes wrong

You see	Do this
Members did not get the newsletter	Check the recipient count. Anyone who unsubscribed or whose address bounced is left out. The Recent emails table shows each one’s status.
Send shows Partial	Press **Retry failed**. It re-sends only to the ones that failed.
An officer sees a grey, read-only screen	Their role cannot change that area. An owner or admin can change the role in Team.
Wrong person added to Team	Remove that row. Nothing expires; there is nothing to cancel.

7. Going live and fixing things

Publish, check your site as a visitor, and what to do when it looks wrong.

Publish the site

1. **Website → Design → Publish your site**.
2. It will not run while any page still says “Sample text — replace me”. It names the pages that do.
3. Fix them, press the button again, and it goes up.

To publish one page only, press **Publish** inside that page’s editor.

Walk your site as a visitor

Open your address in a private window. Go through this list:

- No “Sample text — replace me” anywhere.
- The logo, guild name and meeting details are right.
- Join leads to a level with a price, and Stripe is connected.
- An event exists and its time reads correctly on **/events**.
- Open it on your phone. Every page is built to work there. Look anyway.
- Pages meant for members only show a **Members only** badge in the Website list. Open each in a private window and check you get the sign-in page.
- Click Contact and send yourself a message.

Your web address

Every guild has **quilthosting.com/g/your-address** and a free subdomain, **your-address.quilthosting.com**. The dashboard shows the subdomain’s status. A guild that owns a domain can point it here — ask Dan.

Taking things away

To remove	Where
A section	Select it in the page editor and delete it. Publish.
A page, but keep it	**Unpublish** in the editor.
A page from the menu only	Edit the menu. Or turn off “show in menu” for that page.
A page for good	**Delete** on the Website list. It goes to Trash and can be restored.
An event	Events → Delete. To stop sign-ups but keep it visible, use **Close reg**.

When something looks wrong

You see	What it is
Nobody can find the site	It is private until you publish.
Your edit is not live	Edits are drafts until you Publish.
Event times are hours off	Settings → Time zone.
A screen is missing	Settings → Advanced → Show advanced features.
A page shows an error	Refresh once. If it stays, screenshot it and send it to Dan with the page name.
The site looks like everyone else’s	Change Page background and colors. Then add your own photos. That is the difference.

Still stuck?

Send Dan a screenshot, the page you were on, and what you pressed. That is enough to find almost anything.