

On line Guild Reports for the CQA/ACC Website – Guild Instructions



Canadian Quilters Association/association canadienne de la courtepoin

ONLINE GUILD REPORTS for the CQA/ACC WEBSITE

The CQA/ACC website has a section for reports from member guilds across Canada. These short reports describe highlights and activities likely to interest other guilds. Any guild whose membership dues are paid-up can enter their report online. The online form provides a place to attach a photo(s) with the report. The report, along with the photos is emailed to the CQA/ACC Secretary who uploads the report to the NEWS section of the website. All reports received from guilds will be posted within one week of receipt.

We want to spread the news about what is happening in quilting across Canada, so guilds are encouraged to submit a report whenever they have news to share.

How to submit your Guild report online:

- Go to: <https://canadianquilter.com/cqa-blog/> and
- Click on Member Guilds Report Submissions under NEWS in the menu bar. The Guild Report submission form will appear.

SELECT YOUR GUILD – press the DOWN arrow to scroll to and select your guild name. If your guild name is not in the list, the guild is no longer a CQA/ACC member. Consider joining/renewing a membership:

- At <https://canadianquilter.com/join-cqaacc/> or
- Contact the admin assistant at: administration@canadianquilter.com or
- Call 1-877-672-8777

SELECT YOUR REGIONAL REP – press the DOWN arrow to scroll to and select the name of your Regional Rep.

- If you are not sure who your Regional Rep is, there is a full list, by province on the website under ABOUT US/Who We Are <https://canadianquilter.com/contact-special-volunteers-regional-representatives/>

CONTACT INFORMATION – This information is needed in case the Secretary needs clarification on the submitted information. Enter the Name, Email Address and Phone Number for the individual we can contact for additional information.

ADD A GUILD REPORT – Type your report in the box. There is a CHARACTER and WORD COUNT at the bottom of the box, representing the limit for your report. Please be concise and only submit information of interest to other guilds. The Secretary may edit your report to ensure it can be viewed on one page.

An example of being concise:

BEFORE: City Quilters Guild - Our guild has happily embraced the Quilts of Valour program and everyone has been busily appliquéing blocks. At last count we have ninety-two blocks to be joined into quilts for our service men and women.

AFTER: City Quilters Guild appliquéd ninety-two blocks for the Quilts of Valour.

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ADD PHOTO(s) – The photos must be stored as JPEG files on your computer before you begin. Each photo must be between 750KB and 3 MB in size.

- Press the **FIND FILE** button then go to the location of the photo on your computer. Select a photo file. You will see the path name appear in the window. You can add up to 3 photos.

Note: By sending photos you agree that you have permission to have them published on the CQA/ACC website.

- **PHOTO CAPTION** – enter information that describes the photo. Be concise. Spell people's names correctly. This information is required.
- **PHOTO CREDIT** - enter only the name of the photographer. This information is optional.

PRESS SUBMIT – if there are errors, you will receive a message. Correct the errors and press the **SUBMIT button** again. If there are no errors, you will receive a confirmation that says your report was successfully emailed.

If you need to discuss this process, please email the CQA/ACC Vice President at: vicepresident@canadianquilter.com

Thank you for providing us with your report. This is a feature of the CQA/ACC website that we know people will read without fail!

All Member Guild Reports will appear as blog posts in the NEWS Section of the CQA/ACC website. All Member guild reports will have the guild name in the post title. You can view the report by:

- Clicking on the post in the right hand side bar under RECENT POSTS or
- Clicking on NEWS in the Menu Bar and then scrolling through the posts until you find the one you want.

You can search for past Guild Reports by:

- Using the Search function in the right hand sidebar – type in the Guild Name
- Looking through the past months of posts under the ARCHIVES in the right hand side bar