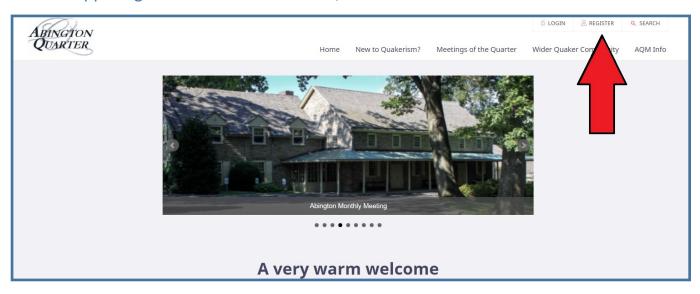


# Registering as a Member of the Abington Quarterly Meeting Website

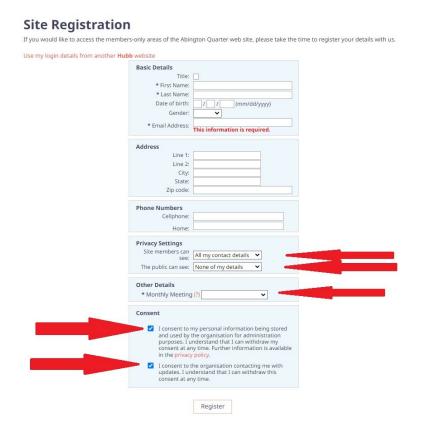
Follow these steps to register on the <a href="www.AbingtonQuarterlyMeeting.org">www.AbingtonQuarterlyMeeting.org</a> website.

ANY questions - you are welcome to email us at: Office@AbingtonQuarterlyMeeting.org

- 1. Open the website: <a href="www.AbingtonQuarterlyMeeting.org">www.AbingtonQuarterlyMeeting.org</a>
- 2. In the upper right hand corner of the site, click on "REGISTER".



3. Enter your personal details into the (following) form:



PLEASE NOTE: The Privacy and Consent are required for us to be able to communicate and email links for Agenda, Minutes, various Committee communications, Newsletter, etc.,

We also require knowing which Monthly you represent.



### Registering as a Member of the **Abington Quarterly Meeting Website**



New to Ouakerism?

#### Thank you for registering!

The Abington Quarter office will be in contact regarding your site application shortly.

Please note that you will receive the above onscreen notice, saying "Thanks for registering", but you are not automatically granted access to the site.

We will receive notice that you've requested the registration, and will review the registration for approval. We consider this step to be an integral piece of the security of the site. The review procedure is in place for any and all requests, whether at the Monthly or Quarterly site.

You will at some point, as soon as possible for us to review, you will receive an email (below) as notice that your application has been reviewed and accepted.



Dear

Thanks for registering your details on the Abington Quarter site.

To login to the site, go to www.abingtonquarterlymeeting.org and click on the 'Login' link on the front page.

Login name: first.last

To change your password to something more memorable click this link:

Kind Regards

Abington Quarter

www.abingtonquarterlymeeting.org office@abingtonquarterlymeeting.org

NOTICE THAT ALL LOGIN "NAME"s follow the convention of: "first.last" (e.g., john.doe).

The site offers the possibility of logging-on with an email address. We recommend you use this first.last convention, as some people have more than one email address. This has resulted in confusion over which email was used, and Friends have been "locked-out", requiring a password/username reset of the account. As such, sticking with the "first.last" convention removes that possible confusion.



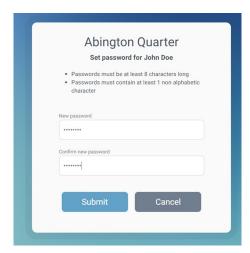
# Registering as a Member of the Abington Quarterly Meeting Website

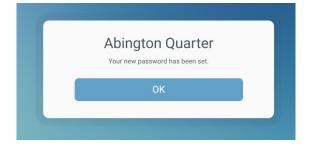
When you "click this link" (noted in the previous screen in the RED BLOCK in the email to change your password, you'll see the following guidance:

Password must be at least 8 characters long and contain at least one non-alphabetic character"

Change your password, and be sure to make a note of it. I always recommend choosing a pretty simple password that is specific to you or your MM. (e.g. Unami\_9876 or Meetinghouse&1814).

(Note: We can enter the "hint" into your record if you wish, so that we can help you possibly recall your password, too.)



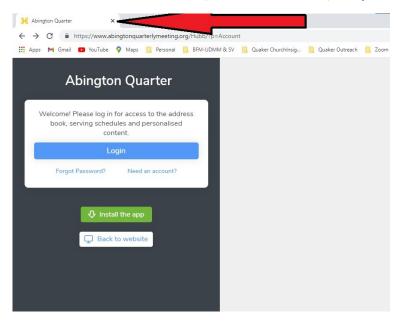






# Registering as a Member of the Abington Quarterly Meeting Website

8. We actually recommend that you close your browser and then open a new tab and go back to <a href="www.AbingtonQuarterlyMeeting.org">www.AbingtonQuarterlyMeeting.org</a> at this time. There is a minor bug that attempts to take you to the trial Quarter site. That will be fixed, but in the interim, it is preferred that you open a new tab.



In the new tab, go to <a href="www.AbingtonQuarterlyMeeting.org">www.AbingtonQuarterlyMeeting.org</a> and go to the upper right and "Log In".





Again, Friends – please know that at any point if you are hesitant to walk through these steps, a representative from the Abington Quarter Communications Committee would be MORE THAN happy to meet you in Zoom, and walk through these steps with you.