

SOQS QUILT REGISTRATION HOW-TO'S:

www.soqs.org: Quilt Registration button (orange) in top right corner of SOQS.org homepage

1. Create an account (if you haven't signed up before)
 - a. Click at bottom of Sign-in box "Sign up" option
 - b. Enter your name, email address and security code
 - c. Click on "Sign up" box
 - d. Check your email (inbox – or junk mail) for confirmation email to complete signing up; click on option to complete your registration, which will open a new web page:

2. Welcome to the Sisters Outdoor Quilt Show Portal
 - a. First step: "Create Your Profile" – large red box on left; enter your name, phone, etc b. Scroll to bottom of page and click "Finish Setting up Your Profile"
 - c. Left side menu: Quilter Dashboard
 - d. At top of page select "Add a Quilt"
 - e. Enter information on your quilt
 - f. When entering measurements of quilt, only insert numerical value – do not include "inches" or " "
 - g. Make sure to click "I agree" on terms & conditions h. Submit Quilt at bottom of page

3. Edits will be able to be made once your quilt is accepted (which due to volume, may take up to 14 days following registration) and will need to be finalized by June 1.

4. Photos are only necessary if the quilt is listed for sale, but often helpful to the SOQS staff – feel free to upload a photo if you have one.

5. Please feel free to contact Dawn if you have questions / get stuck. Thanks for sharing your quilts with all of us!!!