

The Houston Calligraphy Guild's website was designed to be **paperless and cashless**. As a result, membership renewal, registrations for various classes and workshops, and forms are now completed online with the website as the hub for all guild activity. This has resulted in a more efficient operation for our non-profit business, better record-keeping, fee collection, and even more importantly, a significant number of new members and a greater community impact.

### **PUBLICALLY-AVAILABLE INFORMATION**

Public information is contained in the ABOUT, MEETINGS, MEMBERSHIP, HIRE A CALLIGRAPHER, GALLERY, and MORE pages. The MEETINGS Page has a schedule of upcoming events and classes. Please refer to this page for information and real-time schedule changes. When monthly meetings or special events cannot take place due to weather conditions and/or emergencies, notices will appear here. The HIRE-A-CALLIGRAPHER page lists members who provide calligraphy services with contact information and samples of their work. The GALLERY page contains beautiful examples of calligraphy by members. Please consider submitting photos of your work for the Gallery page from classes and workshops you attend. Send images (minimum 300 dpi) to [info@houstoncalligraphyguild.org](mailto:info@houstoncalligraphyguild.org) and fill out an Artwork Release form. The MORE page provides additional information resources to members.

### **PRIVATE MEMBERS-ONLY INFORMATION**

The MEMBERS ONLY page contains confidential information and is password protected. The Guild Password changes once a year at the end of the membership Campaign in May, and an email will go out to all active members on the first Monday in June with the new password. If you are a member-in-good-standing (paid dues), you will receive an email with the new password. We receive numerous calls and emails about the password during the year. Please help us by securely retaining this information for your personal use only. Do not share the password with non-members. Memory Tip: take a photo with your phone of the password when it comes out in June.

### **REGISTRATION and PAYMENTS PROCESS**

Registration for all fee-based activities takes place securely on the MEMBERS ONLY page of the website. Membership renewal and purchasing a HIRE A CALLIGRAPHER advertisement are completed here as well. Our payments processor is well-regarded technically for its security and is used by large and small businesses alike.

The dates upon which registration opens and closes and class size limits for workshops and classes are published in the monthly Blast and shown on the MEMBERS ONLY page as well so you can successfully plan and secure a coveted spot. Registration opens at noon on the date listed on the website and in the Blast. If a class or workshop topic is not highlighted and its link is inactive, then registration has closed due to class size. Waiting lists are maintained in some cases and the waitlist policy is outlined in the Guild Policies document on the Members Only page. While making any of these payments, you will immediately receive notice of successful payment while still on the web page. Afterward, you will receive an email notification which is your payment receipt. Avoid paying twice by saving email confirmation receipts; it costs the Guild money to process refunds for duplicate payments. Instructors also use these registration lists for preparing the required number of handouts and materials.

### **MEMBERSHIP RENEWAL**

Membership Renewal takes place in the Spring of each year. There are renewal forms for members with **no changes** to their membership type and contact information as well as for members **with changes** to their Directory information. Please complete the correct form; they are clearly marked. Using the wrong form causes extra administrative work for the Membership and Web Chairs.

### **Tracy Gee Community Center & Sign-Up Genius**

The Tracy Gee facility is reserved for the Guild on the second Saturday of each month of the year. Without it, we would have to rent a facility and the resulting financial burden would lead to increased membership fees and so much more.

One of the requirements to maintain this meeting space in the newly configured and larger room (AR-1) is a minimum number of 30 attendees per meeting, and this will be audited regularly by Tracy Gee's staff. This signals the seriousness of the situation and the potential loss of the overall space. We would need to commit to 35 members at each meeting to maintain both rooms.

Lauren Cole introduced the software, Sign-Up Genius to help our program instructors and the HCG Board anticipate the number of attendees for our monthly programs and to ensure we meet the minimums. Please use this tool when planning to attend a monthly meeting so we can monitor attendance and provide enough handouts for all who have signed up. Directions are on the Members Only page.

**VOLUNTEERING:** We also ask members during the renewal period to volunteer on a committee of their choice. This is a critical step since the Guild functions as a direct result of volunteers giving of their time and skill.

### **MEMBERS ONLY PAGE**

This page provides easy access to general guild information such as:

- CONFIDENTIAL Members Directory
- List of Committee and Board Members o Guild By-Laws and Policies Governing the Guild o Job Descriptions for Volunteer Positions
- Guild Newsletters – Current and Past
- Guild Minutes for Monthly Meetings and Board Meetings
- Guild Budgets
- Calligraphy Resources Available to Members such as: o Extensive Library o Various Articles to Assist Members with their Calligraphy
- Website Use Tips
  
- **GUILD PAYMENTS Process for:**
  - o Membership Renewal
  - o Registration and Payment for all classes and activities
  - o Hire a Calligrapher Advertisements
  
- **ONLINE FORMS for:**
  - o Requesting Expense Reimbursement
  - o Submitting Volunteer Hours (essential to our continuing non-profit status)
  - o Making Donations of money or calligraphy tools and materials
  - o Applying for an Annual Scholarship (Seasonal)
  - o Participating in the Annual Secret Pal program (Seasonal)
  - o Releasing Artwork for publication to the Guild's website