

CGS New website Guidebook

MEMBERS' FIRST LOGIN ATTEMPT

- In order to login to your account you will need to reset your password.
- Click on this link <https://cgs.org.uk/my-account/lost-password/>
- Type in your email address and click reset password
- An email will be sent to your email address (check your SPAM folder too)
- Click on "Click here to reset your password"
- Enter your new password and click save
- Then login to your account

COMPLETE YOUR MEMBERS' PROFILE

- Login to your account
- Click on My CGS on the top right hand <https://www.cgs.org.uk/>
- Complete your profile
- Here is a short description of each tab:
 - **Details:** general information about you, please keep this up to date as it is used to mail out the magazine Glass Network.
 - **Profile image:** main image display on find a glass artist (this is required)
 - **Submit to an exhibition:** submit to open exhibitions, this is where you take part in online exhibitions.
 - **Images:** upload your art work images, up to nine.
 - **Activities:** additional information, tell us what technique you use, what area you work in, etc.
 - **Edit profile:** here you can write about yourself and your work , this is required for you to appear in FIND A GLASS ARTIST.
 - **Add notices:** here you can add notices in the CGS noticeboard, sell equipment advertise exhibitions etc. <https://www.cgs.org.uk/noticeboard/>
 - **Login settings:** here you can change your password and email address
 - **Subscriptions:** here you can manage your subscription

NEW - MEMBERS AREA - WEB FEATURE -When you are logged into the website, if you go to the Resources tab you will find a Members Area tab. Here you can see videos of talks and useful information.

Please make sure your postal address is complete and up to date, the Magazine will be mailed to this address.

RENEW YOUR MEMBERSHIP

If you have a standing order or reoccurring payment, it will be renewed automatically, no need to do anything.

If not:

- Login to your account www.cgs.org.uk
- Click on My CGS on the top right hand (<https://cgs.org.uk/my-cgs/>)
- Click on My Subscription and click RESUBSCRIBE <https://prnt.sc/uh460a>
- Insert your payment details
- Complete the payment
- **We do recommend that you set up a standing order with your bank or reoccurring payment with Stripe or Paypal, so that your membership is renewed automatically and that you don't miss any news or opportunities, you also save £5.00**

Our bank details CGS , sort code 55 61 08 Account number 66519578

Should you require any help please contact Pam Reekie, admin@cgs.org.uk