

1. How do I sign-up online to become a Calgary Horticultural Society Member?

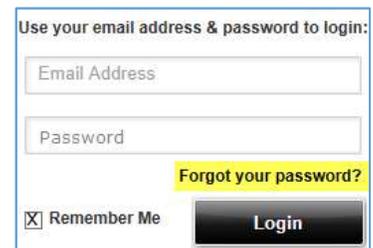
From the top brown menu bar, hover your cursor over *Become a Member* and select *Apply for Society Membership*. Under *Annual Member Fees*, click on a membership type from the list. Read through member information and scroll down to the form. Click the button to the left of the membership type you want and fill in the form. Click *Submit Application*. Note: Member sign-up is also available on your mobile device.

2. Why do I need a password to read the Calgary Gardening newsletter?

Calgary Gardening is one of many benefits you receive as a member of CHS. *Calgary Gardening* is now fully digital meaning hard copies are no longer mailed out to members. Electronic versions of past and current newsletters are saved in the Members Only section of the website which is only accessible by people with a membership ID and password.

3. It's my first time going to the members' online section of the website. How do I get in?

- a. From the home page, click on the big green *MEMBER LOGIN* button on the right side of the page. From any other page, click the *Members Only* link in the green section at the top of the screen.
- b. You will need to set up your logon details if this is your first time. Click on the "Forgot your password?" link and enter your email address. An email will be sent to you with a special link to set up your new password (or change it if you've just forgotten it.)
- c. You can also mark the box beside *Remember Me* so you don't have to type everything each time (*May depend on your computer settings for form auto-fill.*)



Use your email address & password to login:

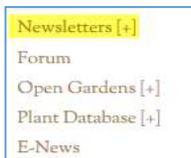
Email Address

Password

Forgot your password?

Remember Me

4. Where do I find previous issues of the newsletter?



Scroll down past special messaging on the main page of *Members Only* and all the newsletters will be in chronological order by year. Alternatively, you can click on the Newsletter link in the left side menu and drill down by year. Please note: This is a work in progress and not all past issues are in digital format at this time.

5. The print is too small for me to read. How do I make it bigger?

Find the *ZOOM* function for your computer and adjust the print size to your liking.

6. I don't like just scrolling around; is there a better way to view the newsletter?

You will have more functionality if you save the newsletter to your own file folders. Find the *Save As* button on your computer or right-mouse-click on the newsletter. Save to your file folder. (*Page number search and other functions may depend on your computer operating system and application versions.*)

7. How do I print the whole newsletter or just one article?

Find the *Print* function on your computer. You will have the option to print the whole document, the *current page* in the preview screen, or you can print a *range of pages* (e.g. by entering 2-4).

Lots of benefits to having past and current *Calgary Gardening* newsletters in digital form to read on your computer or tablet at your leisure. Not only are we saving trees (*seems like a good thing for gardeners to do!*) but the Society is also saving the cost of printing which frees up funds for other benefits for you, our members.

A new benefit coming soon is an *Articles Index*! You will be able to search an alphabetized list of topics to find hyperlinks to articles in past *Calgary Gardening* issues! Won't it be marvelous to check the index, for example, under 'Composting', and in a matter of seconds, be reading the perfect article to answer your composting questions?

Wow... digital has so many benefits!