

Here is a table to help you find your way to the different pages on the Handweavers Guild Website, as well as the Artist Data Entry Program, WhenToWork, and Consignor Access.

When you join the Handweavers Guild or renew your membership you will receive an account password which allows you access to the Members section of the website

What I want to do	How do I do that?	Where am I?	What can I do?	Username	Password
Use the HGB website	Type: www.handweaversofboulder.org in your Browser (Internet Explorer, Chrome, Firefox, etc)	The HGB Home page	Explore different pages and access some public information	None	None
Use the Members only options	Click: person icon in the blue box at top right corner of the screen, log in, click Members button/Drop-down menu	In the Members only area of the Website	Access members only information, including the online version of the BEAT	Email address	Enter the one you created when joining
Use the Artist Data Entry Program to enter my inventory after paying dues	Click: Show & Sale button/Drop-down menu, scroll over Participate in the Show & Sale, click Artist Data Entry, click START THE ARTIST DATA ENTRY PROGRAM and then enter your PIN and password listed in your HGB Account Activated email from ade-admin - SAVE THAT EMAIL	In the Artist Data Entry Program	Enter your inventory, print labels and inventory sheets	Enter from your email	Enter from your email
Use the WhenToWork Program	Click on the link to go to the program and enter the user name and password sent to you in a separate email - SAVE THAT EMAIL	In the WhenToWork program (separate from the HGB website)	Sign up for shifts	Enter from your email	Enter from your email
Use the Consignor Access program during the Sale	Click the link to go to the program and enter the user name and password sent to you in a separate email - SAVE THAT EMAIL	In the Consignor Access program (separate from the HGB website)	Check the status of my items, i.e. what sold	Enter from your email	Enter from your email