



# THE FORTNIGHTLY OF CHICAGO WEBSITE BROCHURE

## WEBSITE SIGN-IN PROCEDURE

Go to the Fortnightly website at [www.fortnightlychicago.org](http://www.fortnightlychicago.org) and click MEMBER LOGIN in the upper right of the screen.

Log in to the MEMBERS PORTAL:

- Your “User Name” is your email address or your member number in all capital letters.
- Your default password is your member number in all capital letters.
- Click “Remember me” to stay logged in.
- If you have misplaced your password, click on “Forgot Login?” at the bottom of the screen.

For your convenience, note your user name and password here:

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

## WEBSITE

The Fortnightly website is your online **Yearbook** and so much more! You will find the following **Yearbook** sections on the website:

**Officers and Directors** and **Committee** lists

**Calendar** - updated if event arrangements should change

### **Particular Interest Programs**

Book Discussion Group - Reading List

Bridge Group

Film Discussion Group

Fortnightingales

Investment Club

Mah Jongg

### **Entertaining at the Fortnightly**

Dates for Dinner Party Nights

Photo Gallery of Lathrop House rooms

**Directory** - updated as address/telephone number changes are received from members and as new members join the Society

### **Membership Proposal Process**

**Bylaws** and **Policies and Procedures**

**Reciprocal Clubs**

**The Fortnightly Funds** (Giving to the Fortnightly)

**Historic Preservation Foundation of**

**The Fortnightly**

**Schedule of Dues and Charges**

The website also includes a **Forms** section with links to the following forms:

- Member Directory Update Form
- Membership Proposal Form and Membership Endorsement Form
- Emergency Contact Form
- Committee Interest Form
- Direct Debit (ACH) and Credit Card Forms
- Gift Form for gifts to the Kate Newell Doggett Fund, the Lathrop Fund and the Capital Projects Fund
- HPPF Donation Form
- Event Planning Agreement and IRS W-9 Form

## EDIT YOUR PROFILE

On the top right corner, you will see a tab that says “Edit Password”. You can use this to edit your password, dietary restrictions, and add an image to your profile. You can also subscribe or unsubscribe to our mailing lists. If you wish to edit your address or phone number, you will need to do so on the Member Account portal instead, which is through the “Member Account” button on the home page.

## MEMBER ACCOUNT PORTAL

On the left side of the home page (home symbol), you will see a button that says “Member Account” where you can view your statements, make online payments, and view your payment history. You will see a tab at the top that says “My Account”— this is where you can edit your address, email, phone number, and billing preferences.

## EVENT REGISTRATION

You can now manage your program reservations through the website! In the “Calendar” page, you can view the calendar in Monthly View or Weekly View. You can also click on a category on the right hand side to filter by program type. At the bottom of a program, you will see a button that says “Invite Friend”. You can use this feature to invite other members to attend a program. You can also save the program to your calendar by clicking the “Save to” button. When you click on an event, you will see an option to register an Individual or Group. Follow the prompts to create a reservation. If you wish to make a Program Only reservation, you can do so by clicking the checkbox that says “Program Only”. If the program does not display a checkbox, please contact the Office to inquire about a Program Only reservation.

## **MANAGE REGISTRATIONS**

In the “Calendar” tab, you will see a drop down for “My Registrations” where you can manage your program reservations. You can also cancel your reservations if they fall within the reservation deadline by clicking on the “Cancel Registration” button. If you wish to cancel after the deadline, you can contact the Office. Please note, if you register for a group, you will see a registration for the whole group plus individual names, but you will not be charged twice. You can click on a guest’s name to edit the name in the reservation, but not the quantity. Please note, if you cancel a reservation, it will cancel for the whole group registered. If you wish to alter the quantity of your registration, you will need to cancel the entire reservation and make a new one.

To subscribe to paid PIP groups such as Investment Club, Film Group and Bridge Group, click on the “SUBSCRIBE” buttons in the Particular Interest Program Page. You will be added to the email list to receive email communication about the group.

## **MANAGE EMAIL PREFERENCES**

You may manage your subscription list under the “Edit Password” page under the tab that says “Mailing lists”.

## **MESSAGING**

You now have the ability to message members directly through the website by going to a member’s profile and clicking “send email”.

## **NEWS/BLOG**

Saving the best for last, the website includes a **NEWS/BLOG**, the online equivalent of visiting with other members at a Fortnightly luncheon club table.

To receive email notifications of new posts to the NEWS/BLOG, enter your email address in the “SUBSCRIBE” envelope button located at the top right hand column on the NEWS/BLOG website page.

Each time there is a new post to the NEWS/BLOG, you will receive an email notification. You will no longer need to visit the website and sign in to be up-to-date with Fortnightly news.

## **BULLETIN BOARD—Let’s Make Plans!**

Post a notice offering tickets for the theater, symphony, opera, etc. that you are unable to use.

The possibilities are endless! Be sure to post your notices. You may be surprised by how many members respond!

Note: Respond directly to the member who posted

## **BEREAVEMENT NOTICES**

Any bereavement notices and memorial information will be posted as information becomes available.

## **SCRAPBOOK**

Select this section to view photographs taken at Fortnightly events. The Fortnightly’s roving “Website Photographer” takes candid-style photographs at all Fortnightly events during social periods.

## **MEMBER MILESTONES AND CELEBRATIONS**

Read about Fortnightly members’ awards and achievements and share in the joy of engagements, weddings, birth announcements, etc.

## **TRAVEL DIARY AND ADVICE**

Read about the travel adventures of Fortnightly members. If you are planning a trip, post your questions. Be sure to add your adventures, too.

## **CREATIVE CORNER**

Read interviews with our creative Fortnightly members.

## **CHEF’S CORNER**

Recipes, menus and thoughts on food and its presentation from Chef Ed Gilardon and previous Chef John Ferguson.

## **“HOUSE” NEWS**

Lathrop House changes, both subtle and dramatic, and plans for future work. Meet the staff! Catch up on the latest HPFF news. Read *The Lathrop House LOWDOWN*.

## **NEW MEMBER PROFILES**

Meet our new members who wear the red-stripe name tags. Give them a warm Fortnightly welcome! Committee Chairs, this is the perfect place to find that special person for your committee.

## **HOW TO “POST” ON THE BLOG**

It is very easy to submit an item for posting on the NEWS/BLOG. Prepare your submission using Microsoft Word. Send an email, with the Word document as an attachment, to: **website@fortnightlychicago.org**.

Photographs: Photographs can be included in your post. You may attach photographs to the email submitting your Word document. Each photograph must be labeled.

If you require assistance with submitting a post or sending photographs, please send an email to **website@fortnightlychicago.org** and a Website Subcommittee member will contact you.

Note: Include your contact information in items for the Bulletin Board. Following the initial Bulletin Board posting, all communication will be between members.

For questions and comments about the Fortnightly website, please email **website@fortnightlychicago.org**.