

## Garden Club of Georgia – Member Portal Info for Club Officers

### How to Log In

Member Portal website: <https://gcg.member365.org>

This is also a menu option on our website: <https://gardenclubofgeorgia.org>

Use your email address to log in.

If you have never logged in before, select **Forgot Password?** to reset your password.

If you are unsure which email address we have on file, email

[headquarters@gardenclubofgeorgia.org](mailto:headquarters@gardenclubofgeorgia.org) for assistance.

### Your profile

You can reset your password after logging in.

Go to **My Account > My Profile**.

Here, you can update your email address, mailing address, and other information.

Up-to-date email addresses ensure members receive emailed communications.

Up-to-date mailing addresses ensure members receive the quarterly Garden Gateways magazine.

Please enter mailing addresses on the *Residential Address* tab.

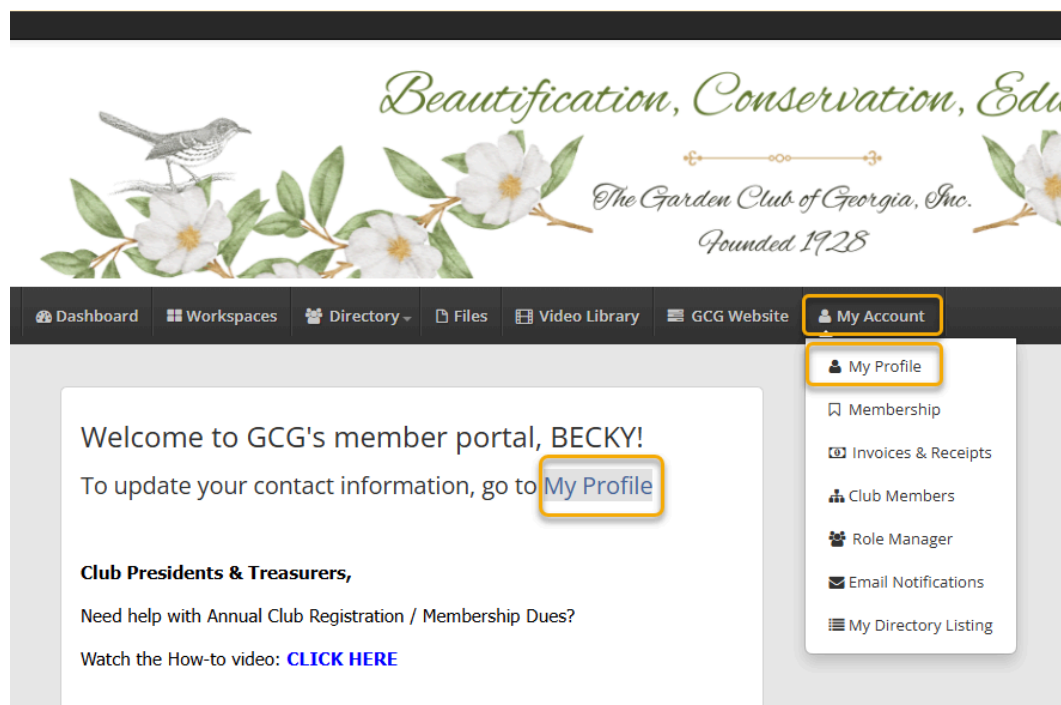
\*Any club member with an email address on their profile can log in to the member portal.

They can reset their password on the login page if they've never signed in.

That way, they can view and update their own profile information.

They can also choose to subscribe to District emails under **My Account > Email Notifications**.

(Only designated officers can edit the club roster and process registration/dues in the portal.)



## Garden Club of Georgia – Member Portal Info for Club Officers

### Club Roster

Under the **My Account** menu option, select **Club Members**.

On this page, you'll see your club roster.

The club Treasurer, President, and any member with the designated role of *Membership Manager* in the portal can edit the club roster and update individual members' contact information on this page.

You can click a member's name to see their contact information and update it if needed.

If you have a new member, click **Add New Member** to add them to your list.

If someone is no longer a member, you can click the trash can icon to the left of their name to remove them from the roster.

To sort the list in alphabetical order, click the column header '*Name*' twice. If you leave the page, you will need to click '*Name*' twice again to sort it in A-Z order. You can export the list of names and email addresses from this page.

To export a list that includes members' emails, phone numbers, and addresses, go to the menu option **Directory** and select your club's name. There is an export button on that page.

(\*Some clubs have members on their roster who do not show on the roster in the member portal. This would be club members who do not pay dues, for example, inactive or sustaining club members. If a member has a special status that does not pay dues and the club does not pay GCG dues on their behalf, do not include them on the roster.)

The screenshot shows the 'My Account' menu with 'Club Members' selected. The 'Club Members' page for 'The Garden Club of Georgia, Inc.' is displayed, showing contact information and a table of members.

**Club Members**

My Profile   Membership   Invoices & Receipts   **Club Members**   Role Manager

The Garden Club of Georgia, Inc.  
Primary Contact - BECKY KOLLER  
Organization Name - 01-352 MARIETTA DAISIES GARDEN CLUB  
Employee Accounts: 59  
Your membership enables you to create portal accounts for contacts within your Organization.

[Add New Member](#) [Send Invite](#)

[Export to Excel](#)

		Name	Email Address	Date Added
		Maddox, Janie		2025-05-15
		Bullock, Nina		2025-03-20

## Garden Club of Georgia – Member Portal Info for Club Officers

### Officer Roles

Under **My Account**, select **Role Manager**.

On this page, you'll see the current officers assigned roles in your club.

Primary and Secondary contacts can edit and assign roles to members.

The Primary contact is automatically the Billing Contact and Membership Manager.

Any other officer may also be designated as Membership Manager if you want them to have access to edit the roster on the **Club Members** tab.

This page also explains Member365 roles.

The GCG roles are the officer titles, such as *President*, *Co-President*, *Treasurer*, etc.

Selecting the GCG roles for President, Co-President, and Treasurer ensures that members receive GCG email communications directed to those roles.

To add new officers, click the **Add Contact Role** button. To remove members from a role, click **Edit Roles** next to their name, and uncheck any of the roles selected.

\*If you are adding someone to replace you, add them first, then remove yourself. Once you select **Edit Roles** on your name and uncheck your roles, you'll no longer have access to **Role Manager**. You can also reach out to [headquarters@gardenclubofgeorgia.org](mailto:headquarters@gardenclubofgeorgia.org) if you need help with editing roles.

**Role Manager**

Membership Category: The Garden Club of Georgia, Inc.

Primary Account Holder: BECKY KOLLER

**Add Contact Role**

Options	Name	Roles
<a href="#">Edit Roles</a>	ELIZABETH BUFORD	Membership Manager
<a href="#">Edit Roles</a>	BECKY KOLLER	Primary, Billing Contact, Membership Manager, Treasurer
<a href="#">Edit Roles</a>	PATRICIA SILBIGER	Membership Manager, Secondary Contact, President

**Role management allows you to assign responsibilities to contacts within the organization:**

- Primary Contact** - The main point of contact at the member organization. They are able to assign roles to people in the organization.
- Secondary Contact** - The backup to the primary contact. Secondary contacts can assign roles to people in the organization.
- Billing Contact** - Responsible for paying for membership dues and are sent automated membership renewal reminders.
- Membership Manager** - Can create accounts for others in the organization so they are able to login to the member portal.

## Garden Club of Georgia – Member Portal Info for Club Officers

### Annual Membership Renewal & Dues

Under **My Account**, select **Membership**.

The Treasurer (or Primary) has access to the annual club registration on the **Membership** tab. (Some clubs have the President, Secretary, or other designated officer besides the Treasurer as the Primary. Usually, in scenarios where the Treasurer does not have access to the internet or email.)

Annual renewal opens in the member portal on January 1st, allowing clubs time to update their rosters before submitting registration and membership dues by **March 1st**.

After club rosters are updated, Treasurers/Primary contacts click the **Renew Now** button on the **Membership** page to fill out registration and receive an emailed invoice.

Payment information will be on the invoice. Currently, we do not accept credit card or ACH payments. Payment can be made by mailing a check to HQ or transferring money via Zelle. Our Zelle recipient email address is [headquarters@gardenclubofgeorgia.org](mailto:headquarters@gardenclubofgeorgia.org).

\*If you have new members who join after annual dues have been paid, they can be added to the roster on the **Club Members** tab. The office manager will receive notification and then email an invoice for their dues to the Treasurer/Primary contact.

When GCG receives your dues payment, the Treasurer/Primary contact will receive an emailed receipt. Receipts can also be viewed under **My Account > Invoices & Receipts**.

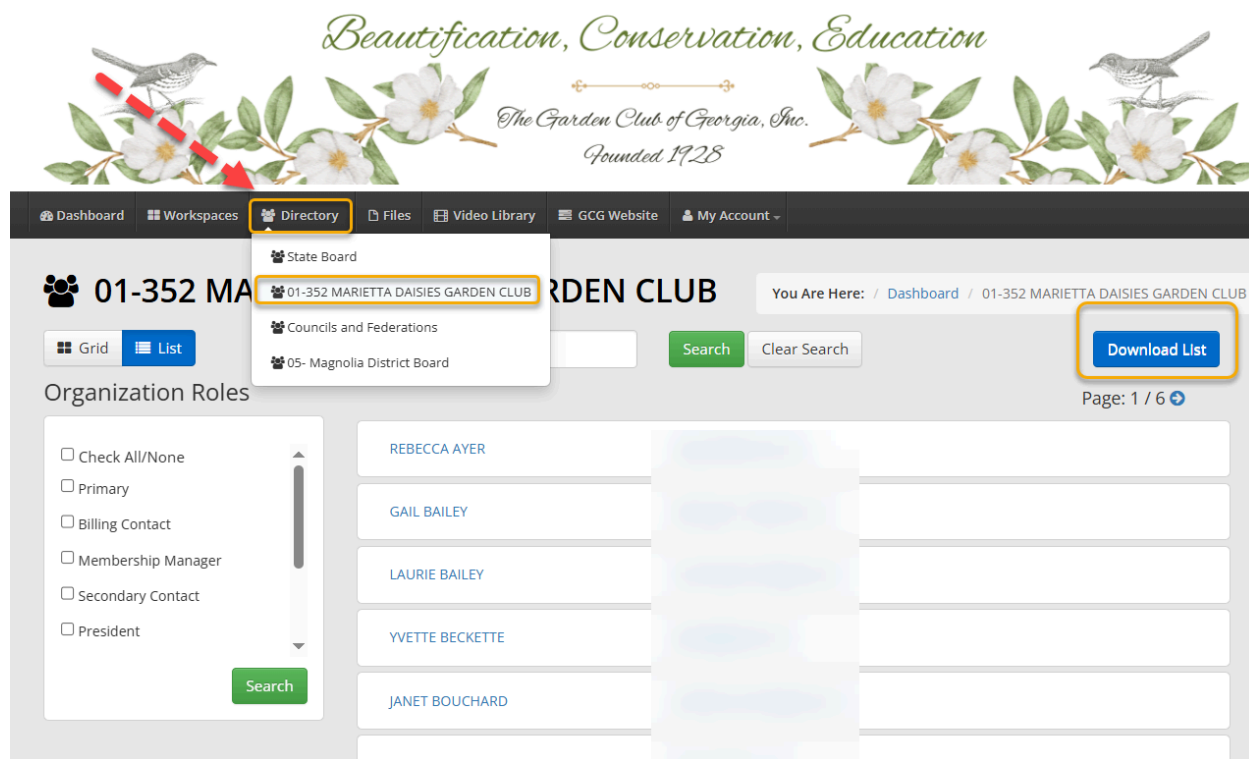
The screenshot displays the member portal interface. At the top, a navigation bar includes links for Dashboard, Workspaces, Directory, Files, Video Library, GCG Website, and My Account. The My Account dropdown menu is open, showing options: My Profile, Membership (highlighted with a red box), Invoices & Receipts, Club Members, Role Manager, Email Notifications, and My Directory Listing. The main content area is titled 'Membership' and features a sub-navigation bar with My Profile, Membership (highlighted with a red box), Invoices & Receipts, Club Members, and Role Manager. Below this, the member's profile is shown for 'The Garden Club of Georgia, Inc.' with details: Member Status: Active, Inception Date: 2024-01-19, Member Since: 2024-01-19, and Member #: 40427. To the right of the profile, a callout box with a green border contains the text: 'A 'Renew Now' button shows here to Treasurers (Primary contacts). Begins in January until registration is renewed.'

## Garden Club of Georgia – Member Portal Info for Club Officers

### GCG Directories

The dashboard menu option **Directory** will have selections for your club (only visible to your members) as well as other Directories, such as District and State Boards.

\*We are still updating this feature for the District Boards and hope to have it working well soon!



### Announcement Badges

GCG also adds announcements or other items of interest in the member portal.

Currently, we have linked each District's Best Programs of 2024.

It's a list of speakers and programs that clubs in your area recommend.

