Navigating the GCG Website

There is a lot of information that is available to GCG members. Some of it is important to officers, some of it is important to members, all of it is available at the click of your mouse. But you need to have a clue on where to find that information. This article will try to help familiarize you with the Garden Club of Georgia State website and what information can be found there.

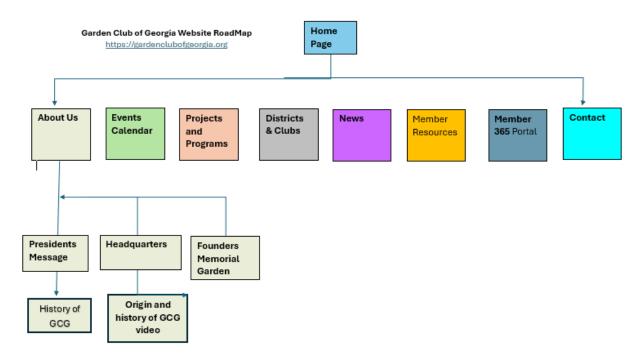
Finding the website

If you have not been on the website yet, the first task is to be aware of its existence and then being able to find it. The address for the website is: https://www.gardenclubofgeorgia.org.

Home page and Main Menu

The first page that you will visit is the Home page. This is a welcome page and includes the latest information. As of this writing you will find an introduction to the new Social Media pages, the most current Awards booklet, Publication information, some education information and a calendar in list form of some of the upcoming events across the state. This page is changing all the time so be sure to check back to the Home page periodically.

At the top of the page, you will find the Main Menu.



I have included the sub menu under - **About Us**. If you are a new member or are just curious about what is there, you can check out the information found here. It is a good background of the organization including a welcome from the current president. Most of the information in the section will not change often, the history will be updated when we change presidents as will the president's welcome. You probably will not visit here often.

The **Events Calendar** is just like it sounds, a calendar of events around the state. If your club is sponsoring an event that you would like to have the public and other garden club members attend, send your information to your District Director and she can forward it on the be added to the calendar. Check this often, especially when scheduling an event that may collide with State or District events.

<u>News</u> is stories sent in by clubs about things that they have done or may be doing. We would love to have your information to share on Social Media and in our News section. Send your stories and photos to <u>GCGSocialMediaStars@gmail.com</u> to be included.

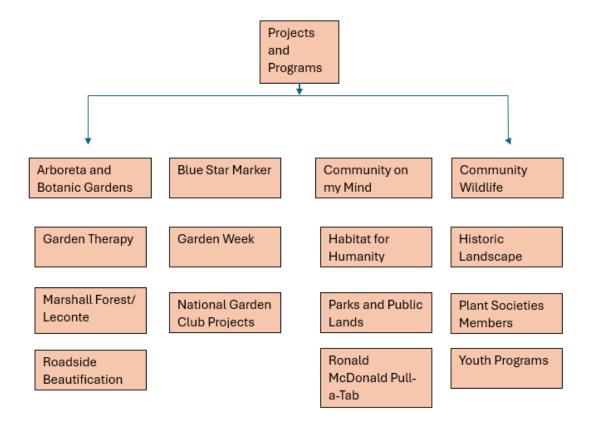
Member 365 Portal is a direct link to our Member 365 login screen. All club presidents and treasurers should have access to Member 365 to keep their club rosters updated. If you have any questions when trying to use Member 365 (presidents and treasurers only), contact our Office Manager Arianne Knowlton at GCG Headquarters. Her email is gcguga@gmail.com.

<u>Contact</u> is for general questions about GCG or for the public interested in joining a garden club. There are forms to fill out that will be sent to us for reply. Emails are rerouted to the appropriate people. You should not have to use this often as you will have more direct ways to reach the people who can answer your questions.

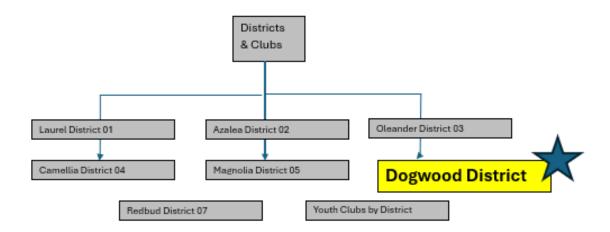
Menus to know

Three of the menus' entries were not mentioned above. They will be the ones you will use the most and they all have submenus to help navigate.

<u>Projects and Programs</u>- this section includes all the GCG and National projects that are supported. Here you can find details about each project as well as the name and contact details for the state chair. Be sure to check this section if you have any questions about the GCG projects. National Garden club projects will have a link to the National Garden Club website with that information. (See diagram below)



<u>Districts & Clubs</u> – This well be the section that you will visit most. Each district has a page dedicated to that district. Dogwood District is district 06 and the districts are listed in numerical order.



The Dogwood District symbol, District Director and a map of the district are the first things you will see on the page.



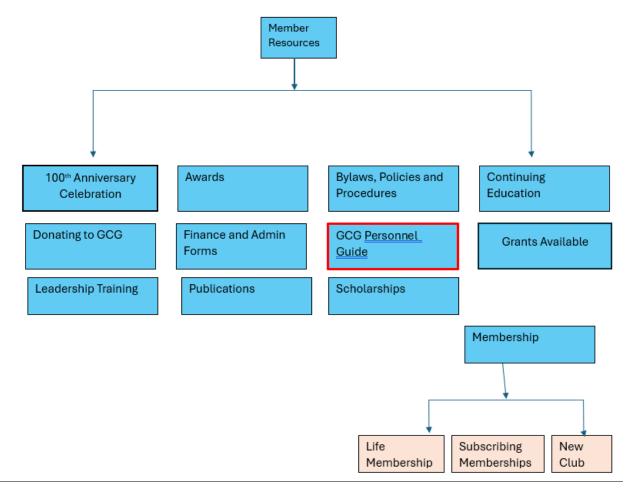
Information found on this page:

- District Information
 - o Executive Committee members
 - District Meeting information
 - Newsletters (last 4 issues)
 - o Forms such as Policies and Procedures, Forms for District awards, etc.
 - o Fall Fundraising Flier
- What's Happening
- Photos
- Full List of District clubs Full list of all clubs in the district including their club number and a link to their website or Facebook page if they have one.

If there is anything else that you feel would benefit you as a district member that is missing from this page, please reach out to me Chris Adams, at

webmaster@gardenclubofgeorgia.org

<u>Member Resources</u>- contains access to all information that pertains to the Garden Club of Georgia members. This is a very useful section to familiarize yourself with and to visit often.



Be sure to explore the items on this list. We will discuss several of them here.

Awards – The 2025-2027 Awards booklet can be found here along with the award application form and some samples. Visit here to apply for your awards.

Continuing Education – Did you know that you can get continuing education in Landscape Design, Gardening School and Environmental school. You can also train to be a Flower Show judge. All that information can be found here.

Finance and Admin Forms – This is where you will find forms that will help you run your club. The link to the President's report will be here when ready and forms for making donations to GCG are also located here.

GCG Personnel Guide – This section is the only one that requires a PASSWORD. If you do not have the password, check with your club president or your district director. We do not publish this password so that we can keep that personal information for just our members. You can get contact information for all state board members and district board members.

Leadership Training – Did you miss the Leadership and Awards Workshop this summer? It is offered every other year in the odd years. Since the information presented is very useful, it has been recorded and presented here. You can find just the section that may be useful to you. You will also find copies of the information attendees received at the meeting here.

Publications – This is the place to find a PDF version of the Garden Gateways if you like to read it electronically. There are also some great Landscape Design articles and many other publications that you may find interesting.

Membership – Want to add a subscribing member to your club? Do you know a group that would like to form a new garden club? This is the place to find that information.

Be sure to explore the Member Resources section as well as the whole website. The more familiar you are with the information that can be found here the more you will find you visit the site. Take it in small bites and do not let it overwhelm you. This is your website, and it needs to be useful to you. Reach out if you have suggestions:

webmaster@gardenclubofgeorgia.org.

Chris Adams Webmaster gardenclubofgeorgia.org