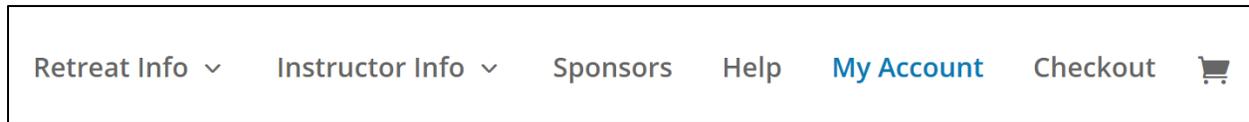


# Account Navigation Instructions



## Site Navigation Menu

At the top of the site is a menu with links to different areas of the site:



- **Retreat Info:** Links to information on current and upcoming retreats. This is all public information and is accessible to both visitors and registered attendees.
- **Instructor Info:** This shows Instructor profiles for the current and upcoming retreats, as well as provides details for instructors who would like to apply to teach at a future retreat.
- **Sponsors:** This shows information about our current sponsors, as well as details for sponsors who would like to be part of a future retreat.
- **Help:** If you need to email or call us, use this form to reach out. There are also some files to help you navigate the site (like this one) and instructions for Zoom.
- **My Account:** This is the area where registered attendees can access all of their account information, including registered retreats.
- **Checkout:** If you are ready to checkout, click this!
- **Cart (icon):** If you want to review what's in your cart before heading to checkout.

## Log in to the Site

If you are a registered attendee, you can login to the site by clicking "My Account" in the upper menu.

A screenshot of the "My Account" login page. The page title is "My Account" and the section is "Login". It features two input fields: "Username or email address" and "Password". Below the password field is a "Remember me" checkbox and a "Log in" button. A link "Lost your password?" is located below the "Log in" button. At the bottom of the form, there is a link: "Not registered for a retreat? Register to attend one now."

Enter your email address and password, then click "Log in".

## Forgot Your Password?

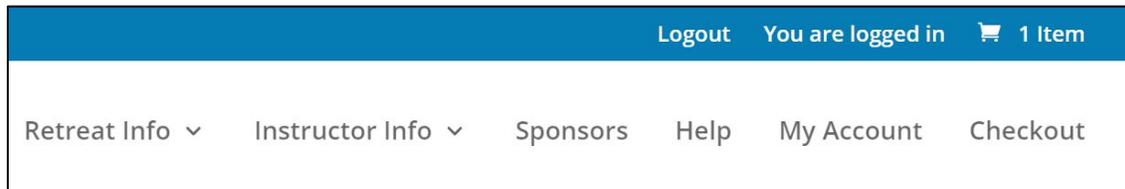
If you ever forget your password, you can reset it by clicking "Lost your password?" and following the instructions to reset it. You will receive a link via email to reset it.

# Account Navigation Instructions



## Logged In Menu

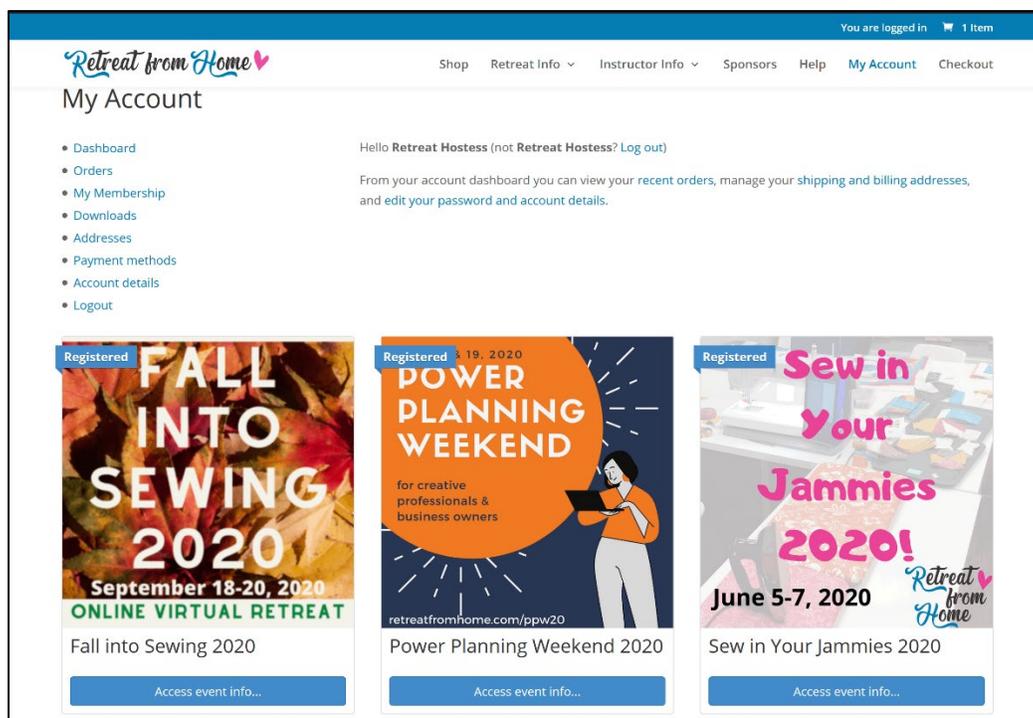
Once you are logged in, you will see a new status bar at the top of the page:



Also notice that the Cart icon moves to this new status bar, and you have an additional option to logout.

## Navigating My Account

After logging in, you'll be redirected to the dashboard and you will be able to access the retreat information. Feel free to explore this section, but here are a few areas you might be interested in.



- **Downloads:** On the left-hand menu is a link that will show you any of the digital goodies that were included in your registration.
- **My Membership:** Some retreats are tied to memberships for certain features like swaps and discounts.
- **Addresses:** If you ever need to update your mailing address, you can do it here.
- **Account details:** You can change your name, email address, and password used to access the site.

# Account Navigation Instructions



The large badges represent retreats or other events that you participated in. Once you register for an event, it shows up as a tile on your dashboard.

To access the retreat information, just click the corresponding tile that matches the retreat you are interested in.

A screenshot of the website dashboard for the "Sew in Your Jammies 2020" event. The top navigation bar includes the logo, "Retreat Info", "Instructor Info", "Sponsors", "Help", "My Account", and "Checkout". The main content area features a large banner for "Sew in Your Jammies Mini-Projects" with a sub-header "Projects, Materials, Kits, Videos" and a pink "IN PROGRESS" badge. Below the banner is a text box with a pink border containing information about mini-project sessions and a note about the ordering window. On the right side, there is a "Retreat Navigation" sidebar with a list of sections: "Expand All", "Announcements", "Missing Goodie Bag (Physical)", "Registration Packet", "Agenda", "Getting Around the Retreat", "Recipes &amp; Snacks", and "Mini-Project Information" (which is expanded to show five sub-sections: "Head Rest - Kate Colleran", "Sew Organized - Joanne Hillestad", "Pansy Garden - Jackie Kunkel", "Zipper Pouch - Ebony Love", and "Compass Points - Tammy Silvers").

Once you are inside the retreat area, you will see the information navigation on the right side. This information may look slightly different depending on the event you are attending, and also things will be added over time as a retreat date gets closer or as a follow up to the retreat.

Event videos are posted where they make the most sense; for example, if a video was made for a mini-project, the playback will be available on the mini-project page.

## Troubleshooting Issues

If you encounter any issues, please send us an email at [info@retreatfromhome.com](mailto:info@retreatfromhome.com). Please make sure you include details such as the URL for the page you were accessing, the type of device you were using, the browser you were in, and the error message text, if any. The more details you can provide, the better we will be able to help you.