HQN To Do List		HEARTLAND QUILT NETWORK
✓	Date Completed	**Professional Task List**
☐		**Establish Username and Password** - This only has to be done one time. If you forget your password, you have the ability to reset it yourself.
☐		**Annual Membership Dues** ($25/annually) - The fiscal year of HQN is July 1st to June 30th. Dues can be paid by downloading the manual form from the website, complete it and mail itwith a check to the Membership Chair OR the membership form can be completed and renewal fee paid online at heartlandquiltnetwork.com/join-hqn/.
☐		**Active / Inactive Membership** - Membership dues are due July 1st and should be *paid by September 1st to remain as a HQN Active Member.* *Inactive Members profiles will not be listed on the "Members Only" page until membership fees are paid.*
☐		**Professional's Classes/Programs/Workshops** - Please email your calender of classes/programs/workshops to the HQNWebmaven@gmail.com as often as needed so HQN can keep the Events Calendar on the HQN website updated.
☐		**Website Profile** - Please update the Membership Chair at HQNMembership@gmail.com with any changes to your contact information. Professional profiles with their contact information are listed under the "Members Only" section of the HQN website. The information is available to all HQN members.
☐		**Brochure** - Professionals can select to have a social media link or a brochure linked to their Website Profile. If you select a brochure, please email it to HQNMembership@gmail.com.
☐		**HQN Annual Meeting** - Details of the HQN annual meeting are typically provided in the winter HQN Newsletter, with the meeting being held in the spring. Professionals are provide a space to set up a table to display information/materials for their offerings of classes/programs/workshops. HQN Member Guilds will be provided an opportunity to interact with Professionals.
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✓	Date	**Supporting Sponsor Task List**
☐		**Establish Username / Password** - Establish a Username and Password. This only has to be done one time. If you forget your password, you have the ability to reset it yourself.
☐		**Annual Membership Dues** ($25/annually) - The fiscal year of HQN is July 1st to June 30th. Dues can be paid by downloading the manual form from the website, complete it and mail it with a check to the Membership Chair OR the membership form can be completed and renewal fee paid online at heartlandquiltnetwork.com/join-hqn/.
☐		**Active / Inactive Membership** - Membership dues are due July 1st and should be *paid by September 1st to remain as a HQN Active Member.* *Inactive Members profiles will not be listed on the "Members Only" page until membership fees are paid.*
☐		**Website Profile** - Please update the Membership Chair at HQNMembership@gmail.com with any changes to your contact information. Supporting Sponsor profiles with their contact information are listed under the "Members Only" section of the HQN website. The information is available to all HQN members.
☐		**Business Card Ad** (2"x3.5") - Please provide the Membership Chair your business card in a jpg, png, or pdf format. Supporting Sponsors are provided the opportunity to have a free ad in all of the HQN Newsletters.
☐		**Website Ad** - Please provide the Membership Chair a color graphic (larger than 200x200 pixel) in a jpg or png format to be placed on the public side of the HQN Website. A new Supporting Sponsor page for your ad is being created.
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