

# Get started on the BLOSOMS website (BLOSOMS.org)

To access the private area of the BLOSOMS website, you must create a profile with your username and password.

## Create your profile

1. From the BLOSOMS home page (blosoms.org), click the [Join Us](#) link at the top of the home page.
2. Complete the form and click the [Join](#) button.

You will receive a confirmation email. When the treasurer has verified your payment status, you will receive another confirmation and an email with your password. Now you're ready to log in!

## Log in

1. Click [Login](#) on the Navbar.
2. Enter your username or email address (lowercase) and password.

💡 If you don't know your password, click the [Forgot Your Password](#) link to have a new password emailed to you. This link is on the [Contact Us](#) and [Help](#) pages.

## What next?

When you log in you'll see the Membership Menu. Read the descriptions on the left of each column to decide which area you want!

## Update your profile

1. On the Membership Menu, click [View Profile](#).
2. To make changes, click the [Modify](#) button at the bottom of the page.
3. Make your changes; then click the [Save Changes](#) button at the bottom of the page.

💡 You can [sign up for circles here!](#) Just check the box next to the circles you want.

## Upload a profile picture

When you view your profile, you'll see a link to [Change profile picture](#).

Browse to the picture you want to upload. After selecting the picture, click the [Save Changes](#) button.

## Sign up for BLOSOMS events

1. On the Membership Menu, select the [Calendar](#).
2. Scroll to the event you want.
3. Click the link [Click to sign up](#). If you're already signed up, you'll see a link to cancel your signup.

💡 If you don't see a link to sign up, the host has turned the feature off.

# QuickStart for BLOSOMS Leaders (BLOSOMS.org)

## Set up calendar events

1. In the Calendar Navbar, click [Add](#).
2. Complete the form.
3. You must enter either a title or a circle and a date. If you want to receive an email each time someone signs up for the event, enter your email address in Notify Email. You can upload an attachment, such as an image or flyer.
4. Click [Save](#).

## Sign other people up for an event


1. View the event details on the calendar.
2. Click the [Manage Signups](#) button.
3. All active members will be displayed so that you can place checkmarks by the ones who are attending.
4. Click the [Save Changes](#) button.

## Send emails about an event

1. View the event details on the calendar.
2. Click the [Send Event Notifications](#) button.
3. Select the group you want to send to.
4. Enter a subject and message.
5. Click [Send](#).

## Send email to several members

1. In the Directory, click [Admin](#) in the Navbar.
2. Click [Send Emails](#).
3. Select the people you want to send the email to. You can use a shortcut link or use the filters to display a list to choose from.
4. Click [Create or review your email message](#).
5. Complete the email form and click [Send Email](#).

 Emails can also be sent from the Circles table or Calendar table.