

## Help

### Introduction

This Help facility is to explain some of the options available in more detail.

If you are a Guild member, there is additional functionality which is explained in the Members Help section. To access this you will need to be logged in as a member using the member ID and password sent to you. If you are having problems logging in please contact Cathy Smart ([cathy.smart@bmeurope.com](mailto:cathy.smart@bmeurope.com)).

[Click here for Members Help](#) section.

If you would like to join the Guild of Glass Engravers, you can join online by selecting 'Join Now' at the foot of the screen (you will need your credit card details for this). You can also select the 'Benefits of Joining' option on the left hand menu where you will be offered the option to join online or to request an application form to be sent to you.

**Back Arrows** – Not every screen has a 'Back' option. If not, use the back arrow at top left of your browser.

### Where to see it:

If you are looking for a specific type of engraving, enter a keyword, such as 'Drill' or 'Whistler' then choose to search 'All regions' or press the arrow key to select a specific region to search on.

Then press 'Search' – a list of the counties containing the keyword you are looking for will be displayed.

Click on the **county** name to display further details.

If you are just looking for any type of engraving in your area, then leave the keyword blank and select an area to search for.

### Members Gallery

This is a directory of all those members of the Guild who have chosen to display their work on the website. You can search by name (or part of a name), town and/or county, keyword such as 'drill' or 'sandblast' or by country. You can indeed search by all of these at the same time!

A thumbnail image and the member name(s) will be displayed for all the results found by the search.

Click on the image or on the name for further information about this engraver.

You will be shown biography and contact details together with up to five examples of their work. To view the image in a larger window, click on the image.

### **Search for an Engraver**

This allows you to search for an engraver's contact details. It works in exactly the same way as the Members Gallery described above.

### **Notice Board**

This allows members only to advertise items for sale, events coming up in their area etc. These comments may only be added or deleted by members but they may be viewed by all visitors to the website.