

Welcome to the website for Quakers in Aotearoa New Zealand. We hope you enjoy exploring and using it.

The menu system is designed to be easy for you to navigate by arranging key subjects within easy reach.

This is complemented by two buttons on the home page:

- Learn about Quakers will take you to a brief introduction to Quakers and Quaker faith.
- Find a Quaker meeting will take you to a page of Quaker meetings for worship, ranging from Kaitaia in the north to Invercargill in the south. You'll also be able to find online meetings.

Here is a summary of what you'll find on the website. No login is needed to visit these pages.

| About Us | Quaker History, Beliefs, Testimonies, Why I am a Quaker, Pamphlets for Enquirers, and Frequently asked questions. | | | | | |
|------------------|--|--|--|--|--|--|
| Faith in Action | Peace, Social justice, Economic justice, Sustainability, Wider Faith in Action. | | | | | |
| News & Events | News items, Events, and regular Quaker Events such as Summer Gathering and Yearly Meeting. | | | | | |
| Children & Youth | Families and Children, Junior Young Friends, Young Friends. | | | | | |
| Structure | Describes the structure of Friends in Aotearoa, how decision making works, and lists the Committees and Roles of Yearly Meeting including email contact details. | | | | | |
| Publications | Friends publications from Aotearoa including Quaker Faith and Practice and Friends Newsletter. | | | | | |
| Resources | Grants, Bequests, Quaker Book Sales, Oral History, and a range of resources associated with Committees and Faith in Action. | | | | | |
| Monthly Meetings | A list of Monthly Meetings including contact details, and Business meeting schedules. | | | | | |
| Contact | Find a Quaker Meeting, Friend Centres & Accommodation, Monthly meetings, Contact Form. | | | | | |

If you're a Member or Attender and your details are on the website, you can log in to find more information.

| Friends Resources | These are an extension of the Resources menu, and include Funding support, Meeting resources, Pastoral Care resources, Standard forms, and Testimonies to the Grace of God in the lives of Friends. | | | |
|-------------------|--|--|--|--|
| Monthly Meetings | As a logged in Friend, you'll be able to find Meeting Minutes and Appointments for Monthly Meetings. | | | |
| Yearly Meeting | There is a separate menu dedicated to Yearly Meeting Committees & Roles to make it easier for logged-in Friends to access information. As a logged in Friend, you'll be able to find Meeting Minutes and Appointments for Yearly Meeting Committees. | | | |

At the top right, there are extra menus to support logged-in Friends.

| Find a Friend | My groups | Web support | My account | Log out 🗲 | | | | |
|------------------|---|--|-------------------------|---------------|--------------------------------------|--|--|--|
| Find a Friend | Find a l made t | Friend allows l heir details vis: | ogged-in Frie sible. | nds to search | for details of other Friends who hav | | | |
| My groups | This dro you're r link fro | This drop-down menu lists the Monthly meeting and Quaker Meeting for Worship that you're part of, and any YM Committees or roles that you're appointed to. You can quick link from any of these to the page that you want. | | | | | | |
| Web support | This me User D If you'r guides Minute | This menu includes How-to documents for various activities on the website, and lists User Data Managers and User Support Friends. If you're maintaining a Monthly Meeting page or a YM Committee page, you'll find Hov guides next to the task you're about to do: News, Events, Community Pages, Meeting Minutes, Appointments etc. | | | | | | |
| My account | This is [,] | where your pe | rsonal details | are available | and can be updated. | | | |
| Log out / Log in | This is in. | where you log | in and out. Yo | ou can use yo | ur email address or your username t | | | |

How to Log in to the Quakers.nz

Type **quakers.nz** into the address line of your browser. You will see the same site that the public can view.

If you want to log in, look for **Log in ->** at the top right corner of the web page, and click on it. You'll be presented with a Log in page.

| Log in to your account |
|--------------------------|
| Your Email or Username * |
| Password * |
| Forgot password? |
| Log in |

Enter your **Username** (e.g. GeorgeFox) or the email address you have registered with the website, followed by your **Password**, then click on the green **Log in** button.

You should be taken to the Home page.

If you have forgotten your password, or need to change it, click on the **Forgot password?** link. You'll be prompted to enter your Username or email address. If it matches what is stored on the website database, an email will be sent to your registered email address with instructions for resetting your password.

| Password reset | |
|--|--|
| Username or email address * | |
| Password reset instructions will be sent to your registered email address. | |
| Submit Back to login | |

On your first Log in, you may be presented with our rules of usage - they are about protecting your personal information and that of other users. Please read them and confirm your acceptance.

On your first log in we also encourage you to click on My Account and check your details. Look for My Account on the top right corner of the web page, next to where you clicked on Log in.

If you need more information about updating My Account, go to the Website Support menu, also on the top right corner of the web page. Click on the menu and select Help me update My Account details. You'll need to be logged in to view this.

Hints for using the website

Navigation

- Scroll down to see more on any page.
- A single click will work the buttons and menus.
- You can return to the main homepage if you click on the "House" icon at the left of the top menu.

Larger text

If you find the text is too small, your browser will allow you to magnify or zoom the screen.

- On Windows, hold down the Control (Ctrl) key and press the + (plus) key. You can do this several times to get a greater magnification. Use Ctrl and (minus) to reduce the amount of magnification.
- On Apple Mac, hold down the Command (Cmd) key and press the + (plus) key. You can do this several times to get a greater magnification. Use Cmd and (minus) to reduce the amount of magnification.

Smart phones and devices

Because smart phones and devices have smaller screens, the website pages will automatically change to display as much as possible.

Menus will change to a "hamburger" or "waffle" icon: ≡ Click on the icon to display the hidden menu.

More help

Click on the Web support menu at the top right of the screen. You'll find a list of topics that may help.

If you're editing pages for a Monthly meeting or Yearly Meeting Committee, you'll find a "Help me to..." menu button immediately below each of the menu items - Overview page, News, Events, Community pages, Meeting Minutes, Appointments.

Help Desk

You can contact the Help Desk at help@support.quakers.nz