

Quick start guide to RFAS web site

1. Enter our address in the internet address bar (ralfinearts.org or raleighfinearts.org).
2. You can now visit any of the public portions of the site just by clicking on the various headings ([Home](#), [About](#), [NC Artists Exhibition](#), [Choral Celebration](#), [Literary Contest](#)) just below the green RFAS banner at the top of the page.
3. To get to the “Members Only” section, click “[login](#)” just to the right of the [green RFAS site banner](#) at the top of the page. You’ll be directed to a login page.
4. Enter your [email address](#) and [password](#) (your last name beginning with a capital letter unless you’ve changed it) where indicated. If you’ve forgotten your password click “forgot password” and you’ll get an email telling you how to re-set it.
5. Click “[remember me](#)” only if you’re using your own private computer.
6. Click “login” just below the “remember me” box.
7. You can now explore the entire site, clicking on many [links](#) (usually indicated by turquoise text, sometimes indicated by lists that drop down when you click on a word) to lead you to information about projects, programs, board and committee matters, forms, a RFAS directory and Muses. You can move throughout the entire site using the [links](#).
8. To get to your [personal profile](#), where you can pay dues and enter volunteer preferences as well as change your contact information, go back to the right of the [green banner](#) and the word “login” will now be replaced with your name. Click on that and you will be directed to your personal profile which you can change by clicking “edit”. This page will also allow you to pay [dues](#) and access information about your [contributions and payments](#). Just click on the various links ([turquoise text](#)) till you find what you want.