

# PINELLAS PARK ART SOCIETY SOFTWARE USER GUIDE

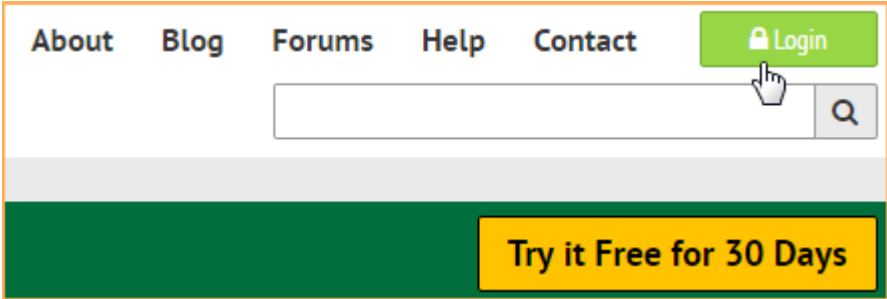
Welcome to Wild Apricot, the software used for the Pinellas Park Art Society. If you are a member, you can view member-only content, sign up for events, and interact with other members through member directories, discussion forums, and blog posts. You can also perform self-service functions such as updating your profile, paying invoices, and renewing your membership. This guide will help you get started, show you how to manage your membership, and introduce you to some of the functionality. You can use a smartphone or a tablet to login into the application also.

## Logging in


You have to log into your Wild Apricot account if you want to access member-only pages, or if you want to perform self-service functions such as changing your email preferences or paying an invoice.

If you don't remember your Wild Apricot website address, check your email inbox for the welcome email that was sent to you when you joined. If you cannot find the email, check your spam folder.

Another option if you don't remember your Wild Apricot address is to go to [www.wildapricot.com](http://www.wildapricot.com) and click the **Login** button in the upper right corner.



You will be asked for your email address. After you click **Send login details**, you'll receive an email with your site address. The login icon is the same on each page on the PPAS software. See below:

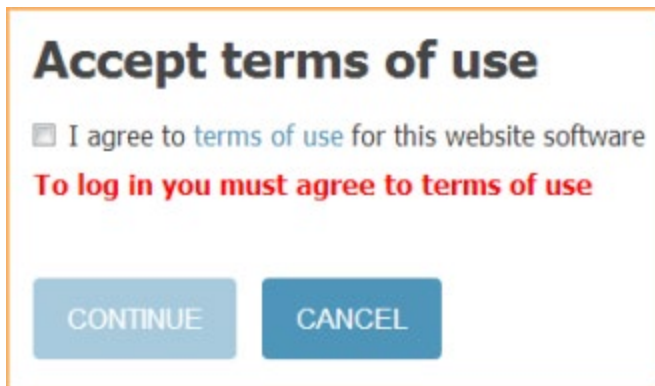
To **LOGIN**, click on blue icon  

Click on the blue icon to login on any page.

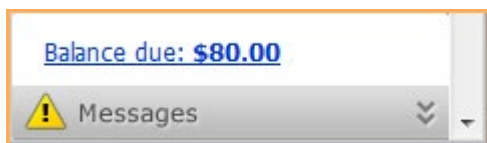
In the log in fields, you enter your Wild Apricot credentials – your email and password – then click the **Login** button.

If you do not remember your password, click the Blue login icon. **Forgot password** link below the blue icon when you click it. On the page that appears, you can enter your email address to receive a reset password link via email.

When you first log into Wild Apricot, you will be required to accept Wild Apricot's terms of use before proceeding.



After you log in, a message will appear with links in the bottom right corner if you have unpaid invoices or incomplete registrations, or are lapsed, overdue, or within a week of your renewal date.



You can click any of these links to resolve the corresponding issue.

## Changing your password

Passwords are automatically generated and emailed to you when you join a Wild Apricot member site, register for an event, or make a donation. Passwords can also be set manually by your Wild Apricot site administrator.

You can change your password by clicking the **Change password** link that appears below or beside the link to your profile after you log into your Wild Apricot site.



On the screen that appears, you enter your current password, then the new password, and the new password again for confirmation.

A form titled "Change password" for "Steve Andrews". It contains three input fields: "\* Current password", "\* New password", and "\* Confirm new password". Below the fields are two buttons: "Save" and "Cancel".

### Password requirements

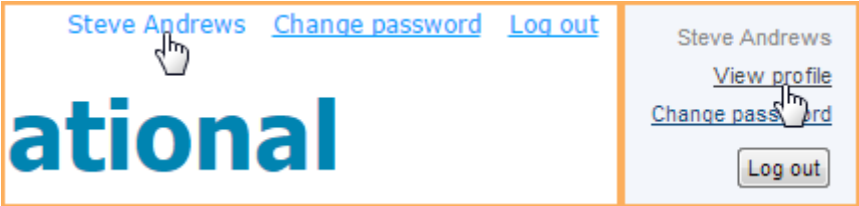
- Minimum of 7 characters
- Maximum of 50 characters
- Any combination of letters, numbers and characters (except spaces)

Passwords are case sensitive.

### Updating your profile

Information about you may be visible to other members on member directories, forum posts, and blog entries. You update your personal information from your member profile and control what information is visible to other members.

Once you are logged into your Wild Apricot account, a link will appear to your member profile. The link will appear as your name or as **View profile**.



From the **My profile** screen that appears, click the **Edit profile** button to update your personal information.

# My profile

[Profile](#) [Privacy](#) [Email subscriptions](#)

User ID 27161183 This field is generated automatically and cannot be changed

First name

Last name

Email

Phone

City

State/Province

Country

Job title

After you've made your changes, click the **Save** button to save them.

## Changing your privacy settings

You can control which information from your member profile will appear to other members on member directories, forum posts, and blog entries, and whether your member photo albums (if enabled) are visible to other members and non-members.

The initial settings for privacy on your profile is as follows:

Public can see: First and Last Name  
Photo album  
Send message from

Members ONLY can see: Membership Level  
Email  
Phone  
Street Address  
City, State , Zip

CAN BE SEEN ONLY BY ADMIN AND CANNOT BE EDITED  
User ID  
How you learned about PPAS  
Reason for joining  
Media Interest  
Volunteer opportunities

To change your initial privacy settings, click the **Privacy** tab within your member profile then click the **Edit profile** button.

The screenshot shows the 'My profile' page with the following elements:

- My profile** header
- Edit profile** button (highlighted with a hand cursor)
- [My directory profile](#) link
- Navigation tabs: [Profile](#), **Privacy**, [Email subscriptions](#), [Member photo albums](#), [Invoices and payments](#)
- Toggle:  Show profile to others
- Details to show** section (in member directories, forum and blog posts)
- Table with columns: Anybody, Members, No access

	Anybody	Members	No access
Photo album	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Membership level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
User ID			<input checked="" type="radio"/>

To change the privacy level for an item, click the circle under the appropriate column to limit access to anybody, members only, or no one.







## My profile

[Profile](#) [Privacy](#) [Email subscriptions](#)

Show profile to others

### Details to show

(in member directories, forum and blog posts)

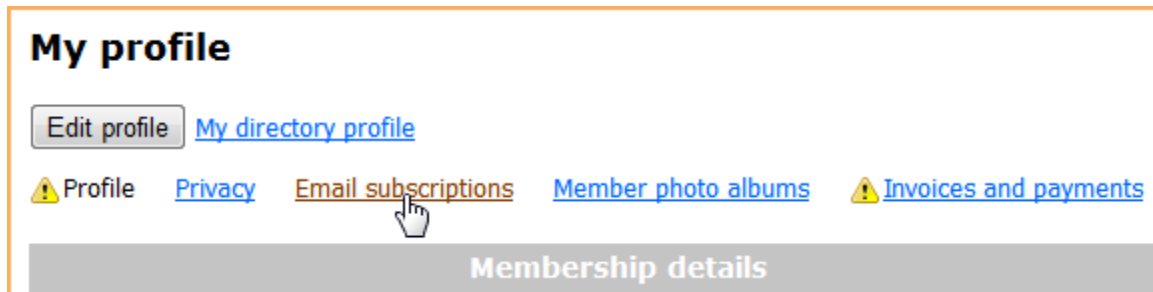
	Anybody	Members	No access
 Photo album	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Membership level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
User ID 	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Last name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email 	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Phone 	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**If you uncheck the [Show profile to others](#) option, you won't appear in any member directories.**

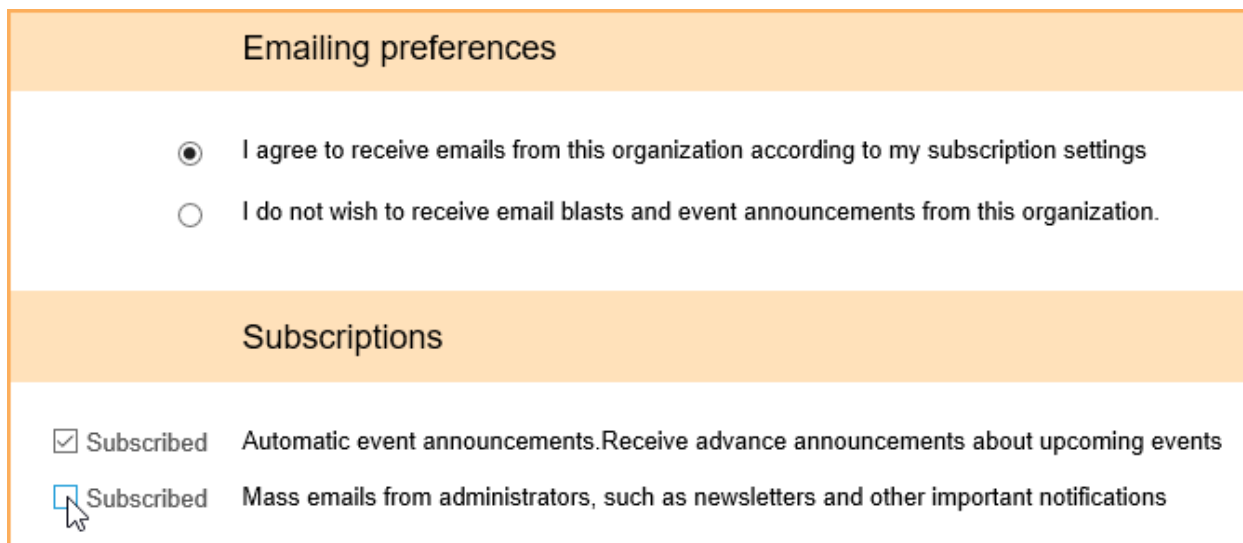
Once you are finished changing your privacy settings, click the **Save** button.

## Setting your email preferences

From your member profile, you can choose whether you wish to receive emails from PPAS, and if so, which kinds of emails you want to receive. To set your email preferences, click the **Email subscriptions** tab within your member profile then click the **Edit profile** button.



You can now indicate whether they consent to receive emails from PPAS. If you agree to receive emails, you can then choose the type of message you want to receive. We would recommend you keep the selection made below.

A screenshot of the "Emailing preferences" and "Subscriptions" sections of a profile settings page. The "Emailing preferences" section has two radio button options: "I agree to receive emails from this organization according to my subscription settings" (selected) and "I do not wish to receive email blasts and event announcements from this organization." The "Subscriptions" section has two checked checkbox options: "Subscribed Automatic event announcements. Receive advance announcements about upcoming events" and "Subscribed Mass emails from administrators, such as newsletters and other important notifications" (with a mouse cursor over the checkbox).

There are three types of emails you can control:

- **Event notifications** – automatic event emails such as event announcements (sent to people not yet registered) and event reminders (sent to registered attendees only)
- **Manual email blasts** – email blasts sent by site administrators
- **Forum subscriptions** – if you have already subscribed to discussion forum updates

When you first join, you will have event notifications and email blasts turned on. For forum subscriptions, you can also control how frequently you receive forum update notifications.

After you have made your choices, click **Save**.

The email settings above do not affect other automatic emails such as membership renewal reminders and invoices/receipts. Only administrators can disable those emails.