

# New member guide

## ► SHOW ME (10:42)

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Welcome to the Wild Apricot family! As a member of a Wild Apricot site, 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. In this guide, we'll help you get started, show you how to manage your membership, and introduce you to some of the functionality that might appear on your Wild Apricot site.

If your Wild Apricot site was set up using a responsive website theme, you can view a mobile-friendly version from your smartphone or tablet.

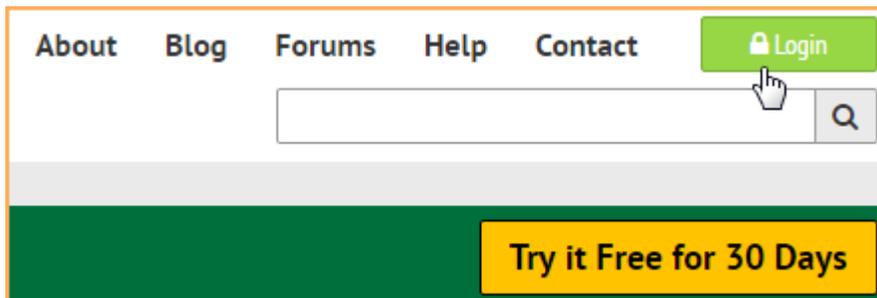
## Logging in

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

New members are automatically logged in after supplying their email address when they apply for membership, register for an event, or make a donation.

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.

Where you log in will depend on your website design. You might click a **Login** link that leads to a login page...

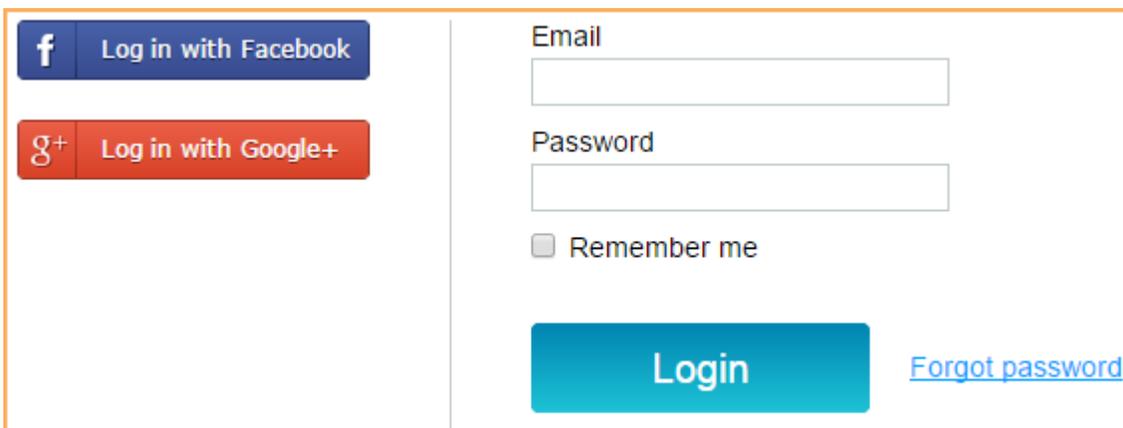


... or enter your login information directly into login boxes that appear on the home page.

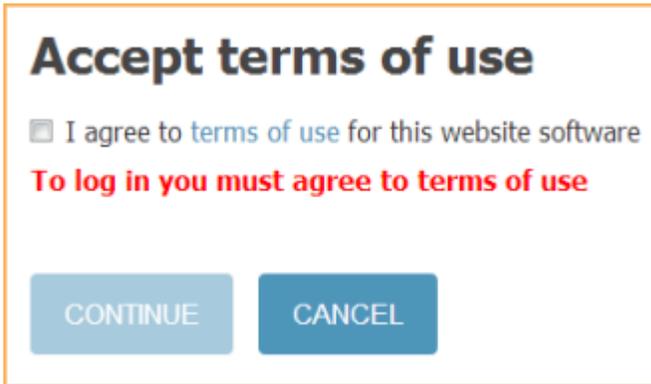


In the log in fields, you enter your Wild Apricot credentials – your email and password – then click the **Login** button. If you do not remember your password, click the **Forgot password** link next to the **Login** button. On the page that appears, you can enter your email address to receive a reset password link via email.

Depending on how your site was set up, you might be able to log in using your Facebook or Google+ credentials, as long as you're using the same email address for your Wild Apricot site and your Facebook or Google+ account.



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 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.

### Change password

Change password for Steve Andrews

\* Current password

\* New password

\* Confirm new password

## Password requirements

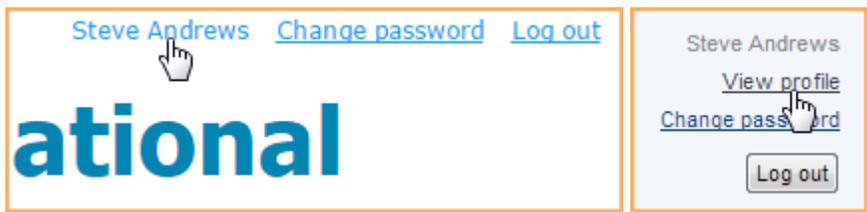
- Minimum of 7 characters
- Maximum of 50 characters
- Any combination of letters, numbers and characters (except spaces)

Wild Apricot passwords are case sensitive.

## Updating your profile

Depending on how your Wild Apricot site is set up, information about you may be visible to other members or the general public 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 and the public.

Once you are logged into your Wild Apricot account, a link will appear to your member profile. Depending on how your Wild Apricot site was set up, 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

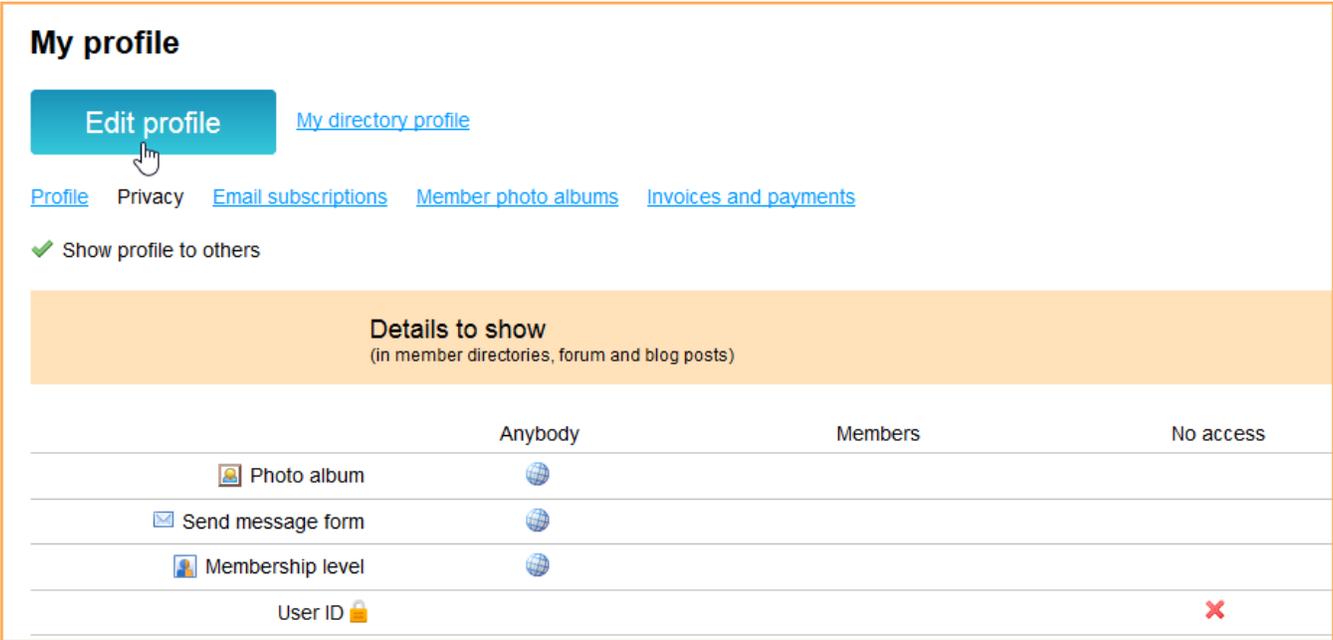
After you've made your changes, click the **Save** button to save them.

## Changing your privacy settings

You can control which information from your member profile will appear to the public and 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.

Your Wild Apricot site administrator can choose your initial privacy settings, and optionally, lock them so you can't change them.

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



**My profile**

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

✔ 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 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 your organization, 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.

## My profile

[Edit profile](#) [My directory profile](#)

 [Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#)  [Invoices and payments](#)

Membership details

You can now indicate whether they consent to receive emails from your organization. If you agree to receive emails from your organization, you can then choose the type of message you want to receive.

### Emailing preferences

I agree to receive emails from this organization according to my subscription settings

I do not wish to receive email blasts and event announcements from this organization.

### Subscriptions

Subscribed Automatic event announcements.Receive advance announcements about upcoming events

Subscribed Mass emails from administrators, such as newsletters and other important notifications

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.

## Renewing your membership

There are two ways you can renew your membership.

A membership renewal notice and/or invoice will be automatically emailed to you a certain number of days before your membership renewal date. Within the renewal notice, you can click the **Renew your membership** button to begin the renewal process.

Dear Steve Andrews,  
A friendly reminder that your membership at International Association of Typographers is about to **expire on 06/26/2021**

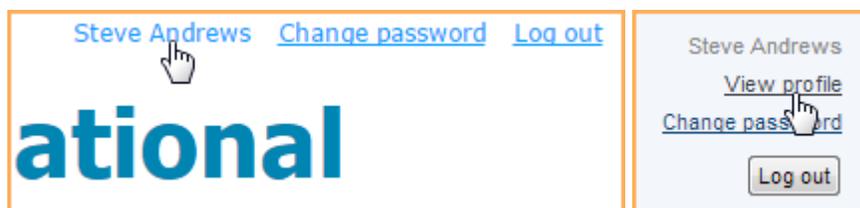
[Renew your membership](#)

Follow suggested actions on your profile screen.

Best regards,  
[International Association of Typographers](#)

You will be asked to log in to your account. After logging in, you are taken to your member profile where you can renew your membership.

To go straight to your member profile and renew your membership, log into your Wild Apricot site and click the link to your member profile. Depending on how your Wild Apricot site was set up, the link will appear as your name or as **View profile**.



Steve Andrews [Change password](#) [Log out](#)

ational

Steve Andrews  
[View profile](#)  
[Change password](#)  
[Log out](#)

To renew your membership from your member profile, click the **Renew** button on your **Profile** page.

### Membership details

Membership level	<b>Gold - \$20.00 (USD)</b> <i>Subscription period: 1 year, on: April 1st</i> <i>No recurring payments</i>
Membership status	<b>Active</b>
Member since	25 Nov 2014
Renewal due on	01 Apr 2015

[Renew until 01 Apr 2016](#)

If you are limited to renewing only one period ahead or only within a certain number of days or months before the membership expires, a notice informing you of the next possible renewal date may appear in place of the **Renew** button.

### Membership details

Membership level	<b>Bronze - \$10.00 (USD)</b> <i>Subscription period: 1 year</i> <i>No recurring payments</i>
Membership status	<b>Active</b>
Member since	25 Nov 2014
Renewal due on	24 Nov 2015 You can renew starting 25 Oct 2015

After you click the **Renew** button, you can review and update your membership details, then click the **Update and next** button. Then, you click the Confirm button to confirm the renewal request. You will be taken to the **Invoices and payments** page where you can pay for the invoice for the renewal.

Until the payment is made, a *Balance due* notification will be shown on the notification bar,

Balance due: **\$60.00**

Membership is expired

! Messages

and a message will be displayed on your member profile:

! Membership renewal initiated, not paid yet.

View / Pay invoice

## Changing your membership level

If the security options for your membership level allows, you can switch to a different membership level by clicking the **Change membership** button that appears on your **Profile** screen.

Edit profile [My directory profile](#)

Profile [Privacy](#) [Email subscriptions](#) [Invoices and payments](#)

Membership details

Membership level	<b>Silver - \$10.00 (USD)</b> <a href="#">Change</a>
	<i>Subscription period: 1 year</i>
	<i>No recurring payments</i>

Once you click the **Change membership** button, you can choose a new membership level then click the **Next** button. After reviewing your choice and updating any profile details, you click the **Confirm and next** button. Finally, you click the **Confirm** button to confirm the level change request. You will be taken to the **Invoices and payments** page where you can pay the membership fee.

The full price of the new membership term will be billed, and the next renewal date will be calculated based on new level settings and payment date. There is currently no pro-rating based on the previous membership level.

After the online payment is completed, your membership record will be updated with a new membership level and renewal date. Until the payment is received, notice about the level change is shown on the your profile, along with the option to view and pay the invoice.



Membership level change initiated, not paid yet.

[View / Pay invoice](#)

## Registering for events

The events that you can register to attend appear on an events calendar on an events page. Using the event calendar, you can view event details and register for events.

## Upcoming events



[Switch to Calendar View](#)

### [Annual General Meeting](#)

Start 30 Mar 2017

End 31 Mar 2017

Location Boston Sheraton  
Center

Spaces left 33



Join us for our AGM in Boston. Learn what we've been up to, enjoy see the sites, and network with your fellow members.

[Register](#)

[Show details](#)

### [Fall Conference](#)

Start 11 Sep 2017

End 12 Sep 2017

Location Las Vegas Delta  
Chelsea

Spaces left 49

Registered [Nobody](#)



Join us for our fall conference in Las Vegas.

[Register](#)

[Show details](#)

To view the details for a particular event, click the event name or the **Show details** link. To register for an event, click the **Register** button.

You can register multiple attendees under your account by returning to the event registration page after confirming each registration but before paying.

After you've clicked the **Register** button, follow these steps to complete your registration:

1. If you are not already logged in, enter your email address. If you are already logged in, your email will already be filled in (though you can change it, to register another person).

**Annual General Meeting**  [Add to my calendar](#)

Event Annual General Meeting  
11 Jul 2012 9:00 AM - 5:00 PM  
Location: Sheraton Center Boston

Enter registrant email \* Mandatory fields

Email

2. If there are multiple registration types, you will be asked to select a registration type.

**Annual General Meeting**  [Add to my calendar](#)

Event Annual General Meeting  
11 Jul 2012 9:00 AM - 5:00 PM  
Location: Sheraton Center Boston

Choose registration type \* Mandatory fields

Registration  **Members - \$200.00 (USD)**  
Members

**Non-members - \$250.00 (USD)**  
Non-members

Depending on whether you are logged on or not, some member-only registration types may not be available. If you are not logged in, but your email is already in the site's contact database, you will be prompted to log in. If your email is not in the contact database, you will be prompted to apply for membership.

3. Once you select a registration type and click **Next**, the main registration form appears.

## Annual General Meeting

12 Add to my calendar

Event Annual General Meeting  
11 Jul 2012 9:00 AM - 5:00 PM  
Location: Sheraton Center Boston

Registration type Members - \$200.00

Subtotal **\$200.00**  
GST **\$16.00**  
PST **\$10.00**  
Total amount **\$226.00 (USD)**

Enter registration information \* Mandatory fields

**First name**   
**Last name**   
**Email**   
**Meal choice**

### Guest list

No guest registration entered

\$100.00 (USD)

Here, you fill out the registration form, and select additional event options, if any (e.g. meal preference, event sessions). If the event is set up with a guest registration option, you can indicate the number of guests.

4. Once you are finished filling out the form, click **Next**.

5. What happens next depends on the payment method chosen when the event was set up.

- If only offline payment was enabled, then you will have the option of canceling or confirming the registration. If you click the **Confirm** button, an invoice will be emailed to you, and a registration summary will be displayed. From the registration summary, you can choose to view or pay the outstanding invoice.
- If only online payment is enabled, then a **Pay online** button will appear. Clicking the **Pay online** button will take you to the online payment screen for your site's payment provider.

- If both online and offline payment is enabled, then two buttons will be displayed: **Pay online** and **Invoice me**. Clicking the **Pay online** button will take you to the online payment screen for your payment provider. Clicking the **Invoice me** button will result in you being emailed an invoice – which you can pay online or offline – and a registration summary being displayed. From the registration summary, you can choose to view or pay (online) the outstanding invoice.

When paying using PayPal Payments Pro, the **Pay online** button will be replaced with two buttons: **Pay with credit card**, and **PayPal Express checkout**.

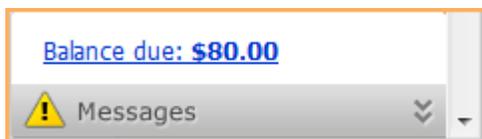
## Paying once for multiple transactions

If you're registering for multiple events, or joining as a member and registering for an event at the same time, you can make a single payment for the multiple transactions. To avoid paying separately for each transaction, follow these steps:

1. For each transaction except the final one, click the **Invoice me** button rather than the **Pay online** button.
2. For the final transaction, click the **Pay online** button and all your transactions will be combined into a single payment.

## Viewing invoices and making payments

If you have any unpaid invoices, a message will appear after you log into your Wild Apricot site in the bottom right corner.



To view or pay the outstanding invoice, click the link. You will be taken to the **Invoices and payment** tab on your member profile, where you can view and pay invoices, and view past payments. You can also access this screen by displaying your member profile then clicking the **Invoices and payments** link.

## My profile

Balance due: \$282.50

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)



Balance due (2 items): **\$282.50**

[Pay online](#)

Search

Records found: **17**

Date	Transaction	Balance due	<input checked="" type="checkbox"/>
03 Jul 2012	<a href="#">Invoice #00072</a> Member renewal Platinum	<b>\$56.50</b>	<input checked="" type="checkbox"/>
Please pay online			
03 Jul 2012	<a href="#">Invoice #00071</a> Event registration Fall Conference	<b>\$226.00</b>	<input checked="" type="checkbox"/>

Invoices with open balances (unpaid or partially paid) will be shown at the top of the screen. To pay one or more outstanding invoices, click the checkbox beside the invoice(s) you want to pay, then click the **Pay online** button. If you have credits on your account, they will appear as payments that you can also select to apply against your outstanding invoices.

## My profile

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [Invoices and payments](#)



Balance due (2 items): **\$63.00**

Contact us if you want to pay offline

[Pay online](#)

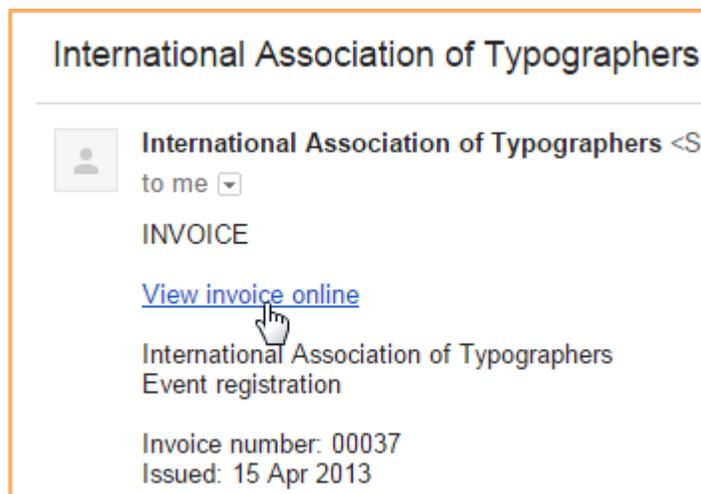
Search

Records found: **2**

Date	Transaction	Balance due	<input checked="" type="checkbox"/>
2018-09-20	<a href="#">Invoice #00121</a> Event registration Annual General Meeting	<b>\$113.00</b>	<input checked="" type="checkbox"/>
2018-12-04	<a href="#">Payment</a> Credits for volunteer work	<b>\$50.00</b>	<input checked="" type="checkbox"/>

Once you click the **Pay online** button, you will be taken to an online payment screen where you can enter your credit card details.

You may also receive invoices via email. If you click the **View invoice online** link within the emailed invoice, you can view and pay the invoice online without logging in.



## Using discussion forums

When you visit a discussion forum page, the options available to you may depend on whether you are a member, and if so, on your membership level.

### Creating a forum topic

If you are authorized to create forum topics, a **Create topic** button will appear above and below the topic list. After clicking this button, you can enter the subject and the body of the new topic. You can use the options appearing on the content editor toolbar to format the body text, and add links and tables. Once you are done composing the topic, click **Create**. The topic will now appear on the main forum page.

Normally, the topics you post will identify you using your first and last name. If member pictures are enabled, your picture will be displayed unless the picture field is restricted under your privacy settings. If you chose to hide your entire profile from others in your privacy settings – or if you are not a member – the topic will identify you as *Anonymous*. If you restricted access to both your first name and last name in your privacy settings, you will be identified as *Anonymous member*.

17 Jul 2012 1:37 PM Reply # [1012196](#) on [1004437](#) [Quote](#)



Anonymous

There are far too many fonts in the world.

## Replying and commenting on forum topics

To reply to a topic, display the topic then click the **Reply** button. After clicking this button, you can enter the body of your reply. You can use the content editor to format the text and add pictures, document, or links. Once you are done composing your reply, click **Post**.

To comment on a particular reply within a topic, click the **Quote** link above the reply. This will include in your message the text of the reply that you are commenting on. Once you are done composing your comment, click **Post**.

**Stephen Barrett wrote:**I'm a big fan of Gill Sans, myself.

That's a fine font.

To change the order in which topic replies are displayed, click the **Show latest replies** link or the **Show oldest replies** link. You can set the order differently for different topics, and your choices will be remembered between visits.

## Subscribing to forums

You can subscribe to a forum, or to individual topics within the forum, so that you receive email notifications of updates. After receiving the notification, you can visit the forum to view the new topics or replies.

To subscribe to the entire forum, visit the forum page and click the **Subscribe to forum** link above the topic list.

## Forum

A place to discuss typefaces and fonts.

Create topic

[Subscribe to forum](#)

Subscribe to forum

Topic	Last message	Replies
 <a href="#">Rules of the forum</a>	<a href="#">17 Jul 2012 8:37 AM</a> Steve Andrews (Administrator)	—
 <a href="#">What is your least favorite font?</a>	<a href="#">20 Aug 2012 10:26 AM</a> Steve Andrews (Administrator)	7
 <a href="#">What is your favorite font?</a>	<a href="#">20 Aug 2012 10:22 AM</a> Steve Andrews (Administrator)	5

Once subscribed, you will receive email notifications of updates to any of the topics in the forum, with links to the new or updated topics.

**International Association of Typographers** SteveLiveTestSite@wildapricot.org

to me ▾

Forum [Forum](#) at [International Association of Typographers](#)

Updates for 20 Aug 2012

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[What is your least favorite font?](#), 2 post(s), Steve Andrews (Administrator), 20 Aug 2012 10:26 AM;

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[What is your favorite font?](#), 1 post(s), Steve Andrews (Administrator), 20 Aug 2012 10:22 AM;

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To unsubscribe go to your online profile page or use this link: [Unsubscribe](#)

To unsubscribe to a forum, click the **Subscribed (Unsubscribe)** link that appears in place of the **Subscribe to forum** link, or clicks the **Unsubscribe** link in the email.

To subscribe to just one topic in a forum, display the topic then click the **Subscribe to topic** link above the topic messages.

**Forum**

[Back to topics](#)

## What is your favorite font?

[Subscribe to topic](#)

10 Jul 2012 1:09 PM Message # [1004436](#) [Edit](#) | [Delete](#) | [Quote](#)

You will receive email notifications of replies or updates to this forum topic alone, with the full text of the reply or update.

**Daily summary of updates for Typeface Forum / What is your favorite font? at Intern**

 **International Association of Typographers** [SteveLiveTestSite@wildapricot.org](mailto:SteveLiveTestSite@wildapricot.org)  
to me ▾

Forum [Typeface Forum](#) at [International Association of Typographers](#) Topic: [What is your favorite font?](#) Upd

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16 Jul 2012 2:36 PM  
Steve Andrews (Administrator):  
C'mon, guys, you must have a favorite font!

---

16 Jul 2012 2:43 PM  
Stephen Barrett:  
I'm a big fan of Gill Sans, myself.

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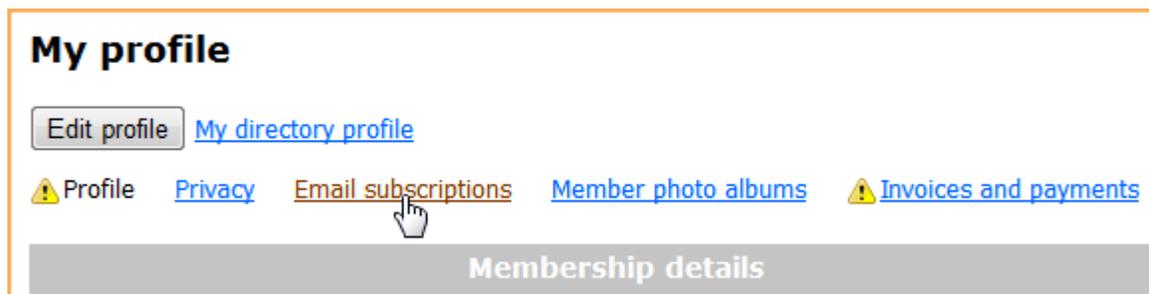
To unsubscribe go to your online profile page or use this link: [Unsubscribe](#)

To unsubscribe to a forum topic, click the **Subscribed (Unsubscribe)** link that appears in place of the **Subscribe to topic** link, or clicks the **Unsubscribe** link in the email.

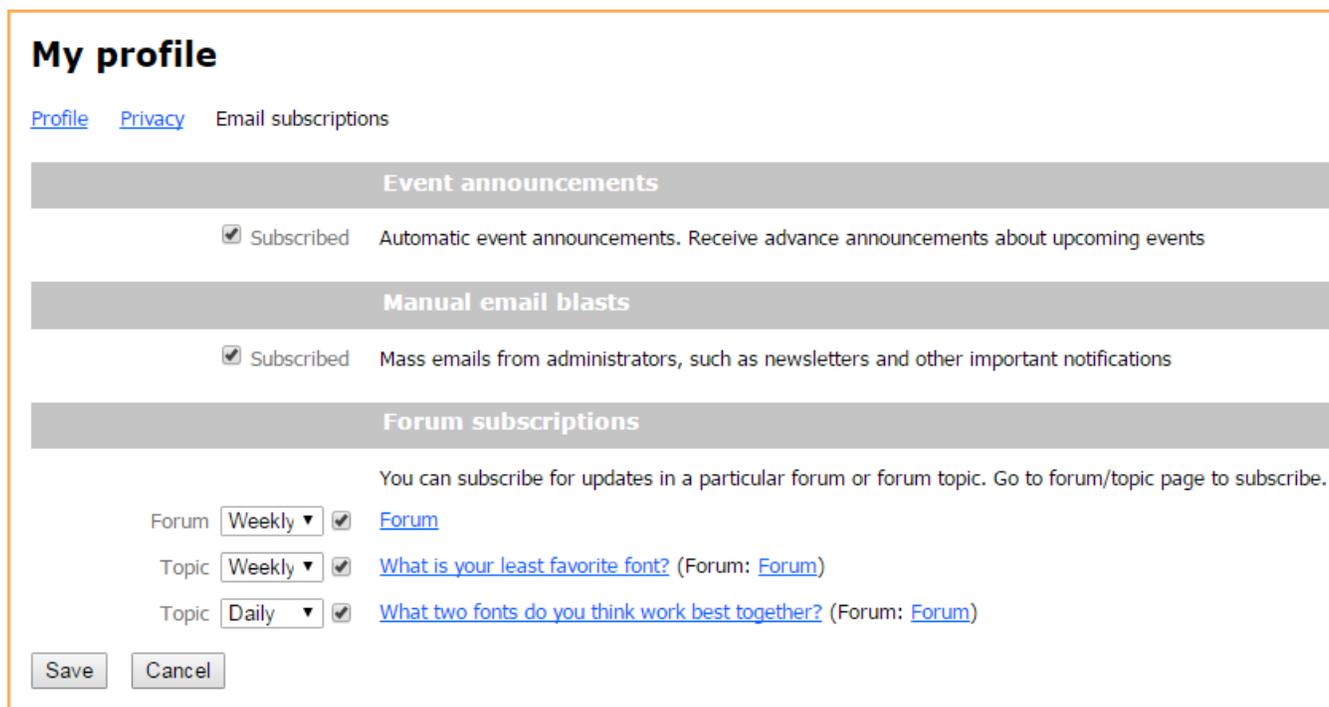
By default, email notifications of forum updates are sent on a daily basis. You can change the frequency of the email notifications from daily to weekly or immediately. Daily forum notifications contain a summary of the previous day's updates. Weekly forum notifications are sent on Sunday night/Monday morning, and contain a summary of the previous week's updates.

## Managing forum subscriptions

To change your forum subscription settings, go to the **Email subscriptions** page within your member profile and click the **Edit profile** button.



In the **Forum subscriptions** section, you can unsubscribe from forums and topics and change the frequency of forum update notifications.



To unsubscribe to a forum or forum topic, uncheck the checkbox beside the forum or topic name. To change the frequency of the update notifications, click the dropdown and choose one of the following options:

Option	Description
Daily	A summary of forum updates for each day is sent the following day.

Option	Description
Weekly	A summary of forum updates for each week is sent on Sunday night/Monday morning.
Immediately	Notifications are sent immediately after an update is made (though the actual delivery could be delayed a few minutes or longer depending on the email server load).

Once you are finished making changes, click the **Save** button.

## Using blogs

A blog displays a list of blog postings, with a short excerpt or abstract from each post. To view a complete blog posting, you click either the topic title or the **Read more** link below the abstract.

**Monotype releases font suite for mobile developers**

10 Jul 2012 1:07 PM | [Steve Andrews](#) (Administrator)

Promising easier font rendering and wider language support, Monotype Imaging launches a mobile suite for Android developers.

The suite, which offers a slew of tools and services for developers and manufacturers, is called "Type Enhancements for Android."

Though some of the tools in the suite have been previously available to developers, it is the first time they have all been offered in an all-in-one package.

[Read more](#) • [Add comment](#)

[Edit](#) • [Delete](#)

The options available to you on blogs may depend on your membership level.

## Adding posts

If you are authorized to add a blog post, an **Add post** button will appear above the topic list.



After clicking this button, you can enter the subject and the body of the new topic. You can use the options appearing on the content editor toolbar to format the body text, and add links and tables.

You can also set the posting time and date. This does not affect when the post appears on the blog – it will appear as soon as you click the **Post** button – but only the time and date that appears below the post title.

**Creating new entry**

\* **Mandatory** fields

Author Steve Andrews

Date/Time 22 Jan 2014 04:31:12 PM

January 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Post Cancel

Once you are done composing the topic, click **Post**. The post will now appear on the main blog page.

Normally, the topics you post will identify you using your first and last name. If you chose to hide your profile from others in your privacy settings – or if you are not a member – your

posts will identify you as *Anonymous*. If you restricted access to both your first name and last name in your privacy settings, you will be identified as *Anonymous member*.

## Monotype releases font suite for mobile developers

26 Jul 2012 8:38 AM | Anonymous

### Commenting on a post

To comment on a blog post, display the topic then click the **Add comment** button. After clicking this button, you can enter your comment. You can use the options appearing on the content editor toolbar to format the text and add pictures, document, or links. Once you are done composing your comment, click **Post**.

To reply to a particular comment, click the **Reply** link below the comment. Once you are done composing your reply, click **Post**. Your reply will appear below the comment.

#### Comments

26 Jul 2012 8:19 AM | [William Caslon](#)

Great product

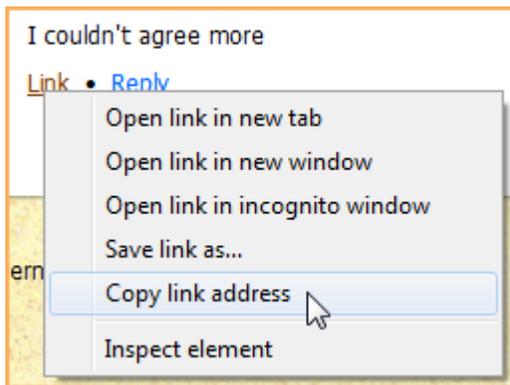
[Link](#) • [Reply](#)

31 Jul 2012 8:56 AM | [Steve Andrews](#) (Administrator)

I couldn't agree more

[Link](#) • [Reply](#)

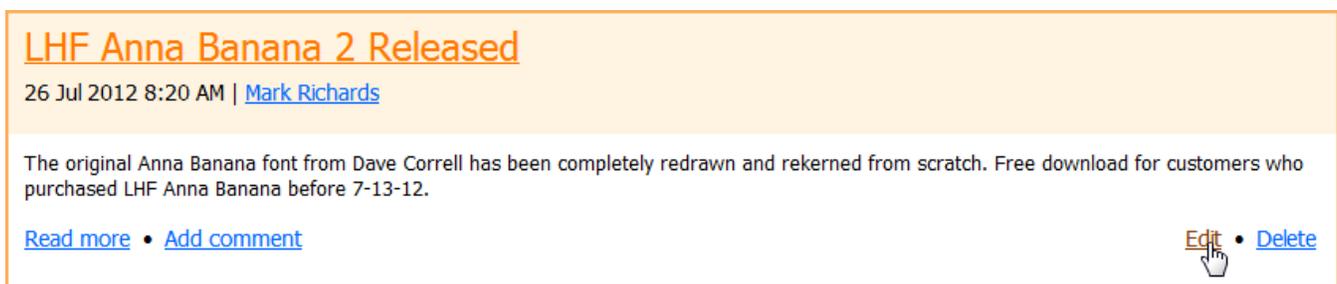
To copy a link to a comment or reply – so you can share it or link to it from another page – right click over **Link** and copy the address to your clipboard.



## Modifying and deleting posts

After you've added a post, you can modify or delete it.

To modify a post, click the **Edit** link below the topic in the blog post list.



To delete a blog post, including all comments and replies, click the **Delete** link below the topic. You can only modify or delete your own posts.

## Deleting comments and replies

After you've commented on a post, or replied to a comment, you can delete your comment or reply.

To delete a comment or reply, display the comments then click the **Delete** link.

## Comments

26 Jul 2012 8:19 AM | [William Caslon](#)

Great product

[Link](#) • [Reply](#)

31 Jul 2012 8:56 AM | [Steve Andrews](#) (Administrator)

I couldn't agree more

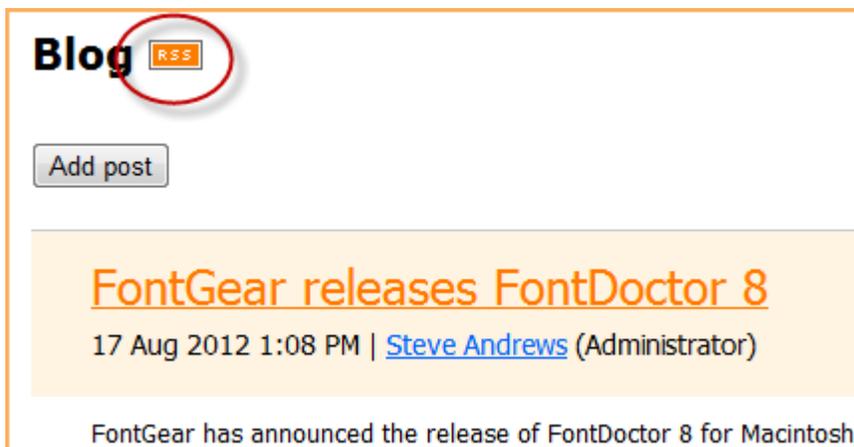
[Link](#) • [Reply](#)

[Delete](#)

You can only delete your own comments or replies.

## Subscribing to a blog

You can subscribe to a blog and automatically receive updates in your RSS reader (e.g. Google Reader) by clicking the RSS icon that appears beside the page title.



The screenshot shows a blog header with the word "Blog" in a large, bold, black font. To the right of "Blog" is a small orange square icon with the letters "RSS" in white. This icon is circled in red. Below the "Blog" text is a grey button with the text "Add post". Below the button is a light orange banner containing the text "FontGear releases FontDoctor 8" in a large, bold, orange font. Below the banner is the text "17 Aug 2012 1:08 PM | [Steve Andrews](#) (Administrator)". Below the banner and text is the beginning of a paragraph: "FontGear has announced the release of FontDoctor 8 for Macintosh,".

If you're using Google Chrome, you may need to add a [RSS subscription extension](#) to your browser. If the blog appears on a member-only page, the RSS feed will not be accessible to your RSS reader.

## Member photo albums

If your site administrator has enabled member photo albums, you can add photos to a photo album on your member profile.

**Steve Andrews** [Send message](#)

---

**Member profile details**

Membership level	Platinum
First name	Steve
Last name	Andrews
Email	<a href="mailto:steve@wildapricot.com">steve@wildapricot.com</a>

---

**Member photo albums (3 Albums)**



[2013 Annual Conference \(2\)](#)



[Holiday photos \(4\)](#)



[Pets \(3\)](#)

Members photo albums are different from the photo album pages that can appear on a Wild Apricot site.

You can create multiple photo albums and upload photos to your albums. You can add descriptions to their albums and captions to your photos. You can also control whether other members and non-members can view your albums.

Your photo albums appear on the **Member photo albums** page within your member profile.

**My profile**

[Edit profile](#) [My directory profile](#)

[Profile](#)
[Privacy](#)
[Email subscriptions](#)
[Member photo albums](#)
[⚠ Invoices and payments](#)

Depending on your privacy settings, your albums may also appear on your public profile which visitors can access by clicking your name within a member directory.

## Viewing member photo albums

To view a photo album, you click the album name or cover. Thumbnails will be displayed for each photo in the album. If there are more than 60 photos in the album, links will appear at the top-right and bottom-right of the page to allow you to scroll through the album pages.

[Back](#)

**Holiday photos (4)** Created on: 02 Apr 2013

Photos from my various holidays



To view a larger version of a photo, click the thumbnail within the photo album page. On the individual photo page, the photo will be displayed as close to full size as can fit on the page.

[<< All album photos](#)

## Holiday photos (2/4)

[< Previous](#) [Next >](#)



## Managing member photo albums

From the **Member photo albums** page on your member profile, you can add and delete photo albums, and change the name and description of each album.

To add a photo album to your profile, click the **Create album** button, if you don't have any albums yet, or the **Add album** button if you do.

### My profile

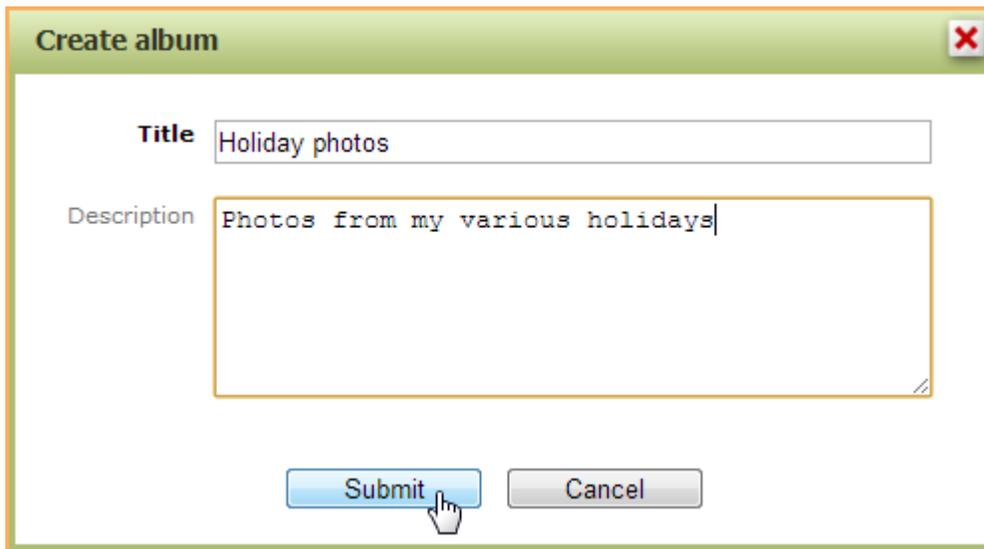
[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) **Member photo albums** [⚠ Invoices and payments](#)

No photos uploaded yet.

[Create album](#)

On the dialog that appears, enter a title and description for the album then click **Submit**.

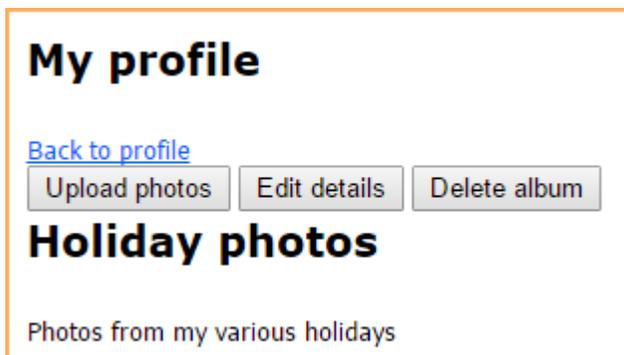


**Create album**

Title:

Description:

With the album now created, you can change the title and description by clicking the **Edit details** button or delete the album by clicking the **Delete album** button.



**My profile**

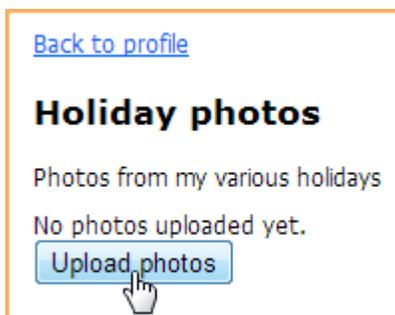
[Back to profile](#)

**Holiday photos**

Photos from my various holidays

## Adding photos to member photo albums

To add a photo to one of your member photo albums, open the album then click the **Upload photos** button.



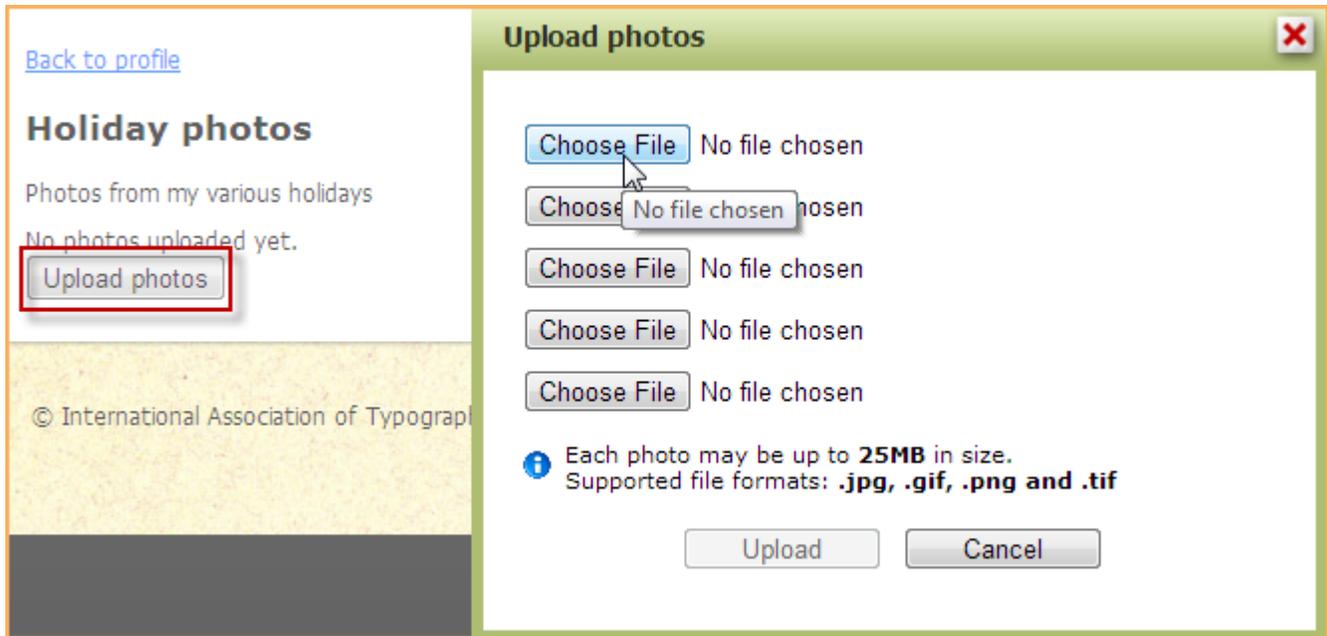
[Back to profile](#)

**Holiday photos**

Photos from my various holidays

No photos uploaded yet.

On the dialog that appears, you can select up to 5 images to be uploaded at a time.



You can select photos saved using the following file formats: .jpg, .gif, .png and .tif. The maximum file size of each photo will depend on your Wild Apricot site's billing plan.

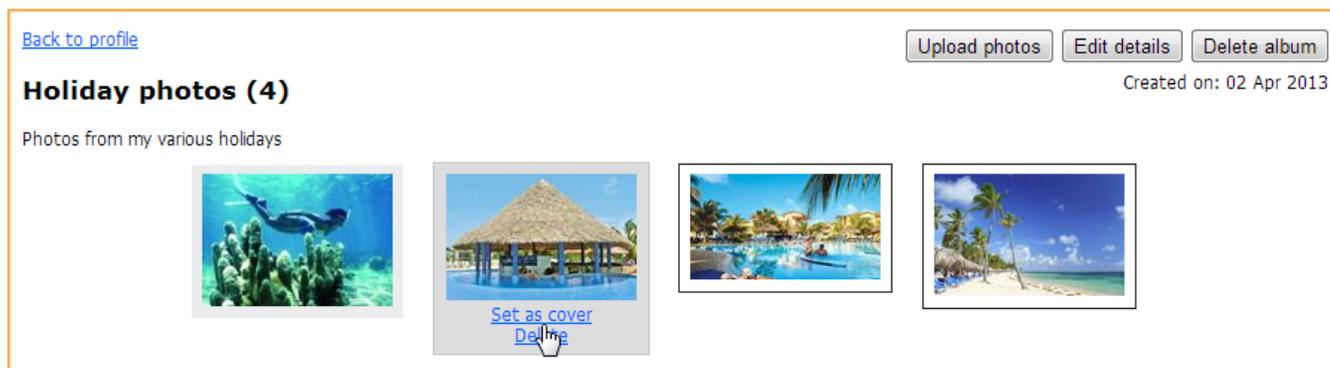
After selecting the files to be uploaded, click the **Upload** button.



## Managing member album photos

After adding photos to a photo album, you can set a photo as the album cover, assign a caption to the photo, or delete photos.

To set a photo as the album cover – so that the photo is used as the thumbnail for the album – hover over the photo within the album then click the **Set as cover** link.



The photo will now appear as the first photo within the album, and as the album cover on the **Member photo albums** page.

To assign a caption to a photo, click the photo within the photo album, then click the **Add caption** link that appears below the photo. In the field that appears, enter the caption then click **Save**.

[<< All album photos](#) Set as cover Delete photo

### Holiday photos (1/4)

< Previous [Next](#) >



Where I spent most of the my summer vacation

Save Cancel

The caption will appear below the photo thumbnail within the album and on the individual photo page.

To delete a photo, hover over its thumbnail within the photo album page then click the **Delete** link that appears.

[Back to profile](#) Upload photos Edit details Delete album

Created on: 02 Apr 2013

### Holiday photos (2)

Photos from my various holidays

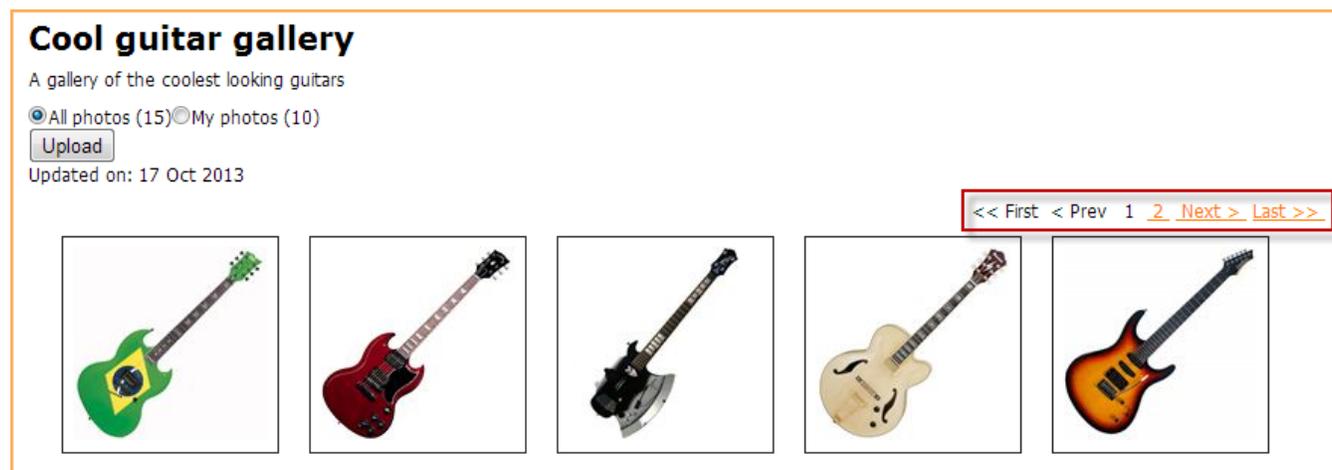


[Delete](#)

You can also delete a photo from the individual photo page by clicking the **Delete photo** button that appears in the upper right corner.

## Photo album pages

Your Wild Apricot site may include a photo album page, displaying a gallery of photos.



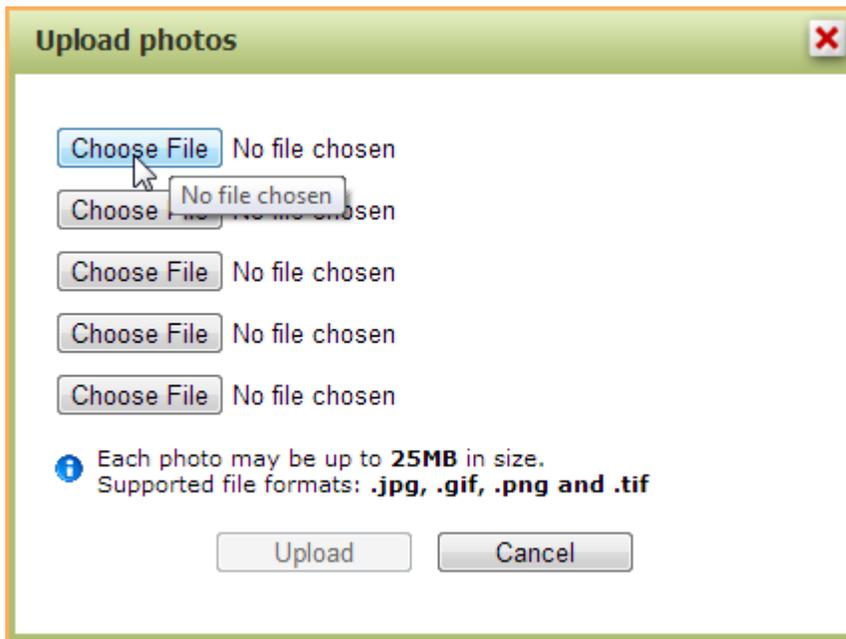
Public photo albums are different from member photo albums which appear on members' individual profiles.

Depending on the photo album settings, you may be able to add photos to the album, or just view the existing photos.

Each photo album shows thumbnails of photos. Photos are displayed in the order in which they were uploaded. If you are logged in as a member, you have the option to show all photos or only photos that you have uploaded.

## Adding photos

If you have permission to upload photos, an **Upload** button will appear. Clicking this button will display a dialog where you can select up to 5 images to be uploaded at a time.

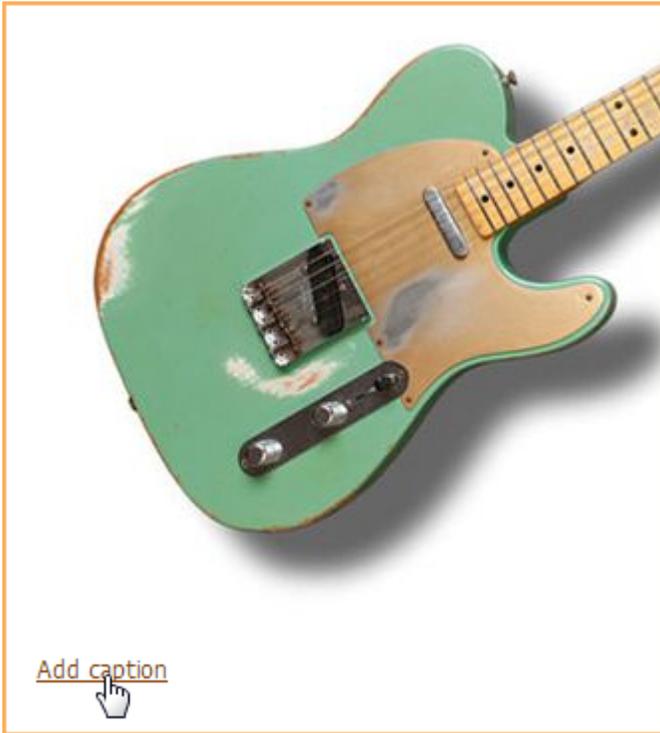


You can select photos saved using the following file formats: .jpg, .gif, .png and .tif. The maximum file size of each photo will depend on your site's billing plan. After selecting the files to be uploaded, click the **Upload** button.

After adding a photo, you can add a caption to the image or delete the image.

## Adding captions

To add a caption, click on the image within the album and then click the **Add caption** link that appears below the photo on the individual photo page.



After you enter a caption and click on **Save**, the caption will appear below the photo thumbnail and on the individual photo page.



## Deleting photos

You can only delete the photos you have added yourself to the photo album. To delete a photo, hover over its thumbnail within the photo album then click the **Delete** link that appears.

## Cool guitar gallery

A gallery of the coolest looking guitars

All photos (15)  My photos (10)

Updated on: 17 Oct 2013



The image shows two guitar thumbnails. The left one is a guitar with a camouflage pattern. The right one is a white electric guitar. Below the right guitar is a button labeled 'Delete' with a mouse cursor pointing at it.

You can also delete a photo from the individual photo page by clicking the **Delete photo** button that appears in the upper right corner.

## Viewing photos

Using the links that appear at the top-right and bottom-right of the album, you can use to scroll through the album pages.

## Cool guitar gallery

A gallery of the coolest looking guitars

All photos (15)  My photos (10)

Updated on: 17 Oct 2013



The image shows a row of five guitar thumbnails: a green and yellow guitar, a red guitar, a black guitar, a white guitar, and a brown guitar. Above the thumbnails is a navigation bar with the following text: '<< First < Prev 1 2 Next > Last >>'. The number '2' is highlighted in red.

To view a larger version of a photo, click the thumbnail within the photo album. On the individual photo page, the photo will be displayed as close to full size as can fit on the page. Above the image, you will see the date the image was uploaded, as well as the name of the member who uploaded it (depending on the member's privacy settings).

## Cool guitar gallery

A gallery of the coolest looking guitars

[<< All album photos](#) 10/15 photos

Delete photo

[< Previous](#)

[Next >](#)

17 Oct 2013 | [Steve Andrews](#)



[Add caption](#)

To view the full version of the photo in a separate browser tab, click the photo within the photo page. To scroll through other images in the album, click the **Previous** or **Next** links.

## Making a donation

So that visitors and members can make financial contributions to your organization, your site may include an online donation form.

**Donation** \* Mandatory fields

Amount (\$USD)

Fund  Maintenance fund  
 Expansion fund

Comment

If you are already logged into your Wild Apricot account, the form will not display contact fields, only donation fields. If you are not logged in, the form will display both contact fields and donation fields.

**Donation**

\* First name

\* Last name

\* e-Mail

Phone

\* Amount (\$USD)

Fund

Comment

To make an online donation, fill out the required fields on the donation form and click the **Pay** button.

Once your payment processor confirms the successful processing of the payment transaction, a confirmation email and a payment receipt will be emailed to you.

## Using a subscription form

Your Wild Apricot site may include an email subscription form that you can use to sign up to receive newsletters, updates, or other email blasts.

### Subscribe to newsletter

Sign up to receive our monthly newsletter.

**Subscription form** \* Mandatory fields

---

* First name	<input type="text"/>
* Last name	<input type="text"/>
* e-Mail	<input type="text"/>
Phone	<input type="text"/>

[Back](#)

Signing up for email subscriptions is separate and distinct from the process of subscribing or unsubscribing to automatic emails.

If you are already logged in to your Wild Apricot site, the contact fields will be filled in automatically, so all you have to do to subscribe is click the **Subscribe** button. If you are not already logged in, complete the subscription form fields and click the **Subscribe** button.

You can manage your subscriptions from the **Email subscriptions** tab on your member profile.

## Using a member directory

If there's a member directory on your Wild Apricot site, you can use it to see a list of other members, search for members, and view their profiles.

# Member Directory

Active members of the International Association of Typographers

[Advanced search...](#)

Search:  Found: **27**

Name	Location	Picture	Level
<a href="#">Alvin Headley</a> Graphic designer Headley Design Partners	San Francisco California United States		Gold
<a href="#">Augusto Sandino</a> Font designer FontHaus	New York New York United States		Platinum
<a href="#">Carly Rose</a> Graphic artist Creative Solutions	Toronto Ontario Canada		Platinum

Clicking on a member listing within the directory will display that member's profile (subject to their privacy settings).

[Back](#)

**Chelsea Ashwal** [Send message](#)

**Member profile details**

Membership level	Platinum
Member ID	1511873
First name	Chelsea
Last name	Ashwal
Organization	IATS
e-Mail	<a href="mailto:cashwal@test.com">cashwal@test.com</a>

**Personal information**

Photo 

Depending on how the member directory was set up, you can filter the directory by clicking on a particular field value.

**Member directory**

Active members of the International Association of Typographers

**Occupation**

- [Desktop publisher \(5\)](#)
- [Font designer \(4\)](#)
- [Graphic designer \(3\)](#)
- [Typographer \(3\)](#)
- [Other \(2\)](#)

[Advanced search...](#)

Search:  Found: **17**

You can search for members by entering a search string in the **Search** field, or you can click the **Advanced search** link to search using a combination of different search criteria.

## Member Directory

Active members of the International Association of Typographers

Member ID	<input type="text"/>	<input type="text"/>
First name	<input type="text" value="contains"/>	<input type="text" value="Bob"/>
Last name	<input type="text" value="contains"/>	<input type="text"/>
Organization	<input type="text" value="is"/> <input type="text" value="does not contain"/>	<input type="text"/>

On some sites, the advanced search fields may appear on the member directory rather than as a separate page.

From the **Privacy** tab on your member profile, you can control whether your profile is viewable by others, and if so, which fields are viewable by members and non-members. If you set your profile to private – by unchecking the **Show profile to others** option in your profile – you won't appear in the member directory at all.



## Getting started

[What is Wild Apricot?](#)

[System requirements](#)

[Creating a Wild Apricot account](#)

[Quick setup checklist](#)

[Video tutorials](#)

[Logging in](#)

[Trouble logging in](#)

[Passwords](#)

[Switching between views](#)

[Navigating Wild Apricot](#)

[Using the Dashboard](#)

[Using the help panel](#)

[Product support](#)

[Feature requests](#)

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**[New member guide](#)**

[Glossary](#)

[Settings](#)

[Website settings](#)

[Cookies](#)

[Multi-chapter associations](#)

[Where did the Chat button go?](#)

### **Suggested articles**

[Version 5.2 release](#)

[Member profile updates](#)

[Member and contact statuses](#)

[Wild Apricot for members app \(iOS\)](#)

[Using the Wild Apricot for members app \(iOS\)](#)