

Introduction to the UPWC Website

The website (universityparkwomensclub.com) uses popular membership software called Wild Apricot that you may have experienced elsewhere. On this website, you can learn about the club in general, find groups that do what you like to do, look up a member's name, and register for events. We will touch on a few highlights here but encourage you to explore the site. We also provide a tutorial on use of the website under **Helpful Items** on the **Main Menu**. (Click on **Help Page**.)

Logging in and Passwords

The first time after becoming a member, sign in with your email address and then create a password. If, later, you forget your password, click the **Forgot Password** link on the login screen and you can get a new one.

The Main Menu

We will briefly discuss **SIGS**, **Upcoming Events**, and **Membership**. (**Galleries** displays pictures of activities, and **Outreach** describes our community outreach programs.)

SIGS

SIGS stands for "Special Interest Groups". There are 18 groups you can join to go out day or night for a variety of activities. If you don't see your favorite pastime, you can start a new SIG!

Upcoming Events

You can think of Upcoming Events as the heart of the website. It is here that you can see the Social and SIG events planned for the month and in many cases SIG events planned for the year. Scroll down and see what events you might like to attend. SIG events are generally monthly with a few bi-monthly. Social events are open to all members and include four luncheons and several special events each year. When you find one, click on **Register** and follow the prompts. It is easy! If you see **Join Waitlist** it means that the maximum number for an event has been reached, so get on the Waitlist. If a space opens up, either the organizer will call you or (if payment is required) you will be automatically registered and receive an invoice – which you should pay promptly to secure your spot.

A Note About Cancellation – *If you have registered for an event (paid or not) and find that you cannot attend, please cancel on the website and/or call the organizer/hostess as soon as you know. Many SIG events are in members' homes. If you were a hostess, you would want to know who was coming and have a chance to fill the empty seat. If it is a paid event, and you are past the "cancel by" date, you will not receive a refund, but it is still important to tell the organizer for the event that you cannot attend so that they can make any necessary adjustments.*

Membership

The membership list is only available to members. We publish a directory once a year but the list on the website is the most up to date. The Neighborhood Liaisons to the UPWC are also listed here. The liaison for your neighborhood is happy to answer any questions.

I sing ... I garden ... I am a baker... I arrange flowers... I judge art exhibits ... I am an event planner ... I am a teacher at heart ... I play the piano ... I sew ... I decorate rooms and tables ... I write stories ... I model...I am a team leader... I paint ... I sculpt ... I'm a bookkeeper ... I'm a techie ... I know where this is going ... University Park Women's Club needs my talents.

☺ Volunteer and make new friends!☺