

# Instructions for Wild Apricot - October, 2020

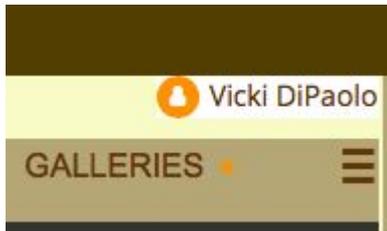
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To sign in to the new UPWC website, click the link below

<https://www.universityparkwomensclub.com/>

In the top right corner, click the **Log in** button and type in your email address and your password. If you need help with this, please feel free to contact Kathryn Lawrence (kathrynlawrence2@gmail.com).



You can change your contact details or your password at any time by clicking the profile icon at the top right of the page. Click on the option "**View Profile**" or "**Change Password**".

## My profile

Edit profile

My profile

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

Membership details

If you chose the “**View profile**” option, you can change your contact information by clicking “**Edit profile**”. You can change your profile photo and update your phone number and address on this page as well as your interests and personal photo album. Remember to click “**Save**” when you are finished.

If you chose the “**Change password**” option, type in a new password in the field indicated and type it again in the field below. Remember to save your changes.

## Change password

Change password for Vicki DiPaolo

Current password

••••••••

\* New password

\* Confirm new password

Save

Cancel



Once you are logged in, you will be able to view the **Directory** by hovering over the **Membership** tag with your cursor. This is a private page for the members only so if you haven't logged in properly, the page will not be visible.

Click **Directory** to see the contact details for all members. 50 records are listed on a page and you can jump to different pages by choosing the selection from the right hand box or you can enter a member's name in the search box.

Click the arrows and choose a selection of records to go to a new page

Type in a member's first and/or last name in this box

The screenshot shows a search interface. At the top, there is a text input field labeled 'Advanced search...'. Below it, there is a search box with the text 'Search:' followed by an empty input field, and the text 'Found: 376'. To the right of the search box, there is a dropdown menu labeled 'Show: 1-50'. A red arrow points to the dropdown menu. Below the search box, there is a table header with three columns: 'Name', 'Address', and 'Phone'. A red arrow points to the search box.

You can make an **Advanced search**, such as finding all of the members who live in Hampton Green by clicking the Advanced search tab.



Advanced search...

Search:  Found: 376 Show: 1-50

Name	Address	Phone
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First name

Last name

Neighborhood  Hampton Green

or [Go to simple search](#)

By "**Neighborhood**", click the arrows to see the drop down choices and choose "**contains**". Type in "Hampton Green" in the next field and click "**Search**"

The 18 UPWC members who live in Hampton Green are then listed. When you are finished with this page, click "**Clear search**" to return to the Directory

Neighborhood: contains "Hampton Green"

[Edit search](#) [Clear search](#)

Search:  Found: 18

Name	Address	Phone
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Similar to the “Directory”, the “**Upcoming Events**” page is private and visible only to UPWC members. If you have not logged in, the tab will not be shown on your screen.



### Public page

The “**SIGs**” page lists the groups but does not give meeting dates or venues. There are links to photos from past events for each SIG.

### Members-only private page

To see the scheduled list of SIG meetings, social events and luncheons, click “**Upcoming Events**”. This is the page which shows the dates and venues for future activities and allows members to register.

## Movie Club

When **19 Feb 2019**  
2:00 PM - 3:30 PM

Location at the home of Jayne  
Kotey



## Movie Club

Kamala PrahI and Carol Osten - Chairs

Meetings held the 3rd Tuesday of each month from 2:00 - 3:30

Registered [Be the first](#)

[Register](#)

[Show details](#)

The events are listed in order by date. You can scroll down to find an event or you can click the “**Switch to Calendar View**” in the upper right corner to see all of the activities for any chosen month.

## Calendar view

Click on the highlighted date to see information about a specific event

Month: March 2019

[Switch to List View](#)

[Week](#) | [Month](#) | [Year](#)

[< Previous Month](#) | [Today](#) | [Next Month >](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	Mar 1 9:30 AM Fine Arts Group	2
3 12:00 PM Sarasota Polo	4 2:00 PM French for Travelers II 2:00 PM Poetry Readers	5	6 1:00 PM Play Reading Group	7 10:00 AM Gardeners	8 2:00 PM All Things Victorian	9
10	11 10:00 AM Needlecraft	12	13	14 12:00 PM Lunch Bunch 3:00 PM Book Club	15 2:00 PM Memoir Writing I 2:00 PM Memoir Writing II	16

As you scroll down the “**Upcoming Events**” page, you will see the events scheduled for the coming months. If the event is open for registration, there will be a gray “**Register**” box on the left hand side of the page. If there is no Register box, then the event is not yet open for sign ups and you should check back later.

If you want to see who else has signed up for an event, with perhaps a view to carpooling, click “**Registrants**”



**Lunch Bunch**

When **14 Mar 2019**  
12:00 PM - 2:00 PM

Location El Conte, Lakewood Ranch

Registered **1 registrant**

**Register**

[Show details](#)

**Lunch Bunch**  
Kitty Gross, Marcia McLaughlin and Ginny Micelli - Chairs  
Lunches held the 2nd Tuesday or Thursday of each month



Register for an event by clicking gray box



When **3 Mar 2019**  
12:00 PM

Location Lakewood Ranch

Spaces left **41**

Registered **9 registrants**

**Register**

If there are a limited number of places available, the “**Spaces left**” line will appear. There will be a waiting list available for those who sign on after an event is filled.

**LUNCH BUNCH** [Add to my calendar](#)

Event **Lunch Bunch**  
14 Mar 2019 12:00 PM - 2:00 PM  
Location: El Conte, Lakewood Ranch

**Enter registrant email** \* Mandatory fields

Email

You will see the screen to the left after you have clicked the **Register** box. Check your details and click **“Next”**. If, on the next screen, the gray **“Add guest”** box is visible, then guests are welcome to attend this event. There may also be carpooling options and/or meal selection. Make sure to tick the appropriate boxes before going on to the next screen.

Click here to add a guest. If you are inviting more than one guest, repeat this after filling in the screen below.



You can invite up to 2 guests

**Enter guest registration information**

\* First name

\* Last name

Email

Fill in your guest’s name and email address and click **“Done”** when you are finished. The email address is optional. A confirmation email will be sent to your guest if the email address is included.

Click **“Confirm”** to finish your registration.

**LUNCH BUNCH** [Add to my calendar](#)

**Review and confirm**

Event Lunch Bunch  
14 Mar 2019 12:00 PM - 2:00 PM  
Location: El Conte, Lakewood Ranch

Registration type Lunch Bunch

**Registration information**

First name Vicki

Last name DiPaolo

Email [vickidip1@gmail.com](mailto:vickidip1@gmail.com)

Registered **5 registrants**

Registration

**Marie Selby Botanical Gardnes**

**Already registered**

**Registration confirmed.** To change, contact [administrator](#).

Event Gadabouts - Marie Selby Botanical Gardens  
12 Apr 2019 9:30 AM - 1:00 PM  
Location: Marie Selby Botanical Gardens

Registration type Marie Selby Botanical Gardnes

**Registration form**

If you wish to cancel, go back to **Upcoming Events**, scroll down to the event and click **“Already Registered”** on left side of page.

On the following page click **“Cancel registration”**.

**Online Payments:** If the event requires payment, Wild Apricot uses the online payment system Affinipay, a merchant account provider who is supported by BMO Harris, Wells Fargo and Citizens Bank. Through Affinipay, our website will accept US Mastercard and Visa credit and debit cards.

From the Review and Confirm screen click “Pay online”

**Review and confirm**

**Event** October Luncheon and General Meeting  
16 Oct 2019 11:00 AM  
Location: The Grove, 10670 Boardwalk Loop, Lakewood Ranch, FL 34202

**Registration type** October Luncheon 2019 – \$36.00

**Total amount** \$36.00 (USD)

**Payment instructions** If you don't wish to pay online, you can download the reservation form and follow the instructions on the form



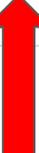
[Cancel](#) [Back](#) [Invoice me](#) [Pay online](#)

### Enter credit card details

Card number 

VISA  MasterCard  DISCOVER 

mm / yy CVV  ?

Karyn Lawrence  

### Billing information

Address 1 

Address 2

City

United States 

State/province 

ZIP/postal code

Phone

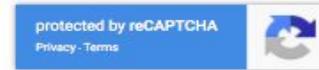
### Details

Invoice #00896 \$36.00

- Registration for "October Luncheon and General Meeting" (16 Oct 2019 11:00 AM, The Grove, 10670 Boardwalk Loop, Lakewood Ranch, FL 34202), October Luncheon 2019

**Total amount:** **\$36.00 (USD)**

Store card details for faster checkouts



 **Pay \$36.00 (USD)**

Fill in your card number, tick the icon by the type of card, type in the expiration date and CVV number. Then fill in your billing address. When all is complete, click the blue Pay box. A receipt and confirmation message will be sent to your email address.

Additional Website Pages:

From the drop down menu in the “**Home**” tab, you can find the monthly **President’s Letter**.

From the **SIGs** page, you can view photographs from past meetings and activities by clicking on the various links from within the page.

The “**Galleries**” tab shows photographs from our most recent Luncheons, Diamond and Crystal Ball and Social events.

The “**Outreach**” page shows the many ways that UPWC has been helping our chosen charity, Just For Girls.

“**Helpful Items**” contains recommendations for **Vendors and Services** as well as **items** that can be borrowed from current members.

Important Note: Wild Apricot has a **free app** available in the app store for **smartphones** and **tablets**. It is quick to download and very easy to use. Once downloaded, log in with your email address and password to access all of the information on our website.