PITTSBURGH **Society** *of* **Artists**

Wild Apricot Website
User's Guide

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Welcome to Wild Apricot

Welcome to the new membership capabilities of our Wild Apricot site! Wild Apricot (WA) is an Internet-based membership service that Pittsburgh Society of Artists has subscribed to that enables PSA to manage membership information, website, and other functions that benefit PSA members, including the following:

- Each member can maintain his or her own information. This makes it easy to make sure addresses, email, and phone numbers are always current.
- Each member can edit their own privacy settings for each item (phone, address, etc.) in their profile to be:
  - Visible by all visitors to our website (everyone)
  - Visible only to other PSA members
  - Visible to no one but the member
- Each member can upload images of their artwork to a personal online gallery. For those of you who have wanted your own website to showcase your work, this could be a way to that end without additional expense to you!
- Members will receive automatic email reminders for dues renewals or exhibit deadlines.
- Applicants for membership to PSA can use the WA online new membership application for screening in (no need to print and mail).
- Select PSA administrators and officers can mass email the members or subsets of the members.
- PSA can post programs and meetings as "events", and allow online event registration, reducing the amount of work for the event registrar

This document presents how to use the members-only functionality of Wild Apricot.

Note that Wild Apricot provides a separate website (pittsburghsocietyofartists.wildapricot.com) that seamlessly serves as an alias for our www.pittsburghsocietyofartists.com website. In fact, www.pittsburghsocietyofartists.org and www.psaguild.org also direct the user to our new website.

To use the member-specific aspects of Wild Apricot, including editing your member profile, you need to enable "cookies" in your internet browser. Here are the instructions from the Wild Apricot help information:

> Users cannot interact with Wild Apricot widgets if their browser is set to block third-party cookies. By default, Safari blocks third-party cookies, while Firefox and Chrome accept them. Internet Explorer blocks third-party cookies by default but allows users to accept them from Wild Apricot and other sites. Some firewalls or browser plug-ins may affect your browser's cookies settings. For more information, see this link:
> http://windows.microsoft.com/en-us/windows7/block-enable-or-allow-cookies

Public View

You can view the PSA website without logging in as a PSA member. However, you will only be able to view what members or administrators allow for public viewing. To view member-specific information, register for members-only events or edit your PSA profile and upload images to your gallery, you need to log in as a member. See **Member View** for details on logging into the PSA website.

Directory

To see the Member Directory information from the PSA site, click the **Directory** link. Anyone coming to the PSA website ("public") can see only information members or PSA web administrators have allowed them to see. By default, as with many other art leagues, the public will see only your name, and your website (if you have one). By default, logged-in members can see all your information. (You can adjust the privacy settings of each piece of profile information. We're hoping you will update this information to keep it more current. Go to **Changing Your Profile Options**.)

Directory List

In the Public View, you will see the member directory.
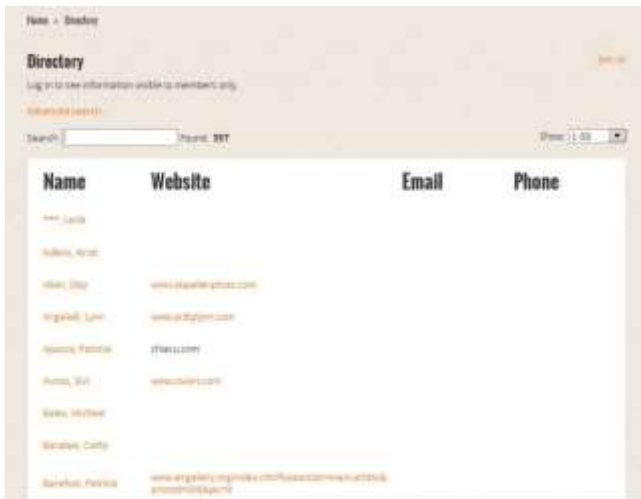
Member Profile Details – Clicking on a member's name shows all the information the member has allowed the public ("Anyone") to see.

The viewer can click **Send Message** to send the member a message without seeing the member's email address.

Another example of what the public would see if a member would choose to allow more fields to be seen by the public ("Anyone") is shown to the right. In this case, the member is choosing to show more information about herself in an effort to promote her artwork.
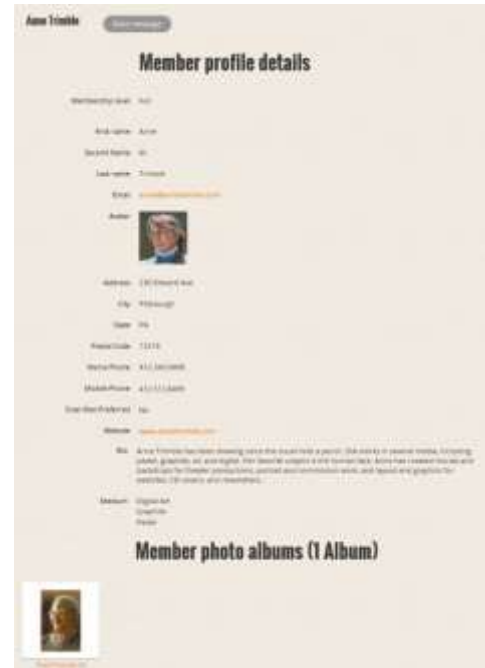
Join Us

This link sends artists who want to join the Pittsburgh Society of Artists to a page that details the submission requirements, the dates for the next new-member screening, and a link to register for the screening.

Member News

Wild Apricot provides a news blog visible to the public that we're calling **Member News**. This is a tool for members to post information about upcoming art-related events they are involved in, and for others to comment on it.

To access the PSA news blog, click the **Member News** link in the banner. The most recent blog posts are displayed. Only logged-in members can create new member news entries, but the public can view and comment on the entries.

Go to the section **Posting Member News** for details on posting to Member News.

Member View

When you log in as a PSA member, you will be able to change your profile information, see content limited for members only, and have posting privileges.

Logging into the PSA Website

To log in to the PSA website,

1. Enter your email address and password.

2. Click **Login.**

Note: If you've forgotten your password, click the **Forgot Password** link to be emailed a link that allows you set a new password. You can also log in using your Facebook or Google username and password by clicking the appropriate button.

After you log in to the PSA website, you'll see the PSA Home page with your name in the upper right corner and links to View Profile, Change Password, and Logout.

Viewing Your Profile

After you have logged in, from the PSA website Home page, click the **View Profile** link. The **My Profile** page displays. From this page, you can click the links to view the following:

- **My directory profile link** – displays your profile as logged-in members would see it. The public ("Anyone") would see only the fields you want them to see based on your privacy settings. This screen is display-only. To make changes, click **Edit Profile**.

- **Privacy menu option** – For each profile field, shows who can see the information in our Directory list. This screen is display-only. To make changes, click **Edit Profile**.

- **Email subscriptions link** – Shows the type of emails you will received from PSA via the website. This screen is display-only. To make changes, click **Edit Profile**.

Member photo albums link – This is where you can set up albums of your work and upload images. The following example below shows two albums: Pastel Landscapes and Pastel Portraits. Clicking on an album allows you to see what's in each album and upload more pictures.

Invoices and payments menu option – Shows a history of any "invoices" and payments you have made. Invoices are generated when you renew your membership or register for an event such as a program or exhibit that requires a fee.

Changing Your Profile Options

From the My Profile page, you can renew your membership and choose to edit other profile information.

Renew Your Membership

Note that membership renewal is due in January of each year. To renew your membership,

1. Click **Renew until....**

   The Membership Renewal page displays with your profile and allows you to make changes to your information.

2. Click **Update and next** to continue.

   A page displays asking you to review and confirm. Click **Review and confirm**.

3. Choose to **Invoice Me** or **Pay Online**.

If you choose **Invoice Me**, you will be returned to a view of your profile and see that you have a balance due for your membership renewal, which you can pay by check or online via PayPal.

If you choose **Pay Online**, you will be sent to a page allowing you to pay via PayPal.

Note: You don't need to be a PayPal member to pay online—just click **Pay with Debit or Credit Card** on the PayPal Page.

Editing Your Profile

To edit your profile, click **Edit Profile**.

The **My profile** page displays, allowing you to make changes to the values of your various profile data fields. Scroll down to see the **Save** and **Cancel** buttons.

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There are three aspects to your profile that you can edit:

- **Profile** – This page contains most of your profile data fields. Make any changes you need to and scroll to the bottom and click to **Save** or **Cancel**.

- **Privacy** – For each field, you can adjust who can see it:
    - Anybody (anyone on the Internet)
    - Members (only logged-in PSA members)
    - No access (no one other than you and the PSA administrators can see the information).

    Make the changes you want, then scroll to the bottom and click **Save** or **Cancel**.

- **Email Subscriptions** – This is where you make changes to the types of emails you'd like to receive from PSA. We recommend you leave the settings as they are (checked), meaning you'll receive important emails from PSA.

Events

Wild Apricot provides a calendar and event registration system. The event registration system automatically sends email reminders to attendees reminding them of upcoming events for which they have registered. Only members with administrative authority can create events.

Calendar
PSA's exhibits, programs, meetings, and important show events are displayed in a month, week, or year view with scrolling between periods. To view the event calendar, click the **Calendar** link on the upper left of any page.

Event Details
From the Event Details page, you can see more information about the event and can register for that event.

Events List
Click the **Events** menu option to view Events in a list. From the list you can view details and register for the event.

Members Gallery

The Members Gallery is separate from personal image albums. You may upload up to three images to this gallery, which will be visible by the public. To view the images uploaded by PSA members, click **Members Gallery** on the banner. You can click on an image to view a larger image and information about the piece.

To upload your images to the gallery, make sure you're logged in as a PSA member, then click **Upload**. A small window displays, allowing you to browse for images on your computer or phone. Be sure to include your name and any other information for the viewer, such as medium and size.

Posting Member News

Wild Apricot provides a way for you to share upcoming art-related events that you may be involved with. To view the most current postings, click **Member News** from the banner.

To add a post about your event,

1. Click **Add Post**.

   A page displays, allowing you to enter a subject and message body for your post.

2. Use the tools in the body header to format your text and add links.

3. You can also add images from a website to your post:

   a. Right-click on the image on the website and select "Copy Picture"

   b. Return to the Member News editor, right-click, and select "Paste."

   The image appears in the body of your post.

4. Click **Post** to post your message.

   Your message is displayed on the Member News page. After you post your message, you can choose to edit or delete your post.
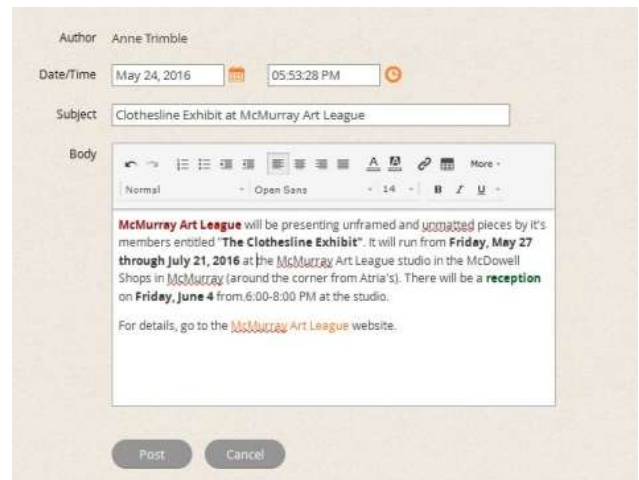
Other Information

The list menu icon on the menu banner allows you to access other information such as a list of PSA board members and contact information.