

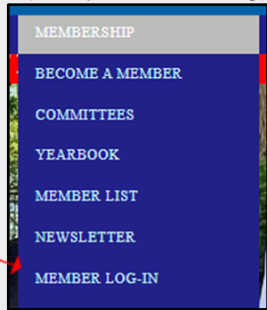
Wild Apricot – Quick Start Guide



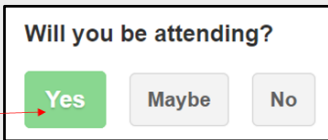
ACCESSING THE MEMBER PORTAL

You can access the member portal in Wild Apricot by:

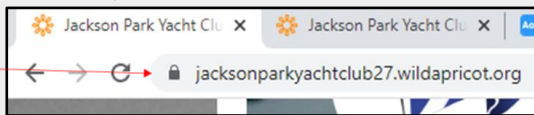
1. Selecting the Member Log-in option on the JPYC website (jacksonparkyachtclub.org),




2. Clicking a link you receive via email (for example a registration link, an invoice, etc.),



3. Typing: jacksonparkyachtclub27.wildapricot.org into your browser, or



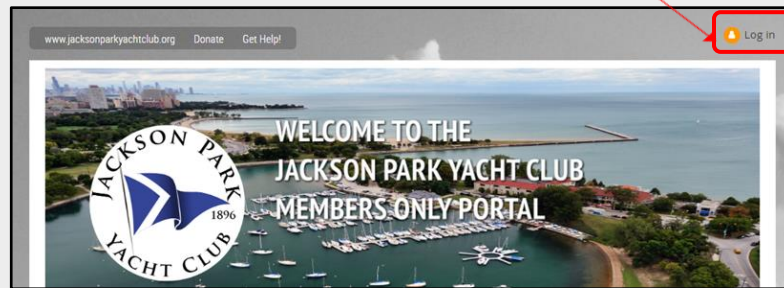
4. Downloading the Personify member app from your phone's app store. 

5. You can also add a website icon to quickly access the browser version on your [iOS](#) or [Android](#) home screen.

CREATING YOUR PASSWORD

To Create a Password:

1. Click the **Log in** button.



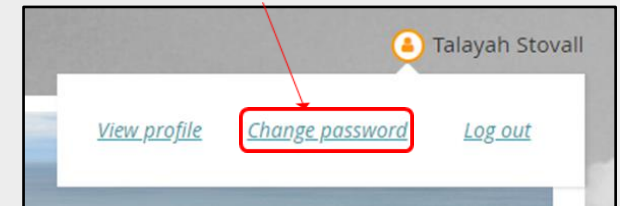
2. Enter your email address and click the **Forgot password** link. This will send a link to your email address, which will allow you to create or reset a password for your account.



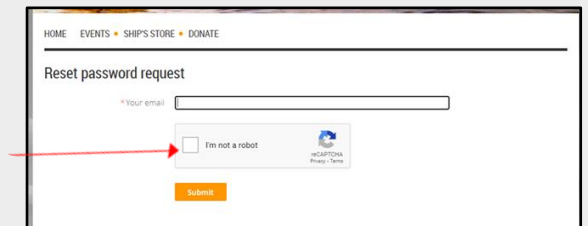
RESETTING YOUR PASSWORD

To change your password:

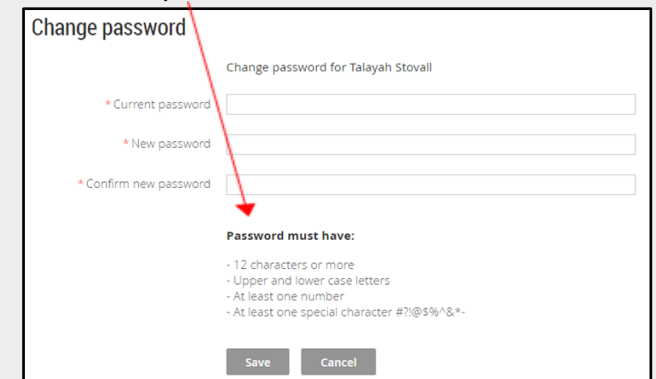
1. Click the **Change password** link.



2. You might be asked to prove you're not a robot...



3. Fill in your current and new passwords, noting the password requirements.

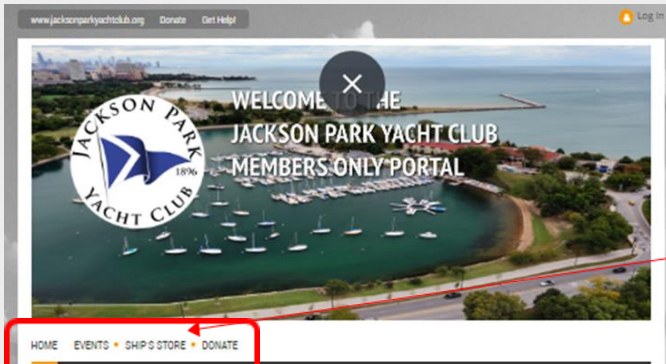




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NAVIGATION OPTIONS BEFORE LOGGING IN

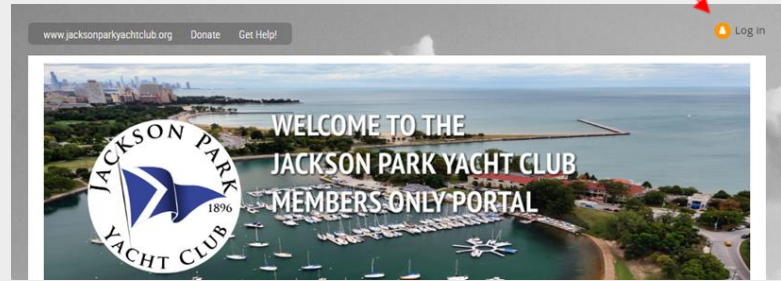
Before you log into your account, your navigation options are limited.



LOGGING INTO YOUR ACCOUNT

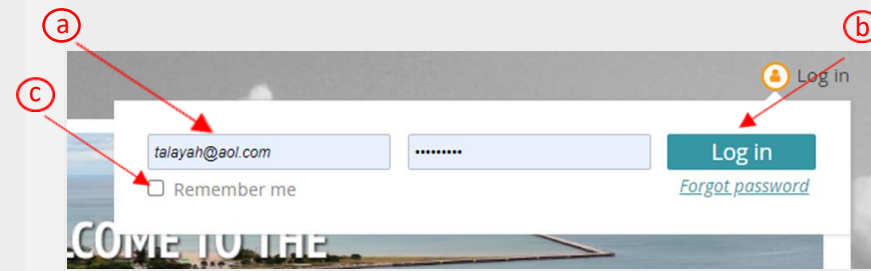
To log into Wild Apricot:

1. Click the Log in button.



2. On the new screen:

- a. Enter your email address and password, and
- b. Click **Log in**.
- c. To avoid having to retype that information each time you log in, select the **Remember me** checkbox.



NAVIGATION OPTIONS AFTER LOGGING IN

After you log in, will see additional “members only” options.

