



Please note that all member profiles in this document are test profiles and not real people.

Accessing Wild Apricot

Wild Apricot is very simple and user friendly, but here are a few notes to get you started.

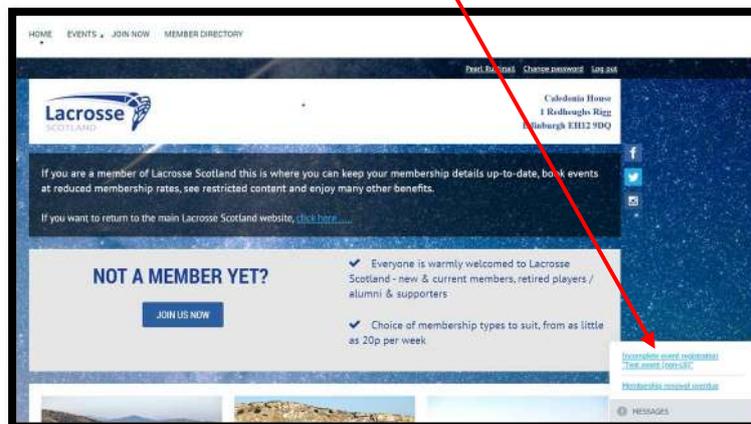
Access your account

To access your account first time around you will need to reset your password via the *forgot password*. **Your username is your email address shown on this email.**

You will be asked to agree to the Wild Apricot Terms of Use and once you agree to them you will be taken to the new membership site. You will only have to do this the first time you log on.

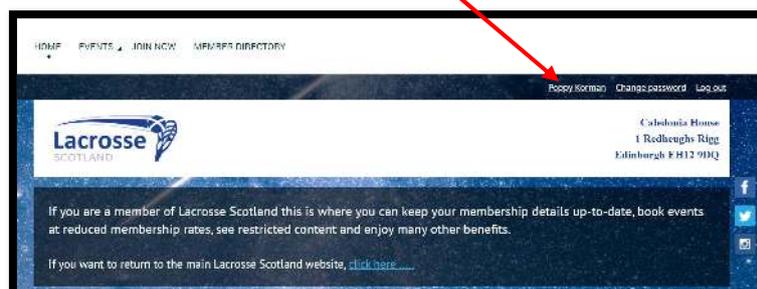
You can renew your membership and book events on Wild Apricot. It is very simple to access as you can log in using the usual combination of email & password as well as using Facebook / Google logins if appropriate. This will hopefully make it easier for people to get logged in quickly and effortlessly. There is also a mobile app (more details below).

When you log in, Wild Apricot notifies you of any actions needed.



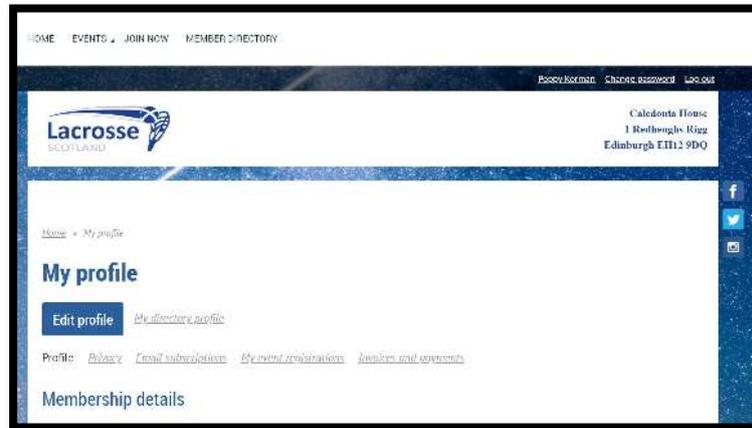
Your profile / member details

Your profile / details can be found by clicking on the link [your name] at the top of the page.





Once on your profile page, you can update your details, privacy settings, view events that you have registered for, renew membership etc.



You can also add a photo of yourself, which would be great, otherwise the default photo will be shown on your membership card (and it is not a flattering photo).



Junior members - Parent / Guardian email

Junior members also have a secondary email address and all emails sent to the junior member will be cc'd to the Parent / Guardian email automatically. Not all Azolve junior members had a Parental Approval email, so **this will need to be added to Wild Apricot when you are updating your profile.**

Member Directory

There is a member directory now, which is only visible to logged in Lacrosse Scotland members – the default information being shown is your name, LS Club / School and the membership you hold. We do not show email or phone number. You can determine what information is shown by clicking on “Privacy”. As this is a new feature and recognising the need to keep people’s data safe & private, we have displayed the bare minimum and we will wait until this has bedded in and we get feedback re whether to extend what we show, always bearing in mind that everyone can choose how much / little is shown.



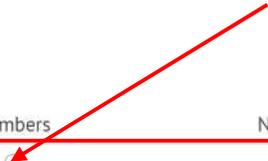
Exchanging email messages

Within the Member Directory you can send messages to other members – to preserve privacy, this has been set not to allow emails. This is controllable by each individual member and if you want to receive messages you need to edit your profile. Note that this would only allow members to exchange email messages. To update your profile to allow messages, select “Privacy”, then Edit Profile and select the Members radio button. Note that this setting applies to forums too.

Details to show

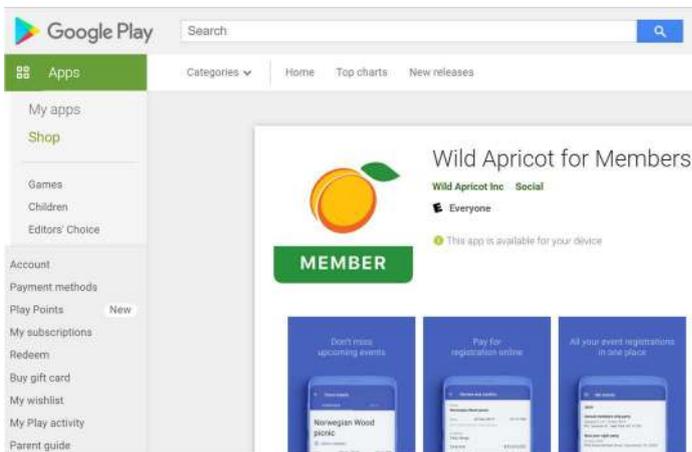
(in member directories, forum and blog posts)

	Anybody	Members	No access
<input checked="" type="checkbox"/> Send message form	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Mobile App

There is a Wild Apricot mobile app which you can download from the App Store or Google Play. **This will let you book events, see the directory and display your membership card etc from your phone.**



Lacrosse Scotland Website: Restricted Content

We will also be looking to limit certain website content to Lacrosse Scotland members, thus increasing the benefits of membership.



Payments

Payments are made securely, online via Stripe. **We do not store any banking details on Wild Apricot**, this is all managed in Stripe, which is a global payment gateway.

Refunds

If you have paid for an event and have to cancel, you will get a message when you cancel that you need to contact an administrator (this is the Lacrosse Scotland Finance Director)

The money must be refunded by the Finance Director, via Stripe, *and it is not an automatic transaction*. **Please do not forget to send her / him an email requesting the refund.**

