Test Drive Branch 35 Membership Management Software

1. **Login**

   a. Click on this **Login link** to access the Login page.
   b. In your browser, click on the person icon in the upper right corner to login.
   c. Clink on **Forgot password link** to access password reset page
   d. Enter *Your email [   ] and ***Code** [   ] and click **SUBMIT**
   e. For more information, click on   **LOGIN GUIDE** in the blue menu bar.

2. **MY PROFILE** WILL appear

   a. Review your **MEMBERSHIP DETAILS**
   b. You will have additional space to enter:
      Mobile Phone, Work Phone, and activity Group participation
   c. Click **EDIT PROFILE**
      You can update your member details, add additional Phone numbers,
      change your Photo and update your Group participation.
   d. NOTE: A check mark on an activity in the Group participation list puts you on an
      email distribution list from the chairman of the particular activity.
   e. **SAVE**.

3. Click **DIRECTORY** tab in the blue menu bar

   a. Try a simple Search – Enter your name in [   ] and your profile will appear
   b. Click on your name and your member details will appear
   c. Click on **SEND MESSAGE** and an E-mail will be sent to yourself

4. For more information, click on   **MEMBER GUIDE**

5. For printed 2018 Membership Roster information , not included in DIRECTORY,
   please click **2018 ROSTER**

6. **Wild Apricot (WA) Member app for iPhone/iPad**
   a. Go to iOS App Store:
      i. Search for Wild Apricot
      ii. Download Wild Apricot for Members app
      iii. Open WA for Members app

   b. Login with your WA Email and Password
   c. Click on Members icon
      i. Click on Hour Glass icon
      ii. Enter member name in Search [_____]
      iii. Click on the magnifying glass icon to search
      iv. Click Message button to E-mail
      v. Click Call button to phone member