

# McMurray Art League Wild Apricot User's Guide

May 7, 2013

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## Welcome to Wild Apricot

Welcome to the new membership capabilities of our Wild Apricot site! Wild Apricot is an internet-based membership service that McMurray Art League has subscribed to which offers the membership and administration a number of benefits, including:

- Showcase our members' artistic talents to whatever degree is desired by each member
- Provide three privacy settings so that each member's profile information is visible by all visitors to our website (everyone), just other MAL members or no one. This is adjustable by each member and for each piece of profile data.
- Allow each member to 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!
- Have each member maintain his or her own information so addresses, email and phone numbers are always current
- An online membership application screen for new members (no need to print and mail)
- Pay for new membership or renewal via PayPal (or by mailing in a check, as before)
- Certain of our administrators and officers can mass email the members or subsets of the members
- Store our patrons' contact information and send emails to them
- Post our classes as "events" allowing online class registration, reducing the amount of work for the class registrar

This document will show you how to use the members-only facilities of Wild Apricot. We hope to schedule some demo sessions to give members a chance to ask questions and learn more.

Note that Wild Apricot provides a separate website from our [www.mcmurrayartleague.org](http://www.mcmurrayartleague.org) site which we will continue to keep. The MAL Wild Apricot site is at [mcmurrayartleague.wildapricot.org](http://mcmurrayartleague.wildapricot.org) and is fully functional in itself for both members and the public. The MAL Wild Apricot Home page provides a link back to the MAL site. We have also been able to "embed" several of the Wild Apricot functions directly into our own MAL site as "widgets".

For you to use the member-specific aspects of Wild Apricot, including editing your member profile, you will 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

**Members Directory** - To see the Member Directory information from the MAL site, click on the Members Directory link. Note that the public will see this information and can only see the information you have allowed them to see. By default, as with many other art leagues, the public will only see your name, your "signature name" (how you sign your artwork) and your website (if you have one). By default, logged in members will see all your information much as they currently do in the printed directory. 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.

**Member Directory List** – The public will see the member directory list where they can scroll through the list and search for members.

**Directory**

The following members have allowed their information to be made available. Please respect their privacy.  
[Advanced search...](#)

Search:  Found: **128** Show: Ange - Hubb (1-50)

Name	Signature Name	Website
<a href="#">Angelelli, Lynn A.</a>	Lynn A. Angelelli	
<a href="#">Atwell, Louise</a>	Louise Atwell	
<a href="#">Aurin, Carol</a>	Carol Aurin	

**Member Profile Details** – Clicking on a member's name shows all the information the member has allowed the public ("Anyone") to see.

**Lynn A. Angelelli**

**Member profile details**

First Name	Lynn A.
Last Name	Angelelli
Contact Type	Member
Signature First Name	Lynn A.
Signature Last Name	Angelelli

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 below. In this case, the member is choosing to show more information about herself in an effort to promote her artwork.

**Jan Pini**

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**Member profile details**

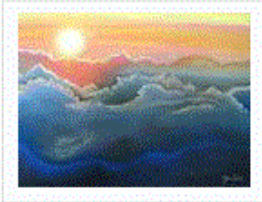

First Name	Jan
Last Name	Pini
Nickname	Jan
Contact Type	Member
Signature First Name	Jan
Signature Last Name	Pini
Bio	Jan Pini has dabbled in art since high school. She has recently returned to her art passion after retiring from a long career in software development. She works in watercolor, oil, pastel and graphite.
Website	<a href="http://www.janpini.com">www.janpini.com</a>

More information seen when you scroll down.

Website	<a href="http://www.janpini.com">www.janpini.com</a>
Mediums	<input checked="" type="checkbox"/> Graphite <input checked="" type="checkbox"/> Oil <input checked="" type="checkbox"/> Pastel <input checked="" type="checkbox"/> Photography <input checked="" type="checkbox"/> Watercolor

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**Member photo albums (2 Albums)**

	
<a href="#">Landscapes (3)</a>	<a href="#">Portraits (3)</a>

## Public Blog

Wild Apricot provides the capability for both a public and a members-only blog. “Blog” is short for “weblog” and is a way for contributors to post information and for others to comment on it. Facebook is another example of a blogging service.

To access the MAL Wild Apricot public blog, click the News/Public Blog menu option on the McMurray Art League website. The most recent blog posts are displayed. Only logged in members may create new blog entries but the public can view and comment on the entries. Logged in members will see an Add Post button on the screen shown below.

### News/Public Blog

This area is for news and information viewable to the public.

---

**Westmoreland Art Nationals acceptance!**  
Monday, April 15, 2013 9:09 AM | [Jan Pini](#) (Administrator)  
Hey guys, I got four pieces accepted into the Westmoreland Art Nationals! Two will be exhibited at Westmoreland County Community College 6/1-6/12 and two others at the Westmoreland Arts & Heritage Festival Exhibition 7/4-7/7.  
[Read more](#) • [Comments \(1\)](#)

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**PPAL Trumbull Gallery Exhibit**  
Monday, April 15, 2013 9:08 AM | [Jan Pini](#) (Administrator)  
Fran Marze and I have pieces in the Trumbull Gallery Pittsburgh Pastel Artists League exhibit in the Trumbull Gallery in Warren, OH. The exhibit runs through May 31.  
[Read more](#) • [Add comment](#)

## Public Forums

Wild Apricot provides the capability for both a public and members-only forum. A forum is somewhat like a blog but with a topic of discussion identified and threads of comments connected to it. Only logged in members may create new forum entries but the public can view and comment on the entries. You can click on the “Subscribe to forum” link to be notified by email of updates to the forum topic. Logged in members will see a Create Topic button on the screen shown below.

### Public Forum

This forum is for members and the public.

[Subscribe to forum](#)

Topic	Last message	Replies
 <a href="#">What do you think of abstract art?</a>	<a href="#">Thursday, April 25, 2013 2:16 PM</a> J Carter Wilder	7

Clicking on a forum topic shows the discussion thread and allows you to join in.

**What do you think of abstract art?**

[Reply](#) [Subscribe to topic](#)

---

Monday, February 04, 2013 3:51 PM	Message # <a href="#">1198616</a>	<a href="#">Quote</a>
<a href="#">Jan Pini</a> (Administrator)	Just curious, do you prefer to view/create abstract art or more traditional or representational art?	

---

Saturday, April 13, 2013 5:16 PM	Reply # <a href="#">1267970</a> on <a href="#">1198616</a>	<a href="#">Quote</a>
<a href="#">Linda Saksa</a> (Administrator)	I like abstract---what I see changes every time I look at it. I think it is fun and exciting--endless possibilities! Last modified: Saturday, April 13, 2013 5:18 PM   <a href="#">Linda Saksa</a> (Administrator)	

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Saturday, April 13, 2013 9:45 PM	Reply # <a href="#">1268076</a> on <a href="#">1267970</a>	<a href="#">Quote</a>
Jan Pini	<b>Linda Saksa wrote:</b> I like abstract---what I see changes every time I look at it. I think it is fun and exciting--endless possibilities! You probably prefer purple abstract art, right?	

## Member View

**View Profile** - When you click on the View Profile link from the MAL site or the Wild Apricot site, you'll be asked to log in with your email address and password (unless you've already logged in). (If you've forgotten your Wild Apricot password, you can click the Forgot Password link to be emailed a link that allows you set a new password.)

**Please login to continue**

Please login to continue to the page you have requested.

Email

Password

Remember me

[Forgot password](#)

After you log in to Wild Apricot, you'll see your profile information.

**Profile menu option** – This menu option shows your current membership information.

[My directory profile](#)

Profile [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

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**Membership details**

Membership level	<b>Full</b> - \$24.00 (USD) Subscription period: 1 year, on: June No recurring payments	<input type="button" value="Change membership level"/>
Membership status	<b>Active</b>	
Member since	Monday, February 04, 2013	
Renewal due on	Sunday, June 01, 2014	<input type="button" value="Renew until Monday, June 01, 2015"/>

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User ID	9002053
First Name	Jan
Last Name	Pini
Nickname	Jan
E-Mail	<a href="mailto:ianpini@verizon.net">ianpini@verizon.net</a>
Home Phone	724-941-2204

You can see that I've renewed my membership online by previously clicking the "Renew until..." button, which will indicate the date your next renewal period will end (our year runs from June 1 to May 31). This renewal was done before the membership dues rate change went into effect.

If you scroll down, you'll see links that allow you to "Change Password" and "Logout".

watercolor

Orq. ✓ Pittsburgh Pastel Artists League  
✓ Pittsburgh Society of Artists  
✓ Pittsburgh Watercolor Society  
✓ South Arts  
✓ South Hills Art League

ization ✓ By-Laws  
p with ✓ Class Monitor  
✓ Fall Exhibit  
✓ Officer (Treasurer)  
✓ Spring Exhibit  
✓ Standards  
✓ Webmaster

Officer ✓ Treasurer

t MAL ✓ Webmaster

nittee

[Change password](#)  
[Logout](#)

**Renew Membership button** - To renew your membership, click the "Renew until..." button. The next screen will show your profile and allow you to make changes to your information. Click "Update and next" to continue. On the next screen, click "Confirm and proceed with payment." You will be returned to a view of your profile and see that you have a balance due for your membership renewal similar to the screen shown below (but for the upcoming year).

**My profile** Balance due: \$28.00

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

**Balance due (1 items): \$28.00**

You may pay by using PayPal to pay online or by mailing a check made out to McMurray Art League. You may use PayPal to pay securely by credit card even if you do not have a PayPal account.

[Pay online](#)

Search  Records found: 5

Date	Transaction	Balance due	<input checked="" type="checkbox"/>
Tuesday, May 07, 2013	<a href="#">Invoice #00052</a> Member renewal Full	\$28.00	<input checked="" type="checkbox"/>

If paying for membership dues by check, please make check out to McMurray Art League and mail it to...

You can elect to pay online using the secure PayPal system which ensures that no one at MAL knows your credit card or banking information. Or you may pay by check made out to McMurray Art League, as before, and mail it to the Membership chairperson. You can view the details of your invoice by clicking on the link.



**Edit Profile button**– Allows you to make changes to the values of your various profile data fields. There are Save and Cancel buttons visible if you scroll down. There are three aspects to your profile that you can edit.

**Edit Profile** – This is most of your profile data fields. Make any changes needed and scroll to the bottom to save or cancel.

**My profile**

Profile [Privacy](#) [Email subscriptions](#)

\* Mandatory fields

User ID 9002053 This field is generated automatically and cannot be changed

First Name

Last Name

Nickname

E-Mail

Home Phone

**Edit Privacy** – For each field you can adjust who can see each field: Anybody (anyone on the internet), Members (only logged in MAL members) or No access (no one other than you and the MAL administrators can see the information). Make any changes needed and scroll to the bottom to save or cancel.

[Profile](#) [Privacy](#) [Email subscriptions](#)

Allow to show profile

**Details to show**  
(in member directories, forum and blog posts)

	Anybody	Members	No access
Photo album	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Membership level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Last Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nickname	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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

**Jan Pini**

---

**Member profile details**

Membership level	Full
First Name	Jan
Last Name	Pini
Nickname	Jan
E-Mail	<a href="mailto:janpini@verizon.net">janpini@verizon.net</a>
Home Phone	724-941-2394
Mobile Phone	724-518-5585
Home Street	103 Crabtree Ct

If someone clicks the Send Message button, they see a page as shown below. The person will not see your email address but Wild Apricot will send the message to you.

**Jan Pini**

---

**Send message**

\* **Message subject**

\* **Body**

**Reply name**

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

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

✔ Allow to show profile

<b>Details to show</b> (in member directories, forum and blog posts)			
	Anybody	Members	No access
Photo album			
Send message form			
Membership level			
User ID			✘
First Name			
Last Name			
Nickname			
E-Mail			
Home Phone			

**Email subscriptions menu option** – Shows the type of emails you will received from MAL via Wild Apricot. This screen is display-only. To make changes, you should click on Edit Profile.


[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

<b>Event notification</b>	
Subscribed ✔	Automatic event announcements. Receive advance announcements about upcoming events
<b>e-Newsletters and email blasts</b>	
Subscribed ✔	Mass messages from administrators, such as newsletters and other important notifications
<b>Forum subscriptions</b>	
You can subscribe for updates in a particular Forum or Forum topic. Go to Forum/Topic page to subscribe.	


**Member photo albums menu option** – This is where you can set up albums of your work and upload images. The example below shows two albums: Landscapes and Portraits.

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

Albums: 2



[Landscapes \(3\)](#)




[Portraits \(3\)](#)


Clicking on an album allows you to show what's in each album and upload more pictures.

[Back to profile](#)


**Landscapes (3)** Created on: Wednesday, April 10, 2013



Sunrise at Haleakali



Garden Scene



Falls in Fall, Ricketts

**Invoices and payments menu option** – Shows a history of any “invoices” and payments you have. In the example below, there was an online renewal which generated an “invoice” and a subsequent payment online via PayPal. Other types of payments may be shown if a payment is made by check. “Invoices” will be shown when renewing your membership online or by mailing in your check. In the future, we will also offer registration for classes online and you may see “invoices” and payments for classes, as well.

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

Search  Records found: 2

Date	Transaction	Balance due
Wednesday, April 10, 2013	<a href="#">Payment</a> PayPal Express Checkout	\$24.00 Settled <a href="#">Invoice #00010</a>
Monday, March 25, 2013	<a href="#">Invoice #00010</a> Member renewal Full	\$24.00 Settled <a href="#">Paid: Wednesday, April 10, 2013</a>

## 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.

## WA Calendar

You can reach the Wild Apricot calendar by clicking the WA Calendar menu option from the McMurray Art League website. The League's classes, meetings and important show events are displayed in a month, week or year view with scrolling between periods.

Month: May 2013						
<a href="#">Week</a> <a href="#">Month</a> <a href="#">Year</a>			<a href="#">&lt; Previous Month</a> <a href="#">Today</a> <a href="#">Next Month &gt;</a>			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">May 1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>
<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a> <a href="#">Diane White Oil Painting 5/8</a>	<a href="#">9</a> <a href="#">Spring show setup</a>	<a href="#">10</a> <a href="#">Spring show reception</a>	<a href="#">11</a>
<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a> <a href="#">Diane White Oil Painting 5/15</a>	<a href="#">16</a> <a href="#">Themed Exhibit Gallery Open</a>	<a href="#">17</a>	<a href="#">18</a>
<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>

To see more details about an event including who the attendees are and to register, click on an event.

## Event Details

From the event details you can see more information about the event and can register yourself. Note that in order to obtain the member rate, you should be logged in or provide your email address when asked to do so. Payment for classes can be done online using the secure PayPal system, or may be done by check made out to McMurray Art League and mailed to the Class Registrar.

### Diane White Oil Painting 5/8

When Wednesday, May 08, 2013  
10:00 AM - 2:00 PM  
Location MAL Studio  
Registered [2 attendees](#)

Diane teaches oil painting techniques. [Outline](#) and [Supplies](#)

#### Registration

- Member - \$25.00 (USD)
- Member (Board discount) - \$22.50 (USD)  
Discount for Board members only.
- Monitor (prior approval required) - \$18.75 (USD)
- Non-Member - \$30.00 (USD)

[Register](#)

## Registering for a class

Classes are “events” and can be registered for and paid for online (or by mailed check). Be sure to check the box that says “Include name in list of event attendees” so others can see you are signed up.

## Sitting for a show

Events can also be used to sign up for show sitting. As shown below, there is a Gallery Attendant “registered” for the Themed Exhibit Gallery Open event on May 16.

### Themed Exhibit Gallery Open


Event Themed Exhibit Gallery Open  
Thursday, May 16, 2013 5:00 PM - 8:00 PM  
Location: MAL Studio

Registered attendees (1) [Register](#)

Date	Name (including guests)
Tuesday, May 07, 2013	<a href="#">Pini, Jan</a>

## Events List

Events can be viewed in a list by clicking on the Events menu option on the McMurray Art League website. From the list you can view details and register for the event.

**Events**  [Switch to Calendar View](#)

This Event List shows all types of McMurray Art League events in list view. You can change the view to Calendar then Week, Month, or Year. Click on an event to see more details and register.

**Members should first log in to be offered the member price. You must register separately for each day you plan to attend.**

**Upcoming events**

**Diane White Oil Painting 5/8**

When	Wednesday, May 08, 2013 10:00 AM - 2:00 PM	Diane teaches oil painting techniques. <a href="#">Outline</a> and <a href="#">Supplies</a>
Location	MAL Studio	
Registered	<a href="#">2 attendees</a>	

## Members-Only Blog

The members-only only blog works like the News/Public Blog but is only accessible to logged in members. To reach the members-only blog, click on the Wild Apricot Site menu option on the McMurray Art League site, then log in and select Members from the menu.

## Members-Only Forums

The members-only forums work like the Public Forums but are only accessible to logged in members. To reach the members-only forums, click on the Wild Apricot Site menu option on the McMurray Art League site, then log in and select Members from the menu.