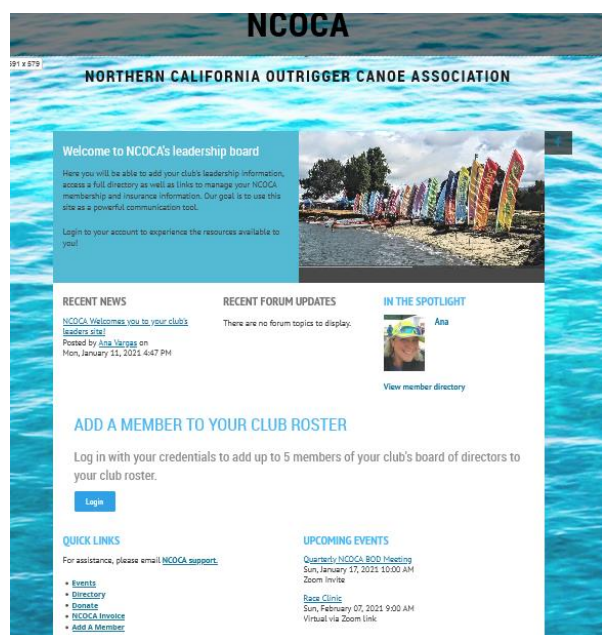## What is Wild Apricot?

Wild Apricot is NCOCA's leadership website where you and your club officers will be able to add and update your club and officers' information; access a full directory; manage your NCOCA membership and insurance information. Our goal is to use this site as a powerful communication tool. The site also includes an event calendar, news, and blogs. Login to your account to experience the resources available to you!

## Login you say? Where is my user name?

Stacy and I have reached out to all of you and have requested contact information for your club's Wild Apricot designated manager, or as we like to call it, 'the bundle manager.' I have created profiles for all of you under the email address provided. You in turn will create your club leadership's roster. In other words, if you are receiving this message, the email address you are reading this on is your user name! Another cool feature is that those in your bundle will also have access to the site enabling better communication across the association.

What about my password?

To set your password, please visit **Wild Apricot** and select, 'Forgot Password.' The site contains sensitive and private information, we want to keep it that way- only accessible to those with credentials to the site. Therefore, your password must meet minimum requirements:

1. Minimum 12 alphanumeric characters.
2. Minimum 1 upper case.
3. Minimum 1 number.
4. Minimum 1 symbol.
5. Should be changed every 6 months.

If you are not already using a password generator or password manager, I strongly recommend LastPass and Bitwarden, both offering strong and user-friendly free versions across most platforms.
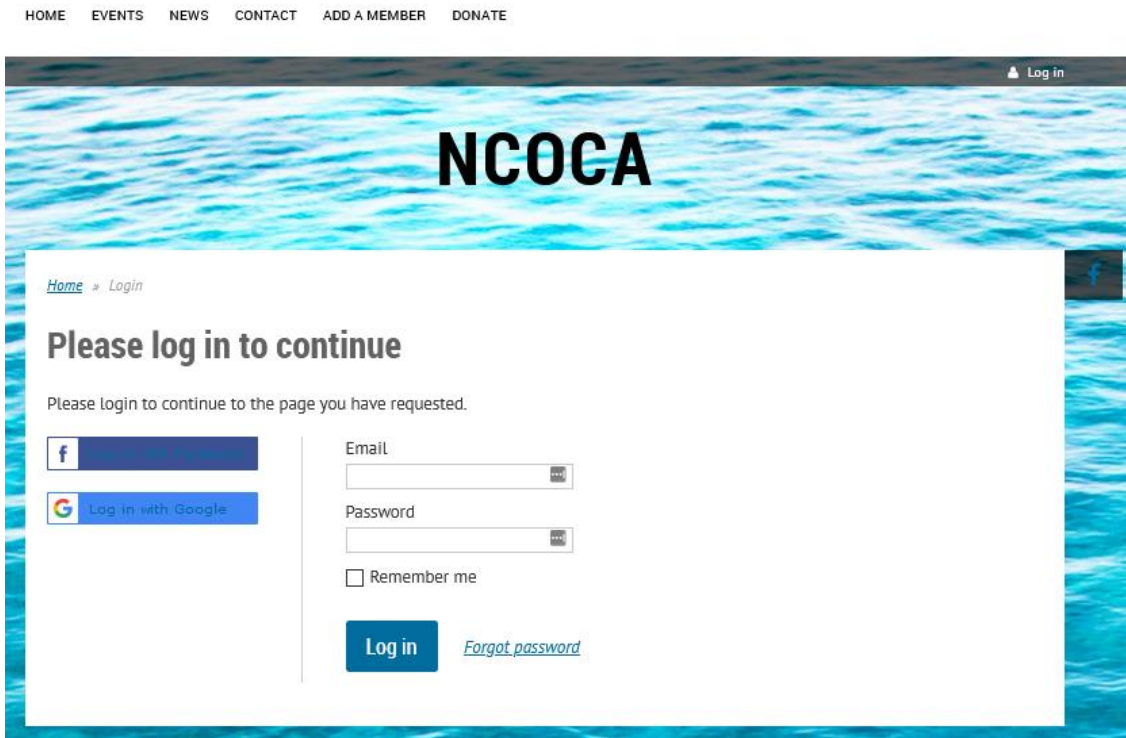
I've logged in, now what?

Once logged in, please browse around and check out the site, verify that the information I've entered is correct. Then, follow the directions below to add members to your bundle:

1. Go to the Home Page.
2. Click on 'Add A Member' under Quick Links.

QUICK LINKS

For assistance, please email **NCOCA support.**

- **Events**
- **Directory**
- **Donate**
- **NCOCA Invoice**
- **Add A Member**

3. Populate the required information. For bonus points, provide the member's NCOCA ID number and picture!

Add a member to your club

Add member to bundle   * Mandatory fields

Bundle summary

Bundle limit	5
Used so far	1

*Club Name [_____ ▾]
Select your club.

*First name [_____ 📅]

*Last name [_____]

*Position/ Title [_____ ▾]

Email [_____]

*Phone [_____]

*Mailing Address [_____]

Picture [Browse...] No file selected.

NCOCA Membership Number [_____]
Enter NCOCA membership card number

Club Website URL [_____]

[Cancel]   [Save]

4. Click on Save.

5. Repeat steps 1- 4 until your roster is complete: President, VP, Treasurer, Secretary, and Race Committee Rep.