

Send E-Mails to other Members

In the past, HCKC members had access to a membership list containing other member's names and full contact information. Wild Apricot provides members with Privacy settings that allows each member to specify what profile and contact information they want to share with other members.

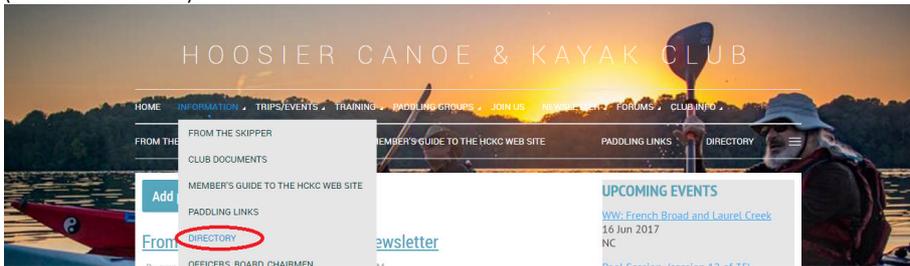
Even if a person sets their privacy settings to limit access to their contact information, other HCKC members can e-mails them to ask them questions or to coordinate paddles.

1) Login to the HCKC Web Site:

- Go to: www.hoosiercanooclub.org
- Click on "Log In" in the upper, right corner of the HCKC Home Page.
- Fill in your e-mail address and password and then click "Login" in the bottom of this menu.
Note: If you are the only user on your computer, select the "Remember Me" box so that you will automatically be logged in when you go to the HCKC site.

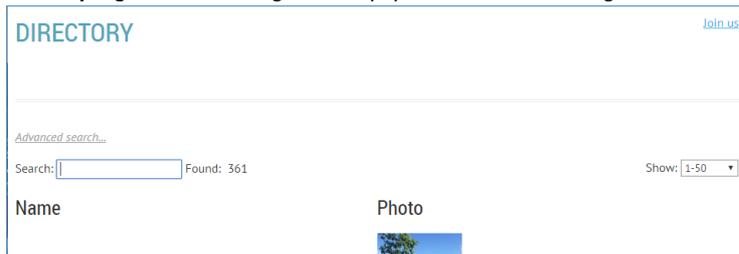
2) Go to the Member's Directory Web Site:

Move your cursor over "Information" in the top menu of most HCKC web pages, you will see a drop-down submenu, and click on "Directory" in that submenu (circled in Red below).



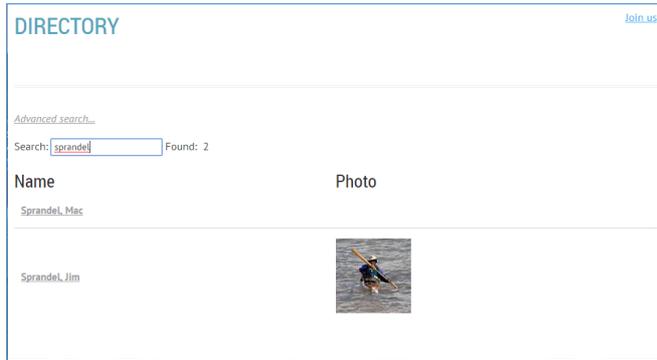
3) Directory Page:

After selecting "Directory" you will see the following screen:

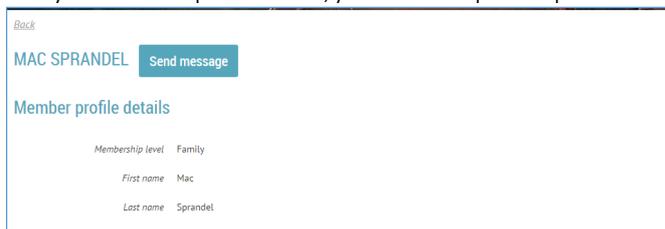


HCKC members are listed at the bottom of this screen.

- 4) **Type in the Person's Name:** Type in the name of the person who you want to contact. The web site will list all members who match the name that you've entered.

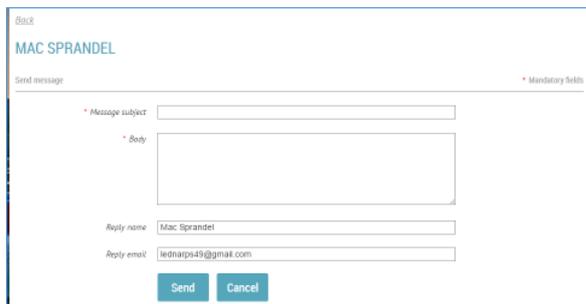


- 5) Click on the name of the person who you want to contact in the list at the bottom of this screen.
6) After you click on the person's name, you will see the person's profile:



Note: You will only see the profile information that this person has elected to share with other members. For example, "Mac" elected not to share any contact information with other members.

- 7) Click on "Send Message" and you will see the following menu that allows you to send an e-mail to this person.



- 8) Fill in the Subject and Body Fields and then select "Send" to send your message.