

## Setting up your HCKC Account -

The Hoosier Canoe and Kayak Club rang in 2017 with an updated web site using the Wild Apricot web tool. If you have not logged in, please give it a try. By logging in and setting up your member profile, you can then use many of the advanced features that the new web site provides us. These feature include automated membership management, targeted member mailing, “members-only” web pages, event management, and an integrated bulletin board.

Setting up your account is very easy and takes about 5 minutes. If you have never logged in, you just have to complete 3 easy steps to set up your profile.

- 1) Set your Password.
- 2) Login into your account.
- 3) Review/edit your up your Membership Profile.

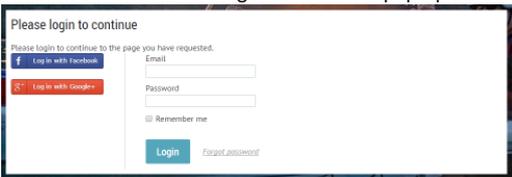
**If you have problems:** Some people have had problems setting up their accounts. If you have problem, please contact Dave Ellis at [RiverPaPaw@aol.com](mailto:RiverPaPaw@aol.com) so we can fix them.

### 1) Set your Account Password:

- a. Go to the HCKC Web Site at [www.hoosiercanoecub.org](http://www.hoosiercanoecub.org).
- b. Click on “Log In” in the upper, right corner of the HCKC Home Page which is circled in red on the picture below.



- c. You now see the “Please login to continue” pop-up menu.



Select “Forgot Password” at the bottom of this menu which is located next to “Login”. You may need to do this if you have forgotten your password or if you have not set a password yet.

- d. You will now see the “Reset Password” menu.



Enter the e-mail address that the HCKC uses for your e-mail, fill in the "code" prompt with the 6 characters in the picture, and then click on "Submit".

- e. Wild Apricot will send you an e-mail. Open the e-mail.  
Click on the link in this e-mail.  
If the link does not open in your browser- please highlight the link and copy it from this e-mail and then paste it into the address line of your web browser.
- f. You will now see the "Reset your Password" menu. Make up a password and enter it in both boxes in this menu and then select "Set New Password".
- g. **You're set your password but you're only halfway done!**

**2) Login to the HCKC Web Site:**

- a. You should see the Hoosier Canoe and Kayak banner at the top of the page. If not, go to:  
[www.hoosiercanoeclub.org](http://www.hoosiercanoeclub.org)
- b. Click on "Log In" in the upper, right corner of the HCKC Home Page.
- c. 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.

**3) Review/Edit your Profile:** Please review your membership profile on the web site. Make sure that your contact information - paddling interests are correct and you may customize your privacy setting.

Soon, we will use the "Interested in" field in your profile to target e-mail to people with a specific interest within the club. For example, Dave Ellis might e-mail a reminder to people interested in Pool Sessions when those hours changes.

To edit your profile:

- a. Since you have just logged in, click on your name in the upper, right corner of the Web Page.
- b. You now see your profile page. Please review:
  - Your contact information
  - Dues Status - look at the "Renewal due on" line to see the date when you will owe dues again. If your renewal date is not correct, e-mail Dave Ellis at [RiverPaPaw@aol.com](mailto:RiverPaPaw@aol.com).
  - Paddling interests – The club will use the paddling preferences in the "Interested In" field for sending targeted e-mail. You may select any or all of the following paddling interests: Flat water, Whitewater, Tour/Sea Kayaking, Paddle Fishing, Stand Up Paddle Board, and Pool Sessions.
- c. If you want to change anything in your profile, click on "Edit Profile" at the top of the page and go for it.
- d. When you are done, select "Save" at the bottom of your Profile page.