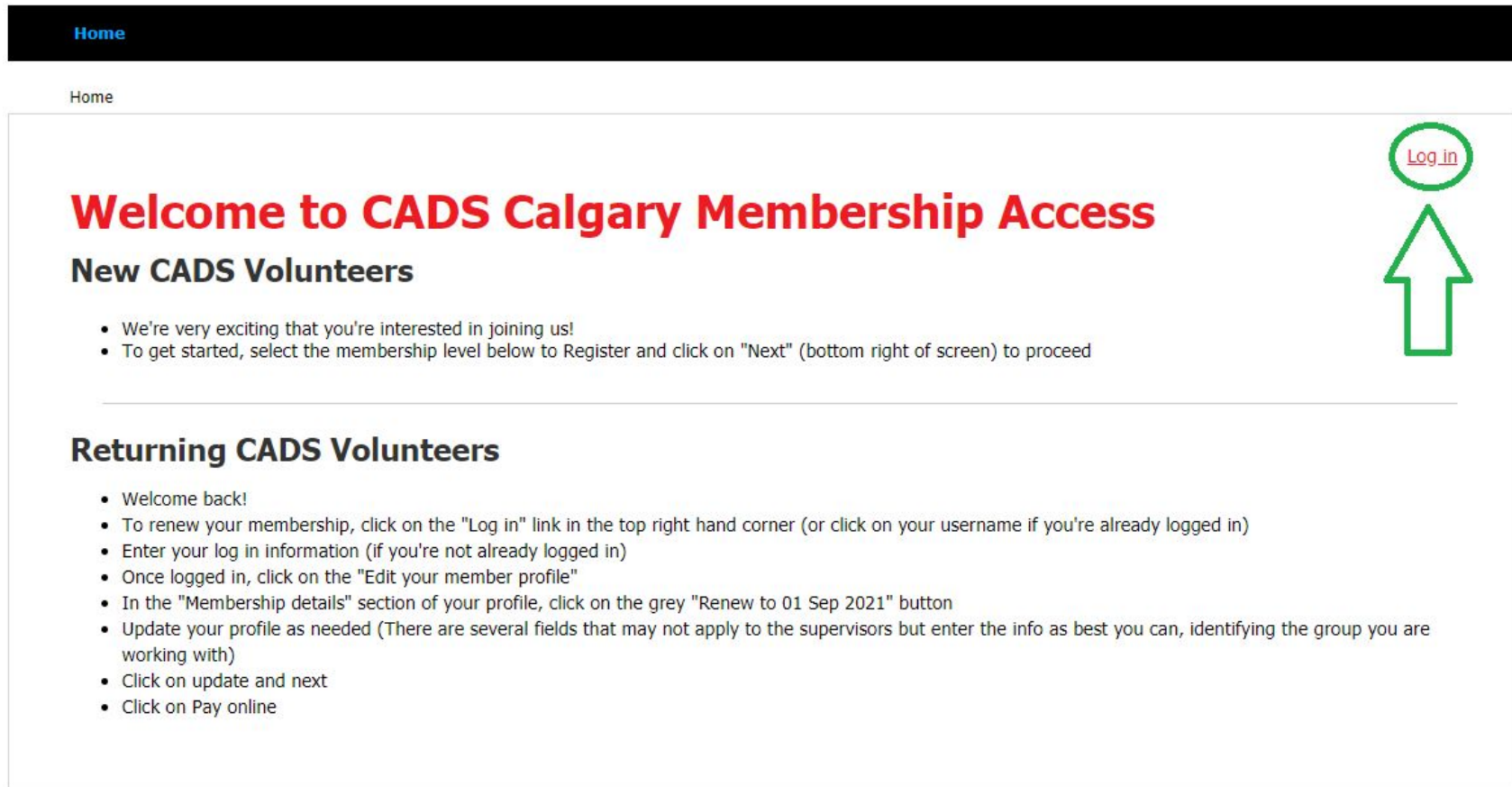


How to Update your Wild Apricot Profile

Step 1: Log in to your profile (<https://cadscalgary34.wildapricot.org/>)

If you have never logged in or forgotten your login details please click Forgot Password and follow the instructions. If you are still unable to access your profile please email info@cadscalgary.ca for assistance.



The screenshot shows the CADS Calgary Membership Access page. At the top, there is a black navigation bar with the word "Home" in blue. Below this, the page content is enclosed in a white box with a thin border. In the top right corner of this box, there is a green circular button labeled "Log in" with a green arrow pointing upwards towards it. The main heading is "Welcome to CADS Calgary Membership Access" in large red font, followed by "New CADS Volunteers" in bold black font. Below this, there is a list of instructions for new volunteers. A horizontal line separates this section from the "Returning CADS Volunteers" section, which also has a bold black heading and a list of instructions for returning members.

Home

Home

Welcome to CADS Calgary Membership Access

New CADS Volunteers

- We're very exciting that you're interested in joining us!
- To get started, select the membership level below to Register and click on "Next" (bottom right of screen) to proceed

Returning CADS Volunteers

- Welcome back!
- To renew your membership, click on the "Log in" link in the top right hand corner (or click on your username if you're already logged in)
- Enter your log in information (if you're not already logged in)
- Once logged in, click on the "Edit your member profile"
- In the "Membership details" section of your profile, click on the grey "Renew to 01 Sep 2021" button
- Update your profile as needed (There are several fields that may not apply to the supervisors but enter the info as best you can, identifying the group you are working with)
- Click on update and next
- Click on Pay online


[Home](#) • [Login](#)

[Log in](#)

Please log in to continue

Please login to continue to the page you have requested.

 [Log in with Facebook](#)

 [Log in with Google](#)

Email *

Password *

Remember me

[Forgot password](#)

Step 2: Once logged in click Edit your member profile.

Home

Home

(Lapsed)

[Testing Testing](#)

[Change password](#) [Log out](#)

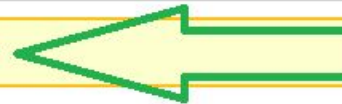
Welcome to CADS Calgary Membership Access

New CADS Volunteers

- We're very exciting that you're interested in joining us!
- To get started, select the membership level below to Register and click on "Next" (bottom right of screen) to proceed



You are already a member. [Edit your member profile](#)



Returning CADS Volunteers

- Welcome back!
- To renew your membership, click on the "Log in" link in the top right hand corner (or click on your username if you're already logged in)
- Enter your log in information (if you're not already logged in)
- Once logged in, click on the "Edit your member profile"
- In the "Membership details" section of your profile, click on the grey "Renew to 01 Sep 2021" button
- Update your profile as needed (There are several fields that may not apply to the supervisors but enter the info as best you can, identifying the group you are working with)
- Click on update and next
- Click on Pay online

Step 3: Click Edit Profile

Please ignore that your membership has lapsed, we will not be taking payment for membership at this time.

Home

[Home](#) • [My profile](#)


(Lapsed)
[Testing Testing](#)
[Change password](#) [Log out](#)

My profile

[Edit profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

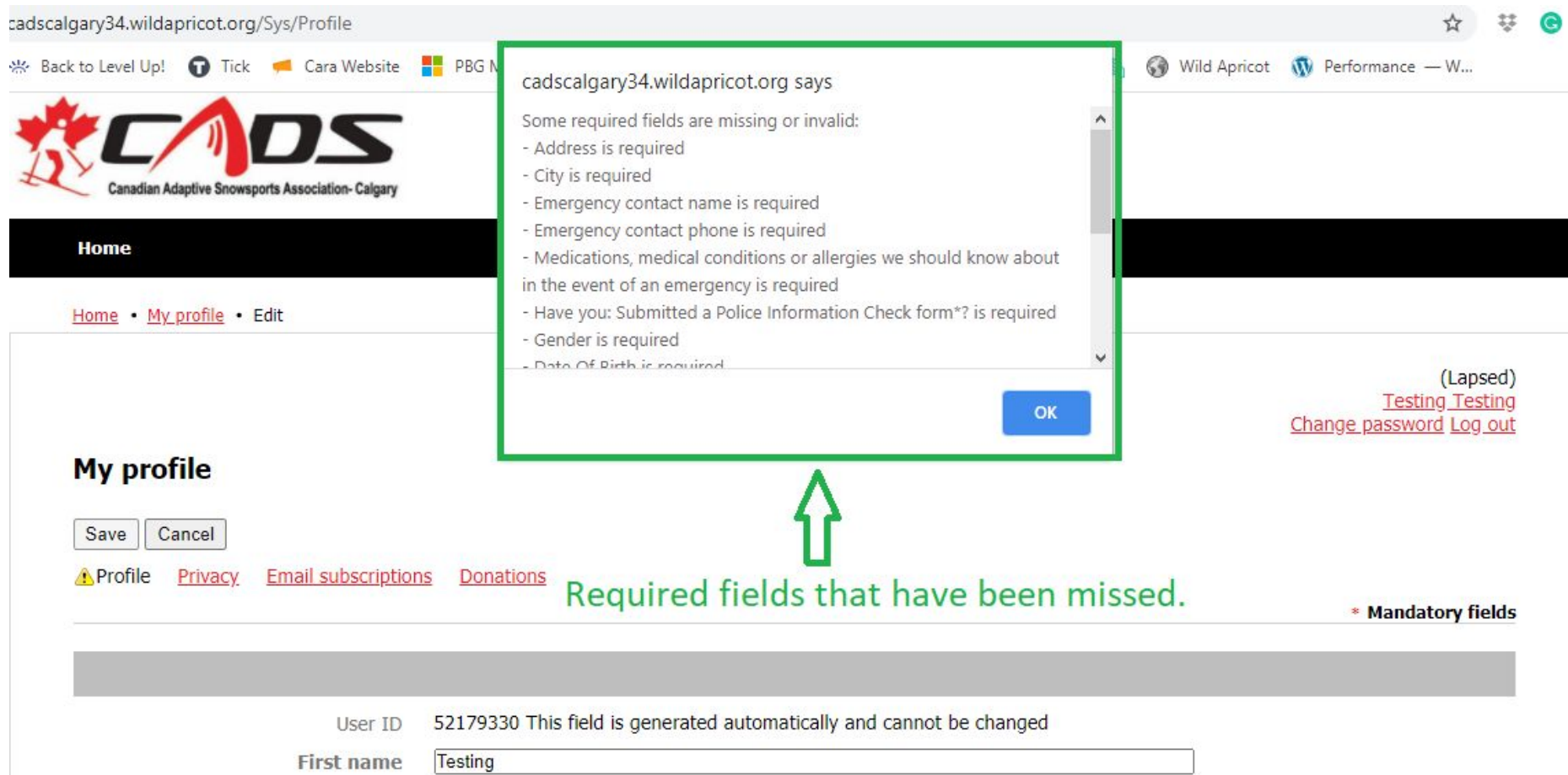
Membership details

 Your membership has **Lapsed**
[Renew to 01 Sep 2021](#)

Membership level	CADS Calgary Volunteer Registration - \$50.00 (CAD) Subscription period: 1 year, on: September 1st No automatically recurring payments
Membership status	Lapsed
Member since	20 Sep 2019
Renewal due on	01 Sep 2020

Step 4: Update any information (address/phone number changes) and fill in all required fields.

If you try and save and have missed a required field you will be given an error message.



The screenshot shows a web browser window with the URL `cadscalgary34.wildapricot.org/Sys/Profile`. The browser's address bar and tabs are visible at the top. The page content includes the CADS logo and navigation links. A modal error message is displayed in the center, listing the following missing or invalid fields:

- Address is required
- City is required
- Emergency contact name is required
- Emergency contact phone is required
- Medications, medical conditions or allergies we should know about in the event of an emergency is required
- Have you: Submitted a Police Information Check form*? is required
- Gender is required
- Date Of Birth is required

An "OK" button is located at the bottom right of the error message. A green arrow points from the text "Required fields that have been missed." below the error message to the modal. Below the error message, the "My profile" section is visible, featuring "Save" and "Cancel" buttons, and links for "Profile", "Privacy", "Email subscriptions", and "Donations". The "User ID" field is displayed as "52179330" with a note that it is generated automatically and cannot be changed. The "First name" field contains the text "Testing".

Required fields that have been missed.

* Mandatory fields

In this step, you will be required to sign and upload a copy of the Liability form. To complete this click the link beside ***Check this box to confirm that you have read/agreed to and signed the Liability form.** You also need to confirm your participation for the season, this is a very important step!

interested in volunteering throughout the year.

- Casino
- Registration
- Marketing
- Special Events/AGM
- Board Member
- Fundraising
- Volunteer Recruitment
- Golf Tournament

Very important, ensure accuracy

*** Will you be participating for the 2020/2021 season?** Yes No

*** Check this box to confirm that you have read/agreed to and signed the Liability form.** [Click here to download the Liability and Photo Release](#)

Please check this box once you have filled out, signed and uploaded the Liability and Photo Release form.

*** Upload the Signed Liability & Photo Release** You can upload up to 20 files. Each file should be less than 20 MB.

Please upload a signed copy of the Liability and Photo Release form once you have filled it out. Please save the file as: YourName-CurrentSkiSeason (ex. JoeDoe-2020-2021)

Do you: Consent to being photographed? Yes No

Upload the downloaded liability form here. Please note you will not be able to continue until this is uploaded.

Click to open and sign liability form. Once completed, download a copy to your computer.



Step 5: Click Save

After click save you have completed your member profile update! Congratulations and thank you!