

The screenshot shows the homepage of the Pittsburgh Watercolor Society (PWS) website. The header features a large, stylized logo "PWS" in white on a purple-to-orange gradient background. Below the logo, the text "Pittsburgh Watercolor Society" is displayed. A navigation bar at the top includes links for Home, Leadership, Exhibitions, Join Us, Events, Calendar, Facebook, Directory, and Contact. On the right side of the header, there is a login form with fields for Email and Password, a "Remember me" checkbox, and "Login" and "Forgot password" buttons. The main content area starts with a "Welcome!" message. Under "Who We Are", there is a detailed paragraph about the society's history and mission. Another paragraph describes the exhibits sponsored by the society. To the right, a box titled "Upcoming events" lists two events: "Watercolor Conversations at Joan Milsom's" on 12 Jan 2014 and "Watercolor Conversations at Sue Schneider's" on 09 Mar 2014.

Welcome!

Who We Are

The Pittsburgh Watercolor Society was founded in 1945 to develop, encourage and maintain interest in watercolor painting. The original membership of 20 was one of the first groups to be affiliated with the Pittsburgh Center for the Arts. The membership of the Pittsburgh Watercolor Society has grown to over 200 artists who enjoy this opportunity to explore and share their broad range of style and techniques.

The Pittsburgh Watercolor Society sponsors two exhibits per year. "Waterworks!" is a members-only show with awards selected by a

Upcoming events

[Watercolor Conversations at Joan Milsom's](#)
12 Jan 2014 1:30 PM • 131 Guyasuta Rd. Pittsburgh PA 15215

[Watercolor Conversations at Sue Schneider's](#)
09 Mar 2014 1:30 PM • 511 Bevington, Pittsburgh, PA 15221

PWS WILD
APRICOT
USER'S GUIDE

Jan Pini
Webmaster

Pittsburgh Watercolor Society Wild Apricot User's Guide

November 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 Pittsburgh Watercolor Society 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 PWS 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 workshops and meetings as "events" allowing online workshop registration, reducing the amount of work for the workshop registrar

This document will show you how to use the members-only facilities of Wild Apricot.

Note that Wild Apricot provides a separate website that serves as an alias for our www.pittsburghwatercolorsociety.com website.

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

Directory - To see the Member Directory information from the PWS site, click on the 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 “professional 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.

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

Directory		
Please enjoy our members directory. To contact a member, click on the member's name, then click Send Message. Advanced search...		
Search: <input type="text"/> Found: 225 Show: Aleo - Disp (1-50) <input type="button"/>		
Name	Professional Name	Website
Aleo, Mary Rosaria	Mary Rosaria Aleo	
Anderson, Barbara G.	Barbara G. Anderson	
Andreini, Laura	Laura Andreini	www.ipaintwatercolors.com
Angelelli, Lynn	Lynn Angelelli	www.artbylynn.com

Member Profile Details – Clicking on a member’s name shows all the information the member has allowed the public (“Anyone”) to see. The viewer can click “Send Message” to send the member a message without seeing the member’s email address. (Note that if the member replies to the email, the viewer will see the member’s email address at that point.)

Lynn Angelelli	<input type="button" value="Send message"/>
Member profile details	
Membership level	Juried
First name	Lynn
Last name	Angelelli
Professional First Name	Lynn
Professional Last Name	Angelelli
Website	www.artbylynn.com

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 [Send message](#)

Member profile details

Membership level **Juried**

First name **Jan**
Last name **Pini**
Home City **Venetia**
Home State **PA**
Professional First Name **Jan**
Professional 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 www.janpini.com
Profile Picture 

Current PWS Committee **✓ Webmaster**

More information is seen when you scroll down.

Current PWS **✓ Webmaster**

Member photo albums (4 Albums)

 [Landscapes \(3\)](#)

 [People \(4\)](#)

 [Still Lifes \(2\)](#)

 [Structures and Buildings \(4\)](#)

Public Forums

Wild Apricot provides the capability for a public 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 under the topic but the public can view and comment on the entries. Forum topics are collected together into categories. PWS currently only has one forum category identified. To see the forum categories, click on the Forums/Member Offerings menu option. You will see the screen below that indicates the forum categories currently available under which you can post topics. "Classes and Workshops" is such a category. Click on a Forum name to view the topics in that forum.

Forum	Last message	Topics	Replies
Member Offered Workshops and Classes This is a place for members to post classes and workshops, etc., that they are offering outside the auspices of PWS. Please contact the member directly for more information about a posting.	29 Oct 2007 9:31 AM Anonymous	1	—

The screen below shows the Member Offered Workshops and Classes forum category topics as the public sees it. The first topic provides details of how to post a topic for PWS members and the second shows an example of a member-offered class. Logged in members will see a Create Topic button which they can use to post their own workshops or classes. You can click on the "Subscribe to forum" link to be notified by email of updates to the forum topic.

Topic	Last message	Replies
PWS members teaching any classes? Post details in the forum by "creating a topic"	29 Oct 2007 9:31 AM Anonymous	—
Jan Pini teaches watercolor June 1 2014	02 May 2014 5:05 PM Jan Pini (Administrator)	—

To create a topic about a class or workshop you are offering, click the Create Topic button. You will see a screen like the one shown below. Be sure to subscribe to the forum by checking the checkbox at the bottom so you receive emails when someone adds a comment to your forum topic. Also, be sure to include enough information that interested people can contact you. You can make later changes or delete your forum topic.

Member Offered Workshops and Classes

Creating new topic

Author	Jan Pini	* Mandatory fields
Subject	Jan Pini teaches watercolor June 1 2014	
* Body	<p>Jan Pini, winner of third place at PWS Waterworks 2014, teaches how to make muddy watercolor paintings. Date: June 1, 2014 Time: 10:00-11:00 AM Place: 123 Main St., Anytown, PA 12345 Interested? Contact Jan Pini at janpini@verizon.net or 724-518-5585</p>	
<input type="button" value="Create"/> <input type="button" value="Cancel"/>		<input checked="" type="checkbox"/> Subscribe to topic <input type="button" value="Daily"/>

Member View

To log in to Wild Apricot, enter your email address and password in the fields on the header area. (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.)

Email	<input type="text"/>
Password	<input type="password"/>
<input type="checkbox"/> Remember me <input type="button" value="Login"/> Forgot password	

After you log in to Wild Apricot, you'll see the PWS Home page. To view and change your profile information, click the View Profile link in the header area. Note that there are links to change your password and logout.



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

My profile

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

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

Membership details

Membership level **Juried** - \$40.00 (USD)
Subscription period: 1 year, on: June
No recurring payments

Membership status **Active**

Member since 01 Oct 2011

Renewal due on 01 Jun 2014

[Renew until 01 Jun 2015](#)

User ID 11246138
First name Jan
Last name Pini
Nickname Jan
E-Mail janpini@verizon.net
Home Phone 724-941-2394
Mobile Phone 724-518-5585

Renew Membership button – Note that membership renewal is not due until June of 2014. 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.

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 described in detail below.

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](#)

User ID	11246138 This field is generated automatically and cannot be changed
First name	Jan
Last name	Pini
Nickname	Jan
E-Mail	janpini@verizon.net
Home Phone	724-941-2394
Mobile Phone	724-518-5585

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

My profile

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 checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
E-Mail	<input type="radio"/>	<input checked="" 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 PWS. We recommend you leave the settings as they are (checked), meaning you'll receive important emails from PWS.

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 [Send message](#)

Member profile details

Membership level	Juried
First name	Jan
Last name	Pini
Nickname	Jan
E-Mail	janpini@verizon.net
Home Phone	724-941-2394
Mobile Phone	724-518-5585
Home Street	103 Crabtree Ct.
Home City	Venetia
Home State	PA
Home Postal Code	15367

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 My Fan

Privacy menu option – For each profile field, shows who can see the information in our 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			
Details to show <small>(in member directories, forum and blog posts)</small>			
	Anybody	Members	No access
User ID			
First name			
Last name			
Nickname			
E-Mail			
Home Phone			

Email subscriptions menu option – Shows the type of emails you will received from PWS 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	
Event notification	
Subscribed ✓	Automatic event announcements. Receive advance announcements about upcoming events
e-Newsletters and email blasts	
Subscribed ✓	Mass messages from administrators, such as newsletters and other important notifications
Forum subscriptions	
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 four albums: Landscapes, People, Still Lifes and Structures and Buildings.

The screenshot shows a menu bar with links: Profile, Privacy, Email subscriptions, Member photo albums, and Invoices and payments. Below the menu, there is a button labeled "Add album" and a count of "Albums: 4". Four album thumbnails are displayed: "Landscapes (3)" showing a coastal scene, "People (4)" showing a portrait of a child, "Still Lifes (2)" showing a sunflower, and "Structures and Buildings (4)" showing an interior scene. Each thumbnail has its name and the number of photos underneath.

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

The screenshot shows the "Landscapes (3)" album page. It includes a "Back to profile" link, an "Upload photos" button, an "Edit details" button, and a "Delete album" button. The text "Created on: 04 Nov 2013" is also present. The album contains three paintings: "'Maine Coast', 5.5x", "'Peters Lake #1', 7", and "'Peters Lake #2', 7".

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. Note that PWS is looking into offering payments via PayPal.

The screenshot shows the "Invoices and payments" menu option. It includes a "Search" field and a message "Records found: 2". A table lists two transactions:

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

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.

Calendar

PWS's workshops, meetings and important show events are displayed in a month, week or year view with scrolling between periods.

Month: November 2013						
Week	Month	Year	< Previous Month Today Next Month >			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	Nov 1	2
3	4	5	6	7	8	9

[Watercolor Conversation at Michalina's](#)

[PWS Board Meeting](#)

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 workshops can be done online using the secure PayPal system (in the future), or may be done by check made out to Pittsburgh Watercolor Society and mailed to the Workshop Registrar.

PWS Board Meeting

When 07 Nov 2013 7:00 PM - 9:00 PM Location 511 Bevington, Pittsburgh, PA 15221 Registered 1 attendee	PWS Board meeting at the home of Sue Schneider
Registration <ul style="list-style-type: none">Attendee - Free	
Register	

Registering for a workshop

Workshops are “events” and can be registered for and paid for online (in the future 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.

Events List

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

Upcoming events

PWS Board Meeting

When 07 Nov 2013

7:00 PM - 9:00 PM

Location 511 Bevington, Pittsburgh, PA
15221

Registered [1 attendee](#)

PWS Board meeting at the home of Sue Schneider (412-242-6751)

[Register](#)

[Already registered](#)

[Show details](#)

Watercolor Conversation at Joan Milsom's

When 12 Jan 2014

Join us for a conversation with fellow PWS members. Please bring a painting (either in