

EASY GUIDE TO THE ONLINE SYSTEM

Using A Smart Phone

ADD THE WILD APRICOT APP TO YOUR SMART PHONE

No matter where you go, the Vagabond Directory is always at your fingertips when you add the free Wild Apricot App to your smart phone. Here's how:

- ◆ Go to the app store you use (Apple store, Google Play, etc.).
- ◆ Search for "**Wild Apricot – Members**" and download it.
- ◆ Logon to Wild Apricot using your email address and password. (Note: You must have established a password prior to using the smart phone app.) Tap "Remember me" to retain your password.
- ◆ On an iPhone, tap **Members** at the bottom of the screen. On an Android phone, call up the menu and tap **Members**.
- ◆ Tap the magnifying glass in the upper right-hand corner to get the search box. Type 4 or so characters of the last name and tap the name you want. You can search by first name, too!

What else can you do with the Wild Apricot App?

After tapping the Wild Apricot app:

View the menu. On an iPhone the menu appears at the bottom of the screen. On an android phone it appears as a separate menu.

- ◆ Tap "**Members**" to access the member directory. Tap the magnifying glass to search for a specific member using either their first or last name. Usually only 3 or 4 characters are necessary.

- ◆ Tap "**Event List**" to view the events open for registration. Tap a specific event to register for it.
- ◆ Tap "**My Tickets**" to view a list of events you are registered for.
- ◆ Tap "**Profile**" to view your profile and update it, if necessary. To update, tap the three dots in the upper right-hand corner of your profile page. Tap "**Edit Profile**". Make the necessary changes and click **SAVE** at the top of the screen.

What can't you do with the Wild Apricot App?

- ◆ Join a waitlist for an event
- ◆ Renew Your Membership
- ◆ Register two people for an event

HOWEVER . . . You can still do these functions on your Smart Phone!

At the top of your Profile Page, next to Vagabond Ski & Social Club, Inc. tap the icon that looks like a rectangle with an arrow at the upper right-hand side. This takes you to the website, and you will have the same capability on your smart phone as you do on a computer. The screens are the same as on a computer. You can register two people for an event, renew your membership, join a wait list, sign up for events, etc. Holding the phone sideways makes the screens easier to read. In other words, you do not have to use a computer. **Your smart phone can accomplish the same functions.**



NEED HELP?

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