



The membership management software that ETHA uses, Wild Apricot (WA), includes a mobile app for both Android and Apple iOS phones. The app, ***Wild Apricot for Members***, has a simple interface and is the easiest way to update your member profile, view or renew your membership. It also offers the potential for members-only access to a directory of other ETHA members, but this feature is not yet activated.

Here are instructions are for the Android app. The iPhone app will be similar in functionality, but generic instructions can be viewed [here](#).

What You Can Do With the Member App

As an ETHA member you can use the mobile app to:

- View and update your member profile
- Renew your membership
- View details of upcoming events
- Add an event to your calendar
- Register for an event and pay the registration fee
- View your existing event registrations
- Pay an outstanding event registration fee

In the future, using member-established privacy limits, the app may be configured to allow fellow ETHA members to:

- View a member directory
- View another member's profile
- Email your fellow members

Any member would be able to opt out of any directory options should this option be adopted. This would prevent your information from being available to other members.

Downloading the Member App

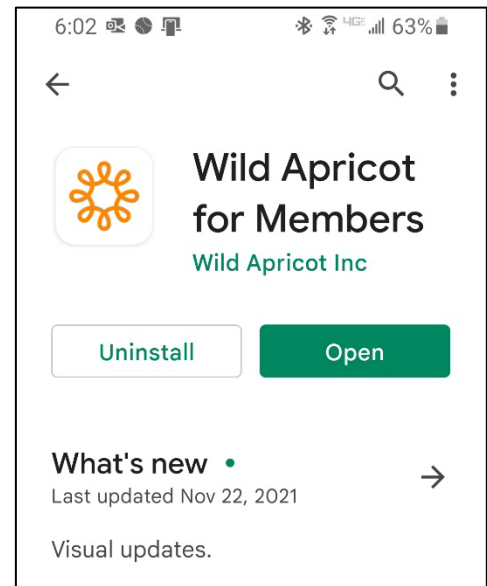
In the Google Play Store (Android) or the App Store (iPhones), you can find the app listed as “Wild Apricot for Members.” Download it to your phone to begin the process of using the app.

Logging In

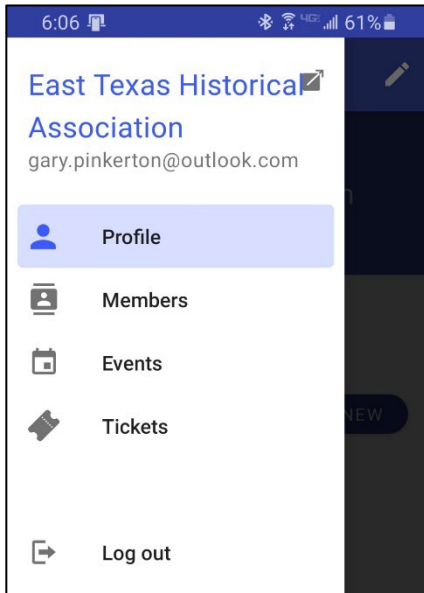
Log into the member app by using the same email address and password you use to access your ETHA member profile.

If you don't know your password and need to change it, go to <https://etha.wildapricot.org/>. On the WA Landing Page, click Member Login at the top right of your screen. There you can Reset or Change your password.

Once inside the app, you can log out from the main menu.



Navigating the Member App



The mobile app has the following functions on the menu: Profile, Members, Events, and Tickets. When you first login to the app, you will be taken to the Profile module.

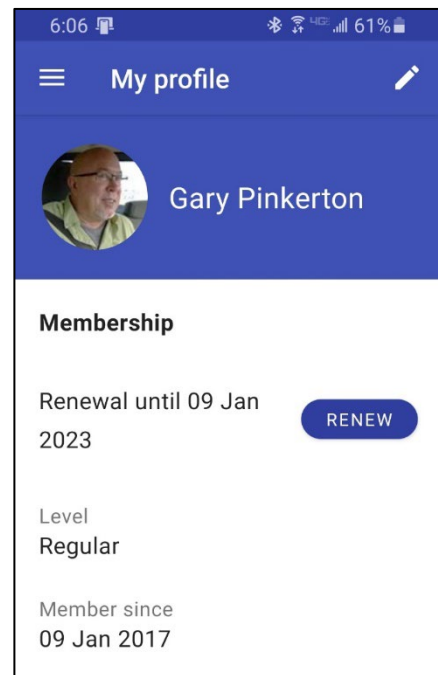
To jump to another module, swipe from the left and tap the module name from the menu that appears.

Viewing Your Profile

You can view your profile tapping **Profile** from the main menu.

The pencil icon at the top right of the screen allows you to edit and make changes. Those changes are reflected in the main WA record of your membership.

If you have uploaded a photo from within the desktop version of WA for your member profile, it will be displayed here.



Renewing your membership

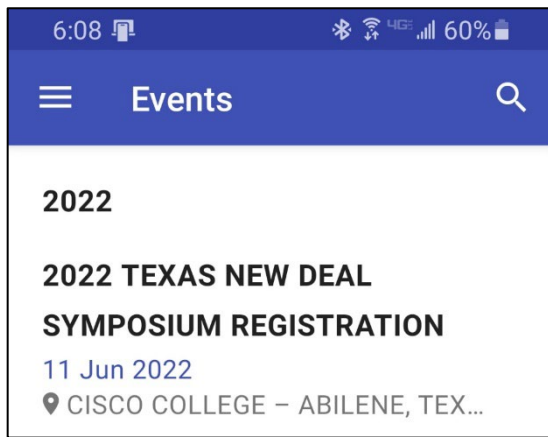
On your profile tab, a button with an option to renew your membership will appear, along with the date of your next renewal. If your renewal date is within a week, a message indicating the number of days to renewal will appear, along with a **Renew** button you can tap to start the renewal process.

Clicking the Renew button will extend your membership by one full year past the date of the expiration shown. If your membership has expired, the message to that effect will appear, along with a button allowing you to renew.

When you tap the **Renew** button, a screen will appear where you can review and update your membership details. After you tap the **Continue** button at the bottom of the screen, you'll have the option to pay online or get invoiced.

If you choose to be invoiced, an option will appear on your profile tab to complete the renewal process by paying online.

Viewing the Events List



In the app you can view an event calendar showing upcoming events by tapping **Events** within the main menu. A ticket icon will appear beside events for which you are already registered. Tickets only means that you are registered. There are no physical or digital ticket used.

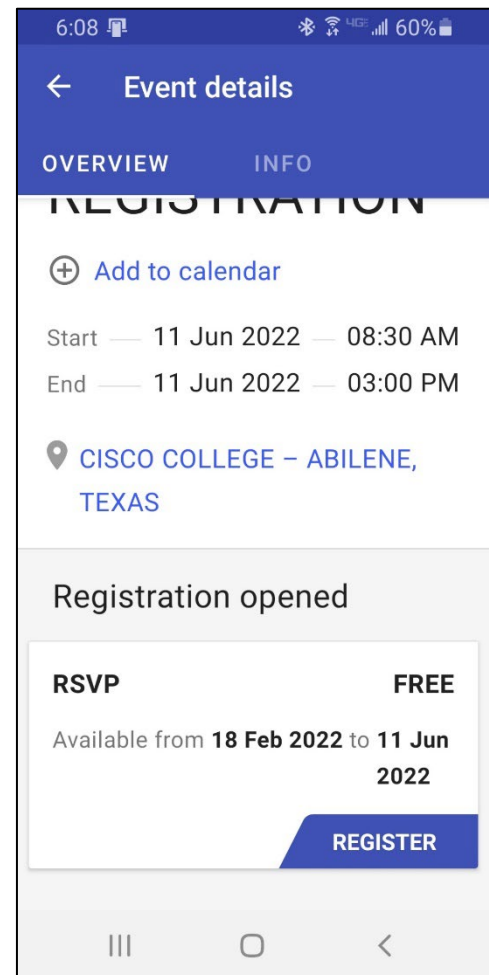
Tapping any of the events within the list will display the details of that event. It will also allow you to register.

You can register for the event by tapping the **Register** button beside the appropriate registration type. The registration form will appear, along with options to specify the number of guests and indicate whether you want to appear within the public list of event registrants.

After you register, you can add the event to your calendar app, by tapping **Add to calendar**. You'll be asked for permission to access your calendar. Tapping on the location within the event details will display the location within your mapping app (i.e., Google Maps).

To view the event description, tap the **Info** tab.

To view the registrants who have agreed to have their names listed, tap the **Registrants** tab.



Once you complete the registration form and tap **Continue**, your payment options will appear. Depending on the payment method chosen when the event was set up, you might see **Invoice me** and/or **Pay online** buttons

Once you click a payment option and complete the registration, your registration will appear within your **Tickets** module. There is no physical “ticket” needed for any ETHA event, instead it is your confirmation of registration.

If the option to automatically delete an event registration if not paid within 15 minutes is enabled, a countdown will appear indicating the number of minutes left.

Viewing Event Registrations

You can view your existing event registrations by tapping **Tickets** within the main menu. Tapping one of the registrations within the list will display the event registration details. If the event registration fee is not fully paid, you can tap the **Pay** button to pay the fee online.

To cancel an event registration, you click the **Cancel** button within the event details. The option to cancel a registration is only available if your site administrator has enabled it for your registration type.

Enjoy the App!

We hope will give the new mobile app a try. It might even be a good time to renew and extend your membership since is so simple! If you have any questions or feedback, email Gary Pinkerton at gary.pinkerton@outlook.com, or contact the ETHA at office@easttexashistorical.org.

The ETHA Membership Team
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