
HELP & INSTRUCTIONS

IAWP MEMBER-ONLY SECTION

January 1, 2013

To: IAWP Members

The new online Members Only section at <http://iawp.wildapricot.org/> has a detailed help file at the upper right corner of every page. This is just a short and quick guide to help you get started with the new system, especially in setting your own individual record, privacy, and access. **Keep your contact information up to date.** This system is where you maintain your contact information for IAWP mailings.

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ACCESS THEN BOOKMARK WEB PAGE

Bookmark the system home page by creating a desktop shortcut. Right click with the mouse while on the opening screen at <http://iawp.wildapricot.org/>. A dialog box will open asking if you want to create a shortcut on your desktop. Click Yes. In the future, click on your desktop icon to open the system page. Otherwise, go to <http://www.iawp.org> and click at the top on Members which is simply a text link to <http://iawp.wildapricot.org>.

LOG IN TO SYSTEM

At top right, click on Login.

On next screen enter your email address. At bottom click Forgot Password. The system will immediately generate a code for you. Come back to this page and login with your email and system password.

Accept the terms of use and click Continue.

CHANGE PASSWORD

At top right, click Change password link. Put in current password, put in new password. Update is immediate.

VIEW, UPDATE PROFILE, SET PRIVACY DISPLY, VIEW INVOICES AND PAYMENTS

At top right, click View profile link.

Click the Edit profile button to review and edit your personal record. This is where you maintain your contact information on the system for IAWP mailings.

Click Edit and then click Privacy to see what information displays in your online viewable profile and what changes you can make to reveal or hide details. Privacy settings allow you to control who can see your contact information, employment, title, telephone, etc. You can turn these views on or off.

Click the Save button at the bottom after making changes.

Click Edit then click Email subscriptions to receive bulk email. Click the Save button after making changes.

Click Member Photo Albums to upload photos to the album page. If your privacy setting allows others to view your album, this is where you place your pictures. (*Note: The storage space is very small, up to 5 photos.*)

Click Invoices and payments to see when you paid dues or donations. (*Note: Only when the system records a future payment or sends a renewal notice/invoice will a copy be available here.*)

MEMBERS ONLY PAGES

At the top navigation menu, click Members Only to see what sections are available. The bulk member email service is replaced by the new system. (*Note: The Members Only Section at iawp.org remains. Going forward, only the new service will be maintained. Log into the prior iawp.org Members Only section with iawpmembers and logmein.*)

MEMBER DIRECTORY

Member Directory displays the overall count of total numbers by Region, Employment Status and Country.

Click on a Region to display only those Members.

Click on a Country to display only those Members.

Click on the text link marked Advanced Search (under IAWP Region) to narrow your search further.

Click on the “Show” field (under Country) to change the display to a different 50 Members.

The default Directory display settings are:

First name Last name Organization Email Region Country

Click on a Member’s name to display details as controlled by their privacy settings.

MEMBER DISCUSSION FORUM

Member Discussion Forum is where you can enter a topic for discussion. Members who stay subscribed to the forum will get an email message when an entry/reply is made on the discussion topic. You can unsubscribe to the topic at anytime, create your own topic, or delete your own remarks/comments.

ADDITIONAL MEMBER ONLY AREAS

The current sections include Announcements, Chaplain Tamia Dow, Shopping and Discount Offers, Photo Gallery Links, WomenPolice Magazine, Board Reports, Example Policing Policies, Research, and Global News. In the future, we may create other sections and/or modify/change/delete these.

CONTACTS

Email Webmaster carolpaterick@gmail.com if you need additional assistance. You can also email Treasurer Michele Lish or Recording Secretary Karen Salisbury (pdxcop911@comcast.net or gsalisbu@bigpond.net.au) who have worked with and are familiar with the new system as well as contact your Regional Coordinator for assistance.