GSLBAA’s New Website and Membership Software: Wild Apricot

www.gslbaa.org
When you visit our new website, you will notice there is a Log In link at the top right corner. You can now login to your Member Profile Page!
Once you are logged in to our website, you will be able to access the Members-Only Content page of the website. This section is only visible to current members of GSLBAA.
In the Members-Only Content Page, you can access the Committee Forums.
You can read posts and comment on the posts in the forums. Forums include:
ATC Committee
Government Affairs Committee
Student Mentor Committee
Training and Safety Committee
How to get notifications when someone posts in a forum:

Once in the Forum page, click on the forum you would like to get notifications for.

Then click on Subscribe To Forum.
There is a GSLBAA Member’s Directory so you can find your new friend you met at today’s luncheon!
To access your Member Profile Page, click on your name on the top right corner. From here, you will be able to...

To Foster the Interest of Business Aviation in the Greater St. Louis Area

GREATER ST. LOUIS BUSINESS AVIATION ASSOCIATION - GSLBAA

The Greater St. Louis Business Aviation Association is intended to have a voice at the local, state, and regional level, allowing the organization to be more proactive, and effective when issues are presented.

A major goal of this organization is to be more in-tune to what is going on at the local level, and therefore, have the opportunity, and resources to act in a more efficient, and effective manner.
1. Edit and update your contact information.

Click on the Edit Profile button

Update your address, phone, email, company, job title, etc.
2. You can renew your membership and edit your recurring payment for membership renewals. No more trying to remember to renew each year, you can "set it and forget it"!

My profile

Edit profile  My directory profile

Profile

Membership details

Membership card

Amy Zambrano
Member Level: Professional  Member ID: 50654601
Valid until 01 Mar 2020

Image optimized for smartphones
Printable PDF

Membership level  Professional - $60.00 (USD)  Change
Subscription period: 1 year
Automatic renewal (recurring payments)
Stop recurring payments to change level or renew manually.

Membership status  Active
Member since  01 Mar 2019
Renewal due on  01 Mar 2020

Renew to 01 Mar 2021

User ID  50654601
3. Edit your privacy settings for the Member Directory. Click on Privacy. You can set each field to be displayed to: Anybody, Members or No Access.

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<thead>
<tr>
<th>Details to show</th>
<th>Anybody</th>
<th>Members</th>
<th>No access</th>
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<tbody>
<tr>
<td>Photo album</td>
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<td>Send message form</td>
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<td>Membership level</td>
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4. **Edit forum notifications.**
Click on Email Subscriptions. Change each forum notification to either: Daily, Weekly or Immediately.
5. You can cancel your luncheon registration (up until 3 days before the event). Click on My Event Registrations. Click on the Event.
This will take you to the event registration page. Click on Already Registered.
Then click on Cancel Registration.
6. Pay invoices for luncheons and memberships, and print receipts.

Just click on Invoices and Payments. If you originally registered for a luncheon as paying at the door and wanted to pre-pay online with a credit card, this is where you can do that. You can also print out invoices and receipts for your records.
The Wild Apricot for Members app is an app where you can register for your events and pay event fees straight from your phone. The app also provides access to your personal profile and the member directory. You can download the app from the Members-Only Content page of the website.
What Can You Do With the App?

There are three main features you can access with the app:

**Access Your Member Directory:**
- View your organization’s entire member directory
- View member profiles
- Email and call fellow members

**Update Personal Profiles:**
- Members can view their personal profile, including their membership renewal date

**Register for Events:**
- View an event calendar and event details
- Register for an event through the app
- View existing event registrations
- Pay an outstanding event registration fee
Corporate Bundle Administrators:

The bundle administrator is the person from your company who manages your GSLBAA corporate account.

The bundle administrator is responsible for:
1. Adding new members to your bundle
2. Deleting members from your bundle
3. Editing contact information for your bundle members
4. Editing privacy settings for your bundle
5. Renewing your corporate membership

Bundle Administrators can easily manage their Corporate Memberships by logging into their Member Profile Page.

If you are not sure who your Bundle Administrator is for your company, contact Amy Zambrano.
New Corporate Membership Levels:

We listened to your feedback and made some changes to our Membership Levels. We now offer more Corporate Membership Levels with more options for quantity of members and pricing.

During this conversion, we had to reassign your membership level. You can always change your membership level each year upon renewal. Your Bundle Administrator will receive an email when your membership is up for renewal.

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<tr>
<th>Old Corporate Membership Levels</th>
<th>New Corporate Membership Levels</th>
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<tbody>
<tr>
<td>Level 1 (Limited to 7 members)</td>
<td>Bronze Level (Limited to 3 members) $180/yr.</td>
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<tr>
<td>Level 2 (Unlimited members)</td>
<td>Silver Level (Limited to 8 members) $450/yr.</td>
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<td>Gold Level (Limited to 12 members) $600/yr.</td>
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<td>Platinum Level (Unlimited members) $900/yr.</td>
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If you would like to watch this tutorial again, it will be on the home page of our website, www.gslbaa.org.

Links to some useful help pages to aid you in navigating our new website:

**Member Guide Help Page:**

**Bundle Administrator Guide Help Page:**
https://gethelp.wildapricot.com/en/articles/514