

# Table of Contents

I know my password for the new SBNC website .....	2
What if I don't know my password or never received a <b>password</b> ? .....	3
Setting up and resetting your password .....	4
Password recovery .....	5
Check your email <b>in-box</b> .....	6
Password reset.....	7
Password successfully reset and <b>log in</b> to the website .....	8
Log in to the SBNC Website .....	9
Log in to the SBNC Website Using Your Facebook Credentials .....	10
Log in to the SBNC Website Using Your Google+ Credentials .....	12
Agree to the terms of use during the first time logging in .....	14



## SBNC Member Guide to Log in and Reset Passwords

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### I know my password for the new SBNC website

If you know your password for the new SBNC website and simply want to log in to the members only section, go to the step, Log in to the SBNC Website in this document for instructions on logging in.



## SBNC Member Guide to Log in and Reset Passwords

### What if I don't know my password or never received a password?

1. Click on the **LOGIN** box (1) to access the "forget password link".

The screenshot shows the homepage of the Santa Barbara Newcomers Club. At the top, there is a navigation bar with links for HOME, ABOUT US, EVENT CALENDAR, MEMBERS AREA, JOIN, NEWS, and CONTACT. Below the navigation bar is a large teal banner with the text "LET US WELCOME YOU TO SANTA BARBARA". Underneath the banner are three columns of images and text:

- ACTIVITIES**: Shows a group of people at an outdoor event. Below the image is a list: Parties and Get-Togethers, Exploring Santa Barbara, Shared Interests, Outdoor Life.
- ORIENTATION MEETINGS**: Shows a group of people at an indoor meeting. Below the image is text: Are you thinking of joining the Santa Barbara Newcomers Club? Consider attending our monthly Orientation Meeting for prospective new members.
- JOIN US!**: Shows two women riding bicycles. Below the image is a list: How to start, Membership Levels, Apply Online.



# SBNC Member Guide to Log in and Reset Passwords

## Setting up and resetting your password

You will be directed to the **LOGIN** screen. Click on the "**forget password**" link (1) beside the **LOGIN** button.

The screenshot shows the website's header with social media links (Facebook, Twitter, LinkedIn), the club logo, and a navigation menu with links to Home, About Us, Event Calendar, Members Area, Join, News, and Contact. Below the menu, a message says "Please login to continue". It features a form with fields for Email and Password, a "Remember me" checkbox, a "LOGIN" button, and a "Forgot password" link. A blue arrow points from the number "1" to the "Forgot password" link. At the bottom, there are links for Facebook and Twitter, and a newsletter sign-up section with an envelope icon and the text "Join our Newsletter Stay Connected".

f    t    in

**SANTA BARBARA  
NEWCOMERS CLUB**

HOME    ABOUT US    EVENT CALENDAR    MEMBERS AREA    JOIN    NEWS    CONTACT

Please login to continue

Please login to continue to the page you have requested.

Email

Password

Remember me

**LOGIN**    **Forgot password** 1

Facebook    Twitter

Join our Newsletter  
Stay Connected



## SBNC Member Guide to Log in and Reset Passwords

### Password recovery

Next, enter your email (you must use the same email address that you received in your welcome email) (1). Type in the characters you see in the picture into the Code field (2).

Click **Submit** (3).

The screenshot shows the website's header with social media links (Facebook, Twitter, LinkedIn), the club's logo, and a navigation menu with links to HOME, ABOUT US, EVENT CALENDAR, MEMBERS AREA, JOIN, NEWS, and CONTACT.

The main content area has a teal background and features a large white "RESET PASSWORD" button. Below it, there are three numbered steps:

- 1 Your email: A text input field with a blue circular icon containing the number 1.
- 2 Code: A text input field with a blue circular icon containing the number 2. To its right, instructions say "Type the 6 characters you see in the picture" and show a CAPTCHA image with the text "WD4WHM".
- 3 SUBMIT: A black rectangular button with a blue circular icon containing the number 3.



# SBNC Member Guide to Log in and Reset Passwords

## Check your email in-box

You should receive an email in a few seconds similar to the one below (be sure to check your junk/spam folder if you don't get the email).

Click the link in the second sentence (1) and you will be directed to the website and asked to choose a new password.

 Tue 2014-10-28 10:24 AM  
Santa Barbara Newcomers Club <  
Choose a new password for your Santa Barbara Newcomers Club account

To [REDACTED]

Hello C

A request was made to recover a lost password for this email address at <http://santabarbaranewcomers.wildapricot.org/>

To choose a new password go to:  
<http://santabarbaranewcomers.wildapricot.org/Sys/Password/Reset?id=c47b1a9a-e7bf-4731-bb1f-898906a6571b> 1  
(if the link does not open - please copy-paste the link into the address line of your browser).

If you did not request a new password at <http://santabarbaranewcomers.wildapricot.org/>, you may safely disregard this email.

Many thanks,  
Santa Barbara Newcomers Club



# SBNC Member Guide to Log in and Reset Passwords

## Password reset

Enter the new password and then enter it again in the confirm new password field. Click **Set New Password** (1). Please note passwords are case sensitive, must be a minimum of 7 characters and can be any combination of letters, numbers and characters (except spaces).

f    t    in

  
SANTA BARBARA  
NEWCOMERS CLUB

[LOGIN](#)

HOME    ABOUT US    EVENT CALENDAR    MEMBERS AREA    JOIN    NEWS    CONTACT

\*New password

\*Confirm new password

 **SET NEW PASSWORD**



## SBNC Member Guide to Log in and Reset Passwords

### Password successfully reset and log in to the website

You should get a message showing the reset was successful. You are now ready to log in.

1. Click the LOGIN button at the top right of the website.
2. Go to the next step.

The screenshot shows the homepage of the Santa Barbara Newcomers Club website. At the top, there are social media links for Facebook, Twitter, and LinkedIn. The club's logo, featuring silhouettes of people and palm trees, is displayed above the text "SANTA BARBARA NEWCOMERS CLUB". A "LOGIN" button with a "1" notification is on the right. Below the header is a navigation menu with links to HOME, ABOUT US, EVENT CALENDAR, MEMBERS AREA, JOIN, NEWS, and CONTACT. A large teal banner across the middle of the page displays the text "RESET YOUR PASSWORD". Below this banner, a green callout box contains a checkmark icon and the message "Password has been changed successfully. Now you can log in with your new password." with a "Home" link. At the bottom of the page, there are links for "Facebook" and "Twitter" on the left, and a "Join our Newsletter Stay Connected" link with an envelope icon on the right.



## SBNC Member Guide to Log in and Reset Passwords

### Log in to the SBNC Website

1. Enter the email address that you signed up to the SBNC with in the Email field.
2. Enter the password you just successfully reset in the step above.
3. Click the LOGIN button
4. Once logged in, you will have access to the member's only area to register for events, change your profile, search member directories and more.

The screenshot shows the homepage of the Santa Barbara Newcomers Club. At the top, there is a navigation bar with links for HOME, ABOUT US, EVENT CALENDAR, MEMBER'S AREA, JOIN, and CONTACT US. To the right of the navigation bar are social media icons for Facebook, Twitter, and Instagram. A search bar with the placeholder "Enter search string" is also present. The main header features the club's name, "SANTA BARBARA NEWCOMERS CLUB", and a decorative graphic of silhouettes of people and palm trees. Below the header, a large teal banner displays the text "MEMBER LOGIN". Underneath the banner, a breadcrumb trail shows "Home > Login". The main content area contains a message "Please login to continue" followed by a sub-message "Please login to continue to the page you have requested.". On the left side, there are two social login buttons: "Log in with Facebook" and "Log in with Google+". On the right side, there is a form for manual login, which includes fields for "Email" (marked with a circled "1") and "Password" (marked with a circled "2"). Below these fields is a "Remember me" checkbox. At the bottom of the form are a "LOGIN" button (marked with a circled "3") and a "Forgot password" link. At the very bottom of the page is a black footer bar containing social media icons for Facebook, Twitter, and Instagram.



## SBNC Member Guide to Log in and Reset Passwords

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### Log in to the SBNC Website Using Your Facebook Credentials

Wild Apricot, the platform that the new SBNC website is running on allows you to log in with your email that you used when signing up for the SBNC and password that you have either been assigned or recently reset in the steps above, your Google+ credentials or your Facebook credentials.

#### Log in with Facebook

1. Click on the LOGIN button at the top right of the screen if you do not see the Member Login web page shown below.
2. Click the Log in with Facebook icon.
3. You will be taken to the Facebook log in screen.
4. Log in to your Facebook account as you normally would.
5. Click Log In.
6. The first time you log in you may be asked to give your permission to allow Wild Apricot (the website platform that the SBNC website runs on) to access your email to connect.

\*If you are using your Google+ or Facebook credentials, you must be running the latest versions of the supported browser. When logging in with your Google+ or Facebook email and password, you may get a message that your browsers are not compatible with the website. Please refer to the following [help document](#) from Wild Apricot (the website platform that the SBNC website is running on) to ensure the browser you are using is up to date, javascript is turned on, cookies are enabled and optionally you can add <http://www.sbnnewcomers.org/> to your Trusted Zone to minimize any compatibility issues. This is a one time step that will simplify logging in in the future.



# SBNC Member Guide to Log in and Reset Passwords

**SANTA BARBARA NEWCOMERS CLUB**

HOME ABOUT US EVENT CALENDAR MEMBER'S AREA JOIN CONTACT US

**MEMBER LOGIN**

[Home](#) > Login

Please login to continue

Please login to continue to the page you have requested.

[Log in with Facebook](#) [Log in with Google+](#)

Email

Password

Remember me

**LOGIN** [Forgot password](#)

[facebook](#) [Sign Up](#)

**Facebook Login**

Email or Phone:  [4](#)

Password:  [4](#)

Keep me logged in

**5** [Log In](#) or [Sign up for Facebook](#)

[Forgot your password?](#)

English (US) Français (Canada) Español 中文(简体) 한국어 日本語 Português (Brasil) Deutsch Italiano اردو



## Log in to the SBNC Website Using Your Google+ Credentials

Wild Apricot, the platform that the new SBNC website is running on allows you to log in with your email that you used when signing up for the SBNC and password that you have either been assigned or recently reset in the steps above, your Google+ credentials or your Facebook credentials.

### Log in with Google+

1. Click on the LOGIN button at the top right of the screen if you do not see the Member Login web page shown below.
2. Click the Log in with Google+ icon.
3. You will be taken to the Google+ log in screen.
4. Log in to your Google+ account as you normally would.
5. Click Sign in.
6. The first time you log in you may be asked to give your permission to allow Wild Apricot (the website platform that the SBNC website runs on) to access your email to connect.

\*If you are using your Google+ or Facebook credentials, you must be running the latest versions of the supported browser. When logging in with your Google+ or Facebook email and password, you may get a message that your browsers are not compatible with the website. Please refer to the following [help document](#) from Wild Apricot (the website platform that the SBNC website is running on) to ensure the browser you are using is up to date, javascript is turned on, cookies are enabled and optionally you can add <http://www.sbnnewcomers.org/> to your Trusted Zone to minimize any compatibility issues. This is a one time step that will simplify logging in in the future.



# SBNC Member Guide to Log in and Reset Passwords

The screenshot shows the SBNC Member Login page. At the top, there is a navigation bar with links for HOME, ABOUT US, EVENT CALENDAR, MEMBER'S AREA, JOIN, and CONTACT US. There are also social media icons for Facebook, Twitter, and Instagram. A search bar is present with the placeholder "Enter search string". The main title "MEMBER LOGIN" is centered above the login form.

**Please login to continue**

Please login to continue to the page you have requested.

Log in options include:

- Log in with Facebook (1)
- Log in with Google+ (2)

Form fields for Email and Password, and a Remember me checkbox. Below the form are "LOGIN" and "Forgot password" buttons.

**Google**

One account. All of Google.

Sign in to continue to Google+ (3)

The Google sign-in interface shows a blue profile icon, a text input field (4), and a "Sign in" button (5). Below the input field is a "Need help?" link. At the bottom of the Google sign-in box are links for "Sign in with a different account" and "One Google Account for everything Google" followed by icons for various Google services.



## SBNC Member Guide to Log in and Reset Passwords

### Agree to the terms of use during the first time logging in

During the first time you log into the new system, you will be asked to agree to the terms of use for the Wild Apricot software (the member management platform that the SBNC website is built on).

1. Click the terms of use link to review the details.
2. Click on the box beside the "I agree to the terms of use for this software" in order to agree.
3. Click the Continue button. You will now be logged into the website.

The screenshot shows the homepage of the Santa Barbara Newcomers Club. At the top, there is a navigation bar with links for HOME, ABOUT US, EVENT CALENDAR, MEMBER'S AREA, JOIN, and CONTACT US. To the right of the navigation is a search bar with a magnifying glass icon and the placeholder text "Enter search string". Below the navigation is a decorative header featuring silhouettes of people and palm trees. The main content area has a teal background and features the title "WEBSITE TERMS OF USE". Above this title, the breadcrumb navigation "Home > Terms of use" is displayed. A large blue circle labeled "1" points to the "Accept terms of use" link. A red arrow labeled "2" points to the checkbox labeled "I agree to the terms of use for this software". A blue arrow labeled "3" points to the "CONTINUE" button. The "CONTINUE" button is highlighted with a blue border, while the "CANCEL" button is black.