



# Pittsburgh Pastel Artists League

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## Welcome!

The Pittsburgh Pastel Artists League was started in 2002, dedicated to the promotion of the medium of pastel and pastel artists.

We share ideas and news about the medium of pastel. we meet once a year to schedule workshops, exhibits and "paint outs" where we get together and paint.

Our members' experience ranges from beginner to professional and everything in between. Some of our members teach classes, do demonstrations, have been featured in art publications and have won prestigious awards.

Please browse our members Directory and view examples of our members' work.

### Upcoming events

[Frank Sarris Public Library Exhibit](#)

11/01/2014 • Frank Sarris Public Library, N. Jefferson Ave., Canonsburg, PA 15317

### Recent news posts



PPAL WILD  
APRICOT  
USER'S GUIDE

Jan Pini  
Webmaster

# Pittsburgh Pastel Artists League Wild Apricot User's Guide

April 28, 2014

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## Welcome to Wild Apricot

Welcome to the new membership capabilities of our Wild Apricot site! Wild Apricot is an internet-based membership service that Pittsburgh Pastel Artists League has subscribed to which offers the membership and administration a number of benefits, including:

- Showcase our members' artistic talents to whatever degree is desired by each member
- Provide three privacy settings so that each member's profile information is visible by all visitors to our website (everyone), just other PPAL members or no one. This is adjustable by each member and for each piece of profile data.
- Allow each member to upload images of their artwork to a personal online gallery. For those of you who have wanted your own website to showcase your work, this could be a way to that end without additional expense to you!
- Have each member maintain his or her own information so addresses, email and phone numbers are always current
- An online membership application screen for new members (no need to print and mail)
- (Future) Pay for new membership or renewal via PayPal (or by mailing in a check, as before)
- Certain of our administrators and officers can mass email the members or subsets of the members
- Store our patrons' contact information and send emails to them
- Post our workshops and meetings as "events" allowing online workshop registration, reducing the amount of work for the workshop registrar

This document will show you how to use the members-only facilities of Wild Apricot.

Note that Wild Apricot provides a separate website ([ppal.wildapricot.org](http://ppal.wildapricot.org)) that seamlessly serves as an alias for our [www.ppalartists.com](http://www.ppalartists.com) website.

For you to use the member-specific aspects of Wild Apricot, including editing your member profile, you will need to enable "cookies" in your internet browser. Here are the instructions from the Wild Apricot help information:

Users cannot interact with Wild Apricot widgets if their browser is set to block third-party cookies. By default, Safari blocks third-party cookies, while Firefox and Chrome accept them. Internet Explorer blocks third-party cookies by default but allows users to accept them from Wild Apricot and other sites. Some firewalls or browser plug-ins may affect your browser's cookies settings. For more information, see this link: <http://windows.microsoft.com/en-us/windows7/block-enable-or-allow-cookies>

## Public View

**Directory** - To see the Member Directory information from the PPAL site, click on the Directory link. Note that the public will see this information and can only see the information you have allowed them to see. By default, as with many other art leagues, the public will only see your name, your “professional name” (how you sign your artwork) and your website (if you have one). By default, logged in members will see all your information. You can adjust the privacy settings of each piece of profile information. We’re hoping you will update this information to keep it more current.

**Directory List** – The public will see the member directory list where they can scroll through the list and search for members.

| Directory                          |                    |  |
|------------------------------------|--------------------|--|
| <a href="#">Advanced search...</a> |                    |  |
| Search: <input type="text"/>       | Found: <b>57</b>   | Show: <input type="text" value="Ange - Tobi (1-50)"/> ▼            |
| Name                               | Professional Name  | Website  |
| <a href="#">Angelelli, Lynn</a>    | Angelelli<br>Lynn  |  |
| <a href="#">Atwell, Louise</a>     | Atwell<br>Louise   |  |
| <a href="#">Barnicott, Linda</a>   | Barnicott<br>Linda | <a href="http://www.lindabarnicott.com">www.lindabarnicott.com</a> |
| <a href="#">Beem, Gail</a>         | Beem<br>Gail       | <a href="http://www.gailbeem.com">www.gailbeem.com</a>             |
| <a href="#">Begley, Carol</a>      | Begley<br>Carol    | <a href="http://www.carolvbegley.com">www.carolvbegley.com</a>     |

**Member Profile Details** – Clicking on a member’s name shows all the information the member has allowed the public (“Anyone”) to see. The viewer can click “Send Message” to send the member a message without seeing the member’s email address. (Note that if the member replies to the email, the viewer will see the member’s email address at that point.)


| Lynn Angelelli <input type="button" value="Send message"/> |           |
|--|-----------|
| Member profile details                                     |           |
| Membership level   | Full      |
| First name   | Lynn      |
| Last name  | Angelelli |
| Professional First Name                                    | Lynn      |
| Professional Last Name                                     | Angelelli |

Another example of what the public would see if a member would choose to allow more fields to be seen by the public ("Anyone") is shown below. In this case, the member is choosing to show more information about herself in an effort to promote her artwork.

**Jan Pini**




---

**Member profile details**

|                         |   |
|-------------------------|---|
| Membership level        | Full  |
| First name              | Jan   |
| Last name               | Pini  |
| Home City               | Venetia   |
| Home State              | PA  |
| Professional First Name | Jan   |
| Professional Last Name  | Pini  |
| Bio                     | Jan Pini has dabbled in art since high school. She has recently returned to her art passion after retiring from a long career in software development. She works in watercolor, oil, pastel and graphite. |
| Website                 | <a href="http://www.janpini.com">www.janpini.com</a>  |
| Profile Picture         |   |
| Current PPAL Committee  | Webmaster   |

---

**Member photo albums (3 Albums)**

|   |   |   |
|---|---|---|
| <br><a href="#">Animals/Wildlife (2)</a> | <br><a href="#">Landscapes/Seascapes (3)</a> | <br><a href="#">Portraits/Figures (3)</a> |
|---|---|---|

## News

Wild Apricot provides the capability for both a public news blog. “Blog” is short for “weblog” and is a way for contributors to post information and for others to comment on it. Facebook is another example of a blogging service.

To access the PPAL Wild Apricot public news blog, click the News menu option. The most recent blog posts are displayed. Only logged in members may create new blog entries but the public can view and comment on the entries. Logged in members will see an Add Post button on the screen shown below.

### News

[Add post](#)

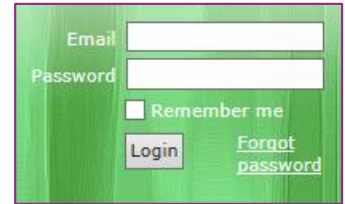
---

**PWS Waterworks awards for members Lynn Angelelli and Jan Pini!**  
04/28/2014 4:36 PM | [Jan Pini](#) (Administrator)  
I'm so happy to share with you that Lynn Angelelli won first place for "Tribute to the Coal Miner" and Jan Pini won third place for "Sedona Cowboy" at the recent Pittsburgh Watercolor Society members-only Waterworks 2014 show!

[Read more](#) • [Add comment](#) [Edit](#) • [Delete](#)

## Member View

To log in to Wild Apricot, enter your email address and password in the fields on the header area. (If you've forgotten your Wild Apricot password, you can click the Forgot Password link to be emailed a link that allows you set a new password.)



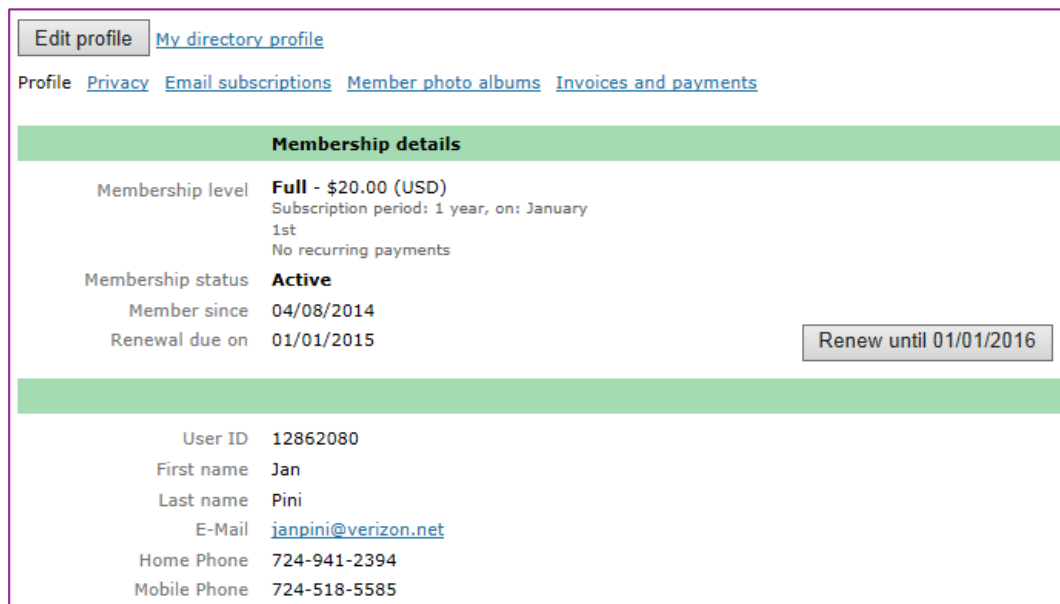
Form with fields for Email and Password, a Remember me checkbox, a Login button, and a Forgot password link.

After you log in to Wild Apricot, you'll see the PPAL Home page. To view and change your profile information, click the View Profile link in the header area. Note that there are links to change your password and logout.



Menu for Jan Pini with links for View profile, Change password, and a Log out button.

**Profile menu option** – This menu option shows your current membership information.



Profile page showing membership details and user information.

|                              |  |                                     |                                     |  |
|------------------------------|--|-------------------------------------|-------------------------------------|--|
| <a href="#">Edit profile</a> | <a href="#">My directory profile</a>   |                                     |                                     |  |
| Profile                      | <a href="#">Privacy</a>  | <a href="#">Email subscriptions</a> | <a href="#">Member photo albums</a> | <a href="#">Invoices and payments</a>  |
| <b>Membership details</b>    |  |                                     |                                     |  |
| Membership level             | <b>Full - \$20.00 (USD)</b><br>Subscription period: 1 year, on: January 1st<br>No recurring payments |                                     |                                     |  |
| Membership status            | <b>Active</b>  |                                     |                                     |  |
| Member since                 | 04/08/2014   |                                     |                                     |  |
| Renewal due on               | 01/01/2015   |                                     |                                     | <a href="#">Renew until 01/01/2016</a> |
| <b>User ID</b> 12862080      |  |                                     |                                     |  |
| First name                   | Jan  |                                     |                                     |  |
| Last name                    | Pini   |                                     |                                     |  |
| E-Mail                       | <a href="mailto:janpini@verizon.net">janpini@verizon.net</a>   |                                     |                                     |  |
| Home Phone                   | 724-941-2394   |                                     |                                     |  |
| Mobile Phone                 | 724-518-5585   |                                     |                                     |  |

**Renew Membership button** – Note that membership renewal is not due until January of 2015. To renew your membership, click the “Renew until...” button. The next screen will show your profile and allow you to make changes to your information. Click “Update and next” to continue. On the next screen, click “Confirm and proceed with payment.” You will be returned to a view of your profile and see that you have a balance due for your membership renewal which you can pay online in the future using PayPal or pay for by check as before.

**Edit Profile button**– Allows you to make changes to the values of your various profile data fields. There are Save and Cancel buttons visible if you scroll down. There are three aspects to your profile that you can edit which are described in detail below.

**Edit Profile** – This is most of your profile data fields. Make any changes needed and scroll to the bottom to save or cancel.

**My profile**

Profile [Privacy](#) [Email subscriptions](#)

\* Mandatory fields

---

User ID 12862080 This field is generated automatically and cannot be changed

First name

Last name

E-Mail

Home Phone

Mobile Phone

**Edit Privacy** – For each field you can adjust who can see each field: Anybody (anyone on the internet), Members (only logged in PPAL members) or No access (no one other than you and the PPAL administrators can see the information). Make any changes needed and scroll to the bottom to save or cancel.

**My profile**

[Profile](#) [Privacy](#) [Email subscriptions](#)

Show profile to others

**Details to show**  
(in member directories, forum and blog posts)

|   | Anybody                          | Members                          | No access                        |
|---|----------------------------------|----------------------------------|----------------------------------|
| Photo album   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| <input checked="" type="checkbox"/> Send message form | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| Membership level                                      | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| User ID   | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| First name  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| Last name   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| E-Mail  | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |

**Edit Email Subscriptions** – This is where you make changes to the types of emails you’d like to receive from PPAL. We recommend you leave the settings as they are (checked), meaning you’ll receive important emails from PPAL.

**My profile**

[Profile](#) [Privacy](#) [Email subscriptions](#)

**Event announcements**

Subscribed Automatic event announcements. Receive advance announcements about upcoming events

**Manual email blasts**

Subscribed Mass emails from administrators, such as newsletters and other important notifications



**My directory profile link** – displays your profile as logged in members would see it. The public (everyone) would only see the fields you want them to see based on your privacy settings. This screen is display-only. To make changes, you should click on Edit Profile.

**Jan Pini**

---

**Member profile details**

|                  |  |
|------------------|--|
| Membership level | Full   |
| First name       | Jan  |
| Last name        | Pini   |
| E-Mail           | <a href="mailto:janpini@verizon.net">janpini@verizon.net</a> |
| Home Phone       | 724-941-2394   |
| Mobile Phone     | 724-518-5585   |
| Home Street      | 103 Crabtree Ct.   |
| Home City        | Venetia  |
| Home State       | PA   |
| Home Postal Code | 15367  |

If someone clicks the Send Message button, they see a page as shown below. The person will not see your email address but Wild Apricot will send the message to you.

**Jan Pini**

---

**Send message**

\* **Message subject**

\* **Body**

**Reply name**

**Privacy menu option** – For each profile field, shows who can see the information in our Directory list. This screen is display-only. To make changes, you should click on Edit Profile.

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

✔ Show profile to others

**Details to show**  
(in member directories, forum and blog posts)

|                   | Anybody | Members | No access |
|-------------------|---------|---------|-----------|
| Photo album       |         |         |           |
| Send message form |         |         |           |
| Membership level  |         |         |           |
| User ID           |         |         |           |
| First name        |         |         |           |
| Last name         |         |         |           |
| E-Mail            |         |         |           |
| Home Phone        |         |         |           |

**Email subscriptions menu option** – Shows the type of emails you will received from PPAL via Wild Apricot. This screen is display-only. To make changes, you should click on Edit Profile.

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

**Event announcements**

Subscribed ✔ Automatic event announcements. Receive advance announcements about upcoming events

**Manual email blasts**

Subscribed ✔ Mass emails from administrators, such as newsletters and other important notifications

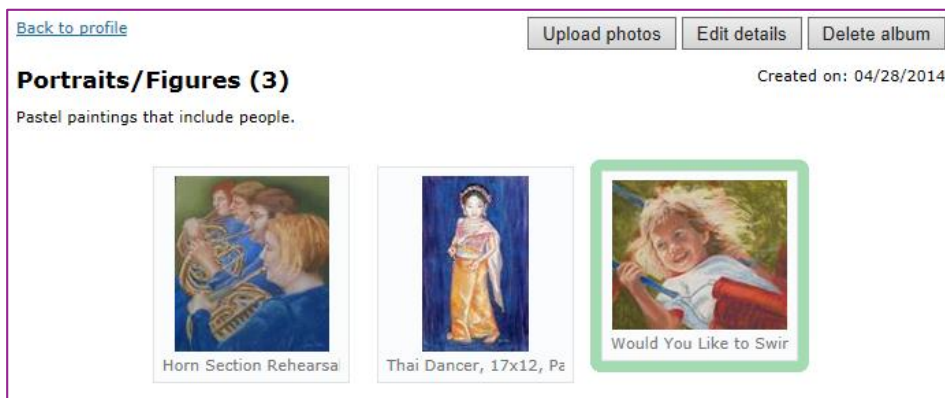
**Forum subscriptions**

You can subscribe for updates in a particular forum or forum topic. Go to forum/topic page to subscribe.

**Member photo albums menu option** – This is where you can set up albums of your work and upload images. The example below shows three albums: Animals/Wildlife, Landscapes/Seascapes, and Portraits/Figures.



Clicking on an album allows you to see what’s in each album and upload more pictures.



**Invoices and payments menu option** – Shows a history of any “invoices” and payments you have. In the example below, there was an online renewal which generated an “invoice” and a subsequent payment online via PayPal. Other types of payments may be shown if a payment is made by check. “Invoices” will be shown when renewing your membership online or by mailing in your check. Note that PPAL is looking into offering payments via PayPal.

| Date                      | Transaction  | Balance due   |
|---------------------------|--|---|
| Wednesday, April 10, 2013 | <a href="#">Payment</a><br>PayPal Express Checkout       | \$24.00<br>Settled<br><a href="#">Invoice #00010</a>                  |
| Monday, March 25, 2013    | <a href="#">Invoice #00010</a><br>Member renewal<br>Full | \$24.00<br>Settled<br><a href="#">Paid: Wednesday, April 10, 2013</a> |

## Events

Wild Apricot provides a calendar and event registration system. The event registration system automatically sends email reminders to attendees reminding them of upcoming events for which they have registered.

## Calendar

PPAL's workshops, meetings and important show events are displayed in a month, week or year view with scrolling between periods.

**Month: November 2014**

 [Switch to List View](#)

[Week](#) [Month](#) [Year](#) [< Previous Month](#) [Today](#) [Next Month >](#)

| Sunday  | Monday             | Tuesday            | Wednesday          | Thursday           | Friday  | Saturday              |
|---|--------------------|--------------------|--------------------|--------------------|---|-----------------------|
| <a href="#">26</a>                                  | <a href="#">27</a> | <a href="#">28</a> | <a href="#">29</a> | <a href="#">30</a> | <a href="#">31</a><br><a href="#">Frank Sarris Public Library Exhibit</a> | <a href="#">Nov 1</a> |
| <a href="#">2</a>                                   | <a href="#">3</a>  | <a href="#">4</a>  | <a href="#">5</a>  | <a href="#">6</a>  | <a href="#">7</a>   | <a href="#">8</a>     |
| <a href="#">Frank Sarris Public Library Exhibit</a> |                    |                    |                    |                    |   |                       |
| <a href="#">9</a>                                   | <a href="#">10</a> | <a href="#">11</a> | <a href="#">12</a> | <a href="#">13</a> | <a href="#">14</a>  | <a href="#">15</a>    |
| <a href="#">Frank Sarris Public Library Exhibit</a> |                    |                    |                    |                    |   |                       |
| <a href="#">16</a>                                  | <a href="#">17</a> | <a href="#">18</a> | <a href="#">19</a> | <a href="#">20</a> | <a href="#">21</a>  | <a href="#">22</a>    |
| <a href="#">Frank Sarris Public Library Exhibit</a> |                    |                    |                    |                    |   |                       |
| <a href="#">23</a>                                  | <a href="#">24</a> | <a href="#">25</a> | <a href="#">26</a> | <a href="#">27</a> | <a href="#">28</a>  | <a href="#">29</a>    |
| <a href="#">Frank Sarris Public Library Exhibit</a> |                    |                    |                    |                    |   |                       |

To see more details about an event including who the attendees are and to register, click on an event.

## Event Details

From the event details screen you can see more information about the event and can register yourself. Note that in order to obtain the member rate, you should be logged in or provide your email address when asked to do so. Payment for workshops can be done online using the secure PayPal system (in the future), or may be done by check made out to Pittsburgh Pastel Artists League and mailed to the Workshop Registrar.

**Frank Sarris Public Library Exhibit**

Start 11/01/2014 "Pure Pigment" exhibit of Pittsburgh Pastel Artists League members' work.

End 11/30/2014

Location Frank Sarris Public Library,  
N. Jefferson Ave.,  
Canonsburg, PA 15317

Registered [2 registrants](#)

**Registration**

- Exhibiting Artist - Free

## Registering for a workshop

Workshops are “events” and can be registered for and paid for online (in the future) or by mailed check. Be sure to check the box that says “Include name in list of event attendees” so others can see you are signed up.

## Sitting for a show

Events can also be used to sign up for show sitting.

## Events List

Events can be viewed in a list by clicking on the Events menu option. From the list you can view details and register for the event.

**Upcoming events**  [Switch to Calendar View](#)

**Frank Sarris Public Library Exhibit**

Start 11/01/2014 "Pure Pigment" exhibit of Pittsburgh Pastel Artists League members' work.

End 11/30/2014

Location Frank Sarris Public Library,  
N. Jefferson Ave.,  
Canonsburg, PA 15317

Registered [2 registrants](#)

## Members Only area

Wild Apricot provides a calendar and event registration system. The event registration system automatically sends email reminders to attendees reminding them of upcoming events for which they have registered.

## eNewsletters

Previously emailed newsletters and important announcements are stored on this page.

### **Previous e-Newsletters**

April 22, 2014 - [PPAL - March/April Newsletter](#)

March 2, 2014 - [February 2014 PPAL Newsletter](#)

February 2, 2014 - [JANUARY 2014 PPAL NEWSLETTER](#)