

## The New AMSAT Member and Event Online Portal

We are excited to announce AMSAT has launched its new online member management system, the AMSAT Member and Event Portal. Effective immediately, we are discontinuing use of the old database. In addition, we have removed all member application/renewals from the AMSAT website Store and no longer accept paper-based applications/renewals through the mail or delivered in person.

The AMSAT Member and Event Portal, powered by Wild Apricot, is a gamechanger in how AMSAT will interact with you, our members. Gone are the days of maintaining and manually updating multiple systems. Instead, Wild Apricot provides us with an all-in-one, fully automated, member service solution. The best part, though, is now YOU ARE IN CHARGE of your AMSAT member account.

So, let's get you started, with these 10 easy steps:

- 1. Visit launch.amsat.org.
- 2. Click on **LOG IN** button in upper right corner.
- 3. Click Forgot password link.
- 4. Enter \*Your email address and displayed \*Code, then click **SUBMIT**.
- 5. Open email and click on link to reset password.
- 6. Enter and confirm your new password, then click **SET NEW PASSWORD**.
- 7. Log in with your email address and new password.
- 8. Accept the Wild Apricot's Terms of Use.
- 9. On the AMSAT Membership and Event Portal home page, click on the blue member symbol.
- 10. On the My Profile edit page, review and update your personal information.

NOTE: If you receive a message "ERROR WARNING – Email not found" message after clicking SUBMIT in Step 3, send an email to <a href="members@amsat.org">members@amsat.org</a>, with HELP in the subject line. In the body of the message, all we need is your full name, your call sign, and your AMSAT member number (if you know it).

In addition, for the time being, your member account on the AMSAT Member and Event Portal is separate and apart from AMSAT's main website and AMSAT Store login. Changing information on the AMSAT Member and Event Portal will not affect your account on amsat.org website.

That's it. You're done! Congratulations and thank you for helping us take the next step in AMSAT's modernization.

## And This Is Only the Beginning ....

In this initial rollout, we've only scratched the service of what Wild Apricot can do. Once we get everyone online, we'll unlock other features, to include improved interaction, member-only content, and so much more. Afraid you'll miss out? Don't worry. We will send you email notifications with each new, added feature.

With our new Member and Event Portal, we are fulfilling our promise to you to provide a modern, interactive membership portal, capable of delivering the quality of customer service you deserve. We appreciate your support and hope you are as impressed as we are.