



## IPMS/USA Membership System Detailed First Time Visit Instructions

Welcome to our new membership system! Here are step by step instructions for your first login to the new pages. Once you are logged in please feel free to explore all the pages of the Membership system. Please let us know if you come across any issues as you look around. This is all brand new and there may be some things that aren't quite right yet!

To get started, follow the "Renew Your IPMS/USA Membership" or "Join IPMS/USA" links under the "Join IPMS/USA" tab on the [ipmsusa.org](http://ipmsusa.org) home page, or you may get an email from us with a link. You will see the page below:

International Plastic Modelers Society - x +

ipmsu28.wildapricot.org/Sys/Login?ReturnUrl=%2fsys%2fwebsite%2fsystem-pages%2f%3fpageId%3d18012

MEMBERSHIP HOME CHAPTER DIRECTORY JOIN US

Go to IPMS/USA Renew My Membership

### PLEASE LOGIN TO CONTINUE

#### Login Information

This is a new Membership platform for our organization. **If you are a current member of IPMS/USA, and this is the first time you are logging in,** you will need to enter your email address, and click "Forgot Password". You will receive an email that prompts you to reset your password. Once you reset your password you will be able to login, update your profile, and pay your dues.

**If you are not a current member** and want to become a new member, you just need to click the "Join Us" link in the menu and follow the prompts to join our organization.

Please login to continue to the page you have requested.

Log in with Facebook

Log in with Google

Email

Password

☐ Remember me

**LOG IN** [Forgot password](#)

IPMS/USA

Enter search string

10:28 AM 12/6/2021

On your first visit you will need to set up your password. Click on the “Forgot Password” link (circled in red above) and you will see the following page:

International Plastic Modelers' Society

*By Modelers, for Modelers*

MEMBERSHIP HOME CHAPTER DIRECTORY JOIN US

Go to IPMS/USA Renew My Membership

## RESET PASSWORD

Your email: joe.modeler@gmail.com

☐ I'm not a robot

SUBMIT

IPMS/USA  
P. O. Box 1411  
Riverview, FL 33568-1411  
Phone: 727-537-6886  
Email: [manager@ipmsusa.org](mailto:manager@ipmsusa.org)

IPMS/USA is a 501 (C) (7) non-profit organization.  
© All Rights Reserved 2021

Enter search string

f t in v

10:31 AM  
12/6/2021

Enter the email address that you use with your IPMS account and complete the “I’m not a robot” challenge, and click submit. You will see the following page:

International Plastic Modelers' Society

ipmsu28.wildapricot.org/Sys/ResetPasswordRequest?ReturnUrl=%2f&result=2

MEMBERSHIP HOME CHAPTER DIRECTORY JOIN US

Go to IPMS/USA Renew My Membership

## RESET PASSWORD

Password reset instructions emailed. If you do not receive our email within a few minutes, please check your junk/spam filters and double-check the email address entered.

[Home](#)

IPMS/USA  
P. O. Box 1411  
Riverview, FL 33568-1411  
Phone: 727-537-6886  
Email: [manager@ipmsusa.org](mailto:manager@ipmsusa.org)

IPMS/USA is a 501 (C) (7) non-profit organization.  
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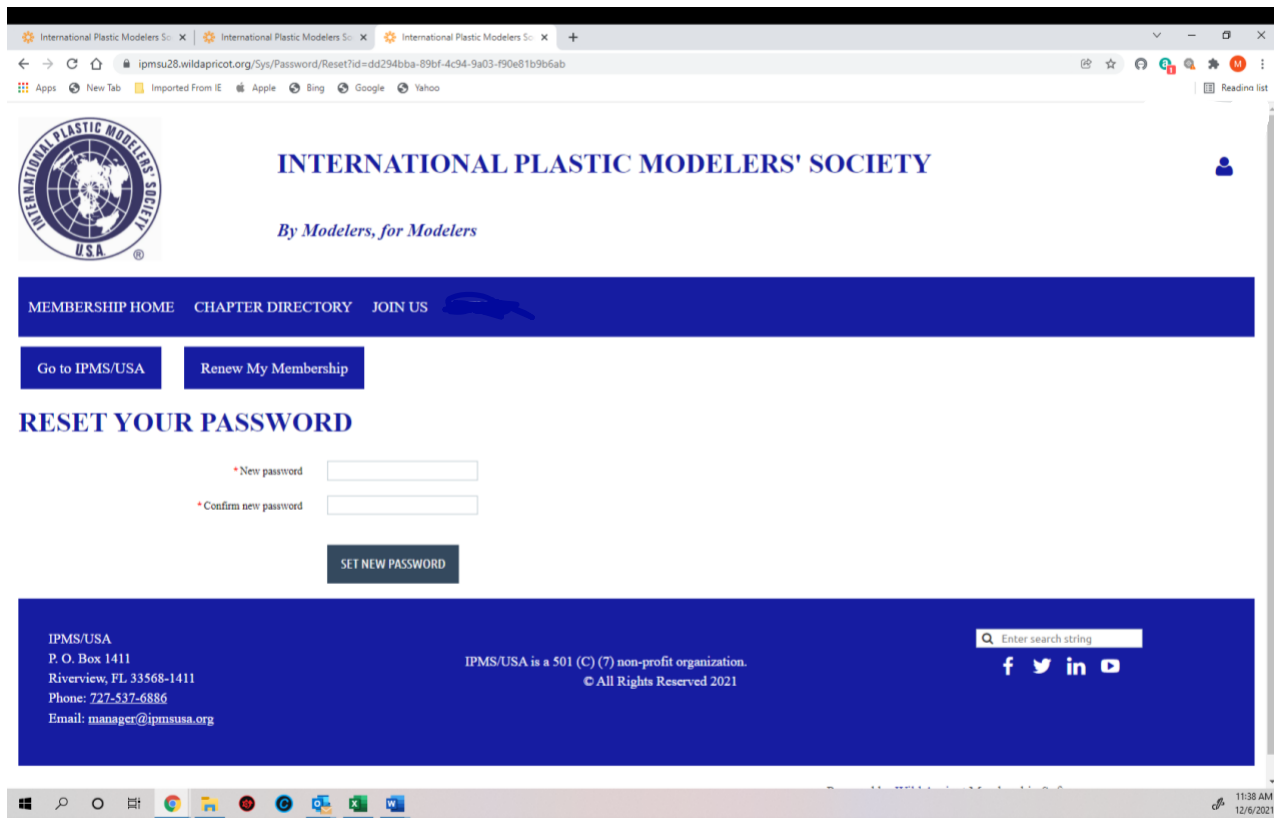
Enter search string

f t in v

Powered by [Wild Apricot](#) Membership Software

10:38 AM  
12/6/2021

Look for the email you will be sent and follow the instructions. Once you click on the link in the email you will find yourself on this page:



Create a password for your IPMS membership and click “Set New Password”. You will get the page below in response:

International Plastic Modelers Society

INTERNATIONAL PLASTIC MODELERS' SOCIETY

*By Modelers, for Modelers*

MEMBERSHIP HOME CHAPTER DIRECTORY JOIN US

Go to IPMS/USA Renew My Membership

### RESET YOUR PASSWORD

✓ Password has been changed successfully. Now you can log in with your new password.

[Home](#)

IPMS/USA  
P. O. Box 1411  
Riverview, FL 33568-1411  
Phone: 727-537-6886  
Email: [manager@ipmsusa.org](mailto:manager@ipmsusa.org)

IPMS/USA is a 501 (C) (7) non-profit organization.  
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Enter search string

f t in v

Powered by [Wild Apricot](#) Membership Software

11:40 AM  
12/6/2021

Either of the links circled in red above will take you back to the login page:

International Plastic Modelers Society of America

MEMBERSHIP HOME CHAPTER DIRECTORY JOIN US

Go to IPMS/USA Renew My Membership

## PLEASE LOGIN TO CONTINUE

### Login Information

This is a new Membership platform for our organization. **If you are a current member of IPMS/USA, and this is the first time you are logging in**, you will need to enter your email address, and click "Forgot Password". You will receive an email that prompts you to reset your password. Once you reset your password you will be able to login, update your profile, and pay your dues.

**If you are not a current member** and want to become a new member, you just need to click the "Join Us" link in the menu and follow the prompts to join our organization.

Please login to continue to the page you have requested.

Log in with Facebook

Log in with Google

Email

Password

☐ Remember me

LOG IN

[Forgot password](#)

IPMS/USA

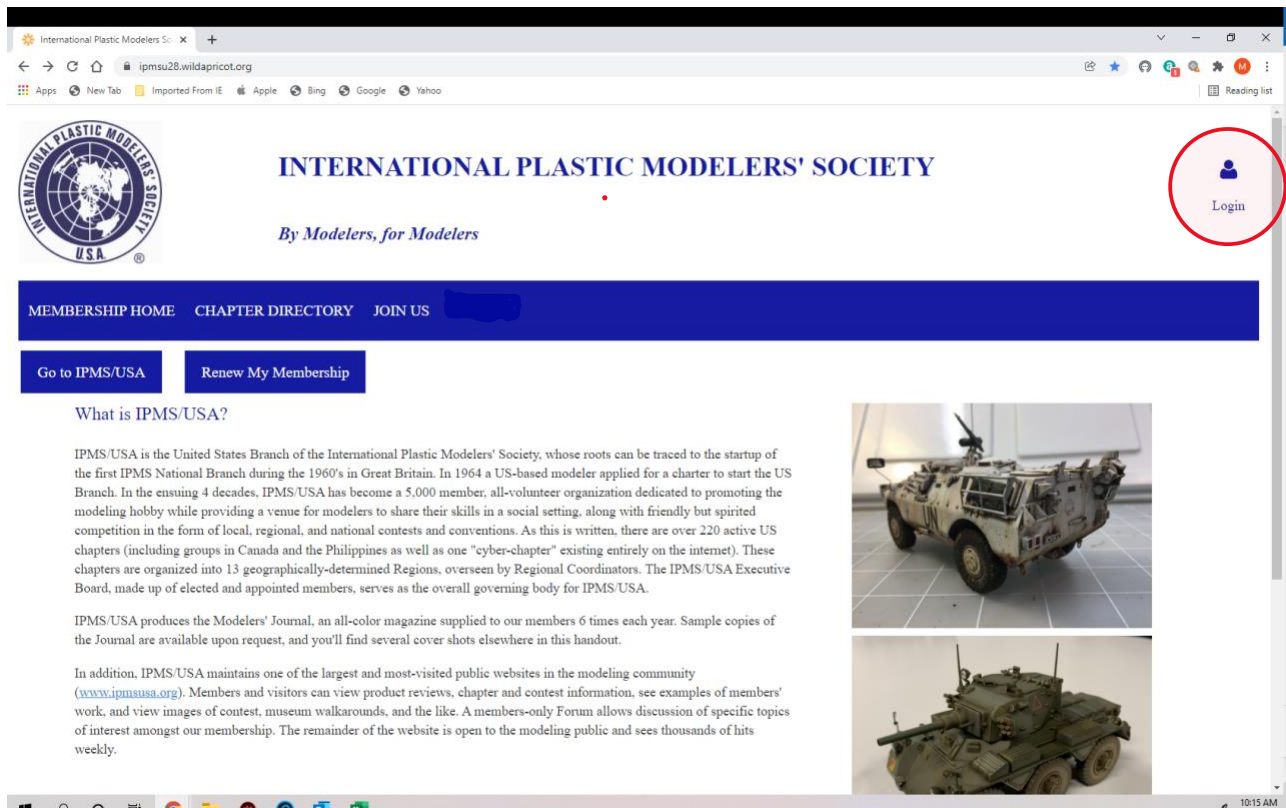
Enter search string

11:57 AM 12/6/2021

Login with your same email address and the password you created. If your membership is up for renewal, you will find yourself on a page like this:

The screenshot shows the IPMS/USA website interface. At the top, the logo and name "INTERNATIONAL PLASTIC MODELERS' SOCIETY" are displayed, along with the tagline "By Modelers, for Modelers". A navigation bar includes links for "MEMBERSHIP HOME", "CHAPTER DIRECTORY", and "JOIN US". Below this, there are buttons for "Go to IPMS/USA" and "Renew My Membership". The user's profile section is highlighted with a red circle, showing "My profile" and an "EDIT PROFILE" button. A yellow banner indicates a "Balance due (1 items): \$30.00" and provides instructions on payment methods (PayPal, credit, debit). A "PAY ONLINE" button is also circled in red. The bottom of the page features a search bar, a "Records found: 3" indicator, and a table header with "Date" and "Transaction" columns. A sidebar on the right shows the "Balance due: \$30.00" and a "MESSAGES" section. The browser's address bar shows the URL "ipmsu28.wildapricot.org/Sys/Profile/Finances".

If you choose the “Pay Online” button to renew now you will be taken to PayPal, where you can pay using PayPal, debit or credit cards. You can also edit your profile from here by clicking on the “Edit Profile” button. If your membership is current you will be on the “Membership Home” page when you login:



To view or edit your profile you can click on the blue head at upper right. You will see a dropdown menu under the blue head:



The screenshot shows the IPMS/USA website in a web browser. The browser's address bar displays the URL `ipmsu28.wildapricot.org`. The website header features the IPMS/USA logo on the left and the text "INTERNATIONAL PLASTIC MODELERS' SOCIETY" and "By Modelers, for Modelers" in the center. Below the header is a blue navigation bar with links: "MEMBERSHIP HOME", "CHAPTER DIRECTORY", and "JOIN US". To the right of these links is a user profile dropdown menu, which is circled in red. The dropdown menu displays the user's name "Michael ADMIN Oberholtzer" and three options: "View profile", "Change password", and "Log out". Below the navigation bar are two buttons: "Go to IPMS/USA" and "Renew My Membership". The main content area has a section titled "What is IPMS/USA?" followed by two paragraphs of text and two images of model vehicles. The first paragraph describes the organization's history and mission. The second paragraph mentions the "Modelers' Journal". The third paragraph describes the website's features. The two images show detailed plastic models of military vehicles. The browser's taskbar at the bottom shows various application icons and the system clock indicating 1:05 PM on 12/6/2021.

You can choose to view your profile, change your password, or log out. If you choose “View Profile” you will see a page like this:

INTERNATIONAL PLASTIC MODELERS' SOCIETY

*By Modelers, for Modelers*

MEMBERSHIP HOME CHAPTER DIRECTORY JOIN US

Go to IPMS/USA Renew My Membership

My profile

EDIT PROFILE My directory profile

Profile Privacy Email subscriptions Member photo albums My event registrations Invoices and payments

MEMBERSHIP DETAILS

Membership card

International Plastic Modelers Society/USA

Mike TEST Oberholzer TEST

IPMS/USA Number: 98765  
Renewal date: 12/15/2021

"By Modelers - For Modelers"

Membership renewal is due on 15 Dec 2021

MESSAGES


You can scroll down to view all the details currently in your IPMS profile. You can print a current membership card, check you next renewal date, update your chapter membership and even add an avatar. **Please note: the "Member Since" field may or may not show a correct date; we don't use this field. We use the "Year Joined" field at the bottom of the page to keep track of how long you have been a member. You can also ignore the "Date Last Paid" field toward the bottom of the page; this is the date last paid before we converted to the new system.** Here are the rest of the Member fields:

[ipmsu28.wildapricot.org](#)

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International Plastic Modelers Society/USA - My profile

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Membership level	Adult 1 Year (US Address) - \$30.00 (USD) <a href="#">Change</a> <i>Subscription period: 1 year No automatically recurring payments</i>
Membership status	Active
Member since	09/16/2021
Renewal due on	12/15/2021
	<a href="#">RENEW TO 12/15/2022</a>
Contact ID Number	61602958
First name	Mike TEST
Middle Initial	
Last name	Oberholtzer TEST
Nickname	
Title	
Company	
Email	<a href="mailto:skytypes@gmail.com">skytypes@gmail.com</a>
Phone	333-444-5555
Address Line 1	1234 Main St
Address Line 2	
City	Kaneville
State	Illinois
Province	
Country	United States
ZIP	12345
Postal Code	
Avatar	
IPMS USA Member Number	98765
Chapter Name	Chicago Sprue Stretchers
Region	5
Chapter	18
Chapter Officer?	
Group participation	
Date Last Paid	09/10/2020
Year Joined	2020
Year Rejoined	

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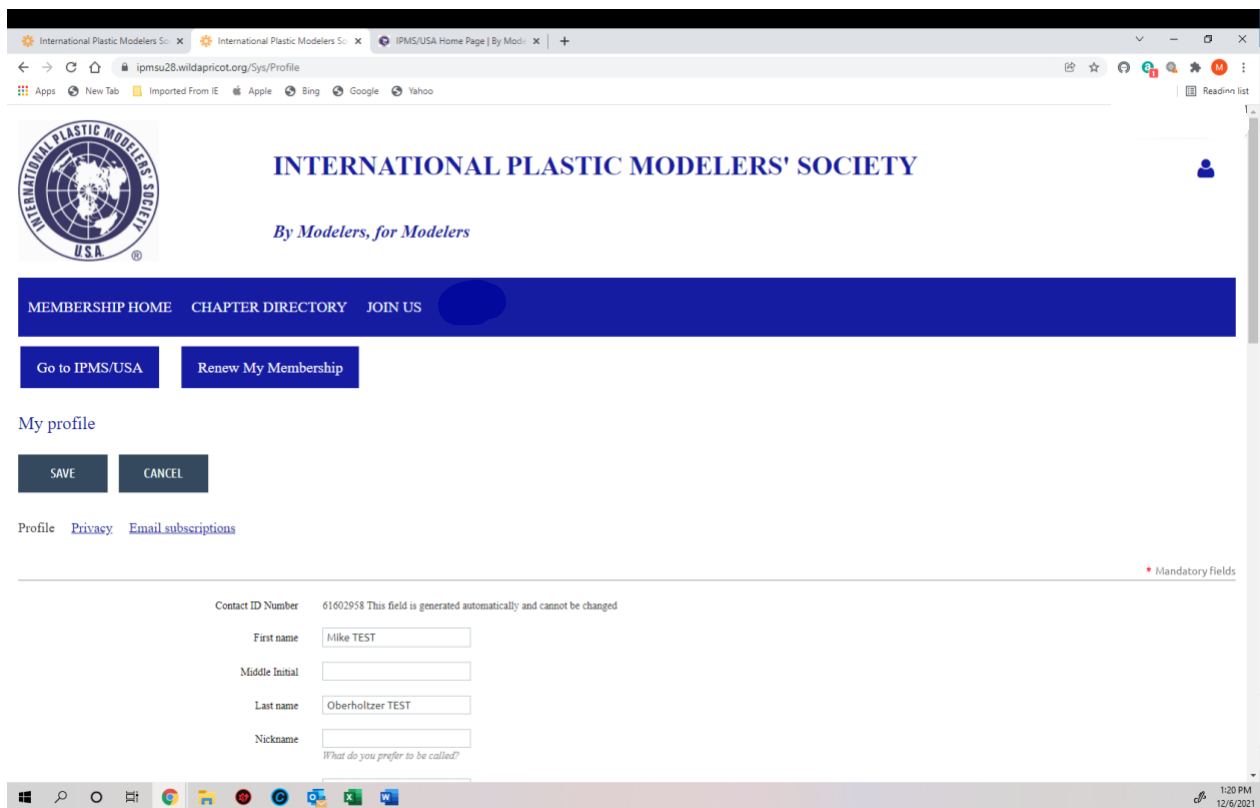
### SOCIAL NETWORK LOGIN

Facebook	 <a href="#">Connect</a>
Google	 <a href="#">Connect</a>

Membership renewal is due on  
15 Dec 2021

 MESSAGES

You can click on Edit Profile (see page 10 above) and you will be on this page:



The screenshot shows a web browser window with the IPMS/USA website. The browser's address bar shows the URL `ipmsu28.wildapricot.org/Sys/Profile`. The website header includes the IPMS/USA logo, the text "INTERNATIONAL PLASTIC MODELERS' SOCIETY", and the tagline "By Modelers, for Modelers". A navigation bar contains links for "MEMBERSHIP HOME", "CHAPTER DIRECTORY", and "JOIN US". Below this, there are two buttons: "Go to IPMS/USA" and "Renew My Membership". The main content area is titled "My profile" and contains a "SAVE" button and a "CANCEL" button. Below these buttons are links for "Profile", "Privacy", and "Email subscriptions". The profile form itself has a "Contact ID Number" field with the value "61602958" and a note that it is generated automatically and cannot be changed. There are input fields for "First name" (containing "Mike TEST"), "Middle Initial", "Last name" (containing "Oberholtzer TEST"), and "Nickname". A note at the bottom of the form asks "What do you prefer to be called?". The browser's taskbar at the bottom shows the Windows logo, a search icon, and several application icons. The system clock in the bottom right corner shows "1:20 PM 12/6/2021".

You can scroll down to see all the fields you can edit. They are indicated by blue boxes. If you make changes don't forget to save them! Some fields can't be edited by you and don't have a box. If something looks wrong in any of those fields, please email us the details. There is an email link at the bottom of each page.

As mentioned above, please feel free to explore all the pages of the Membership system and let us know if you come across any issues as you look around. This is all brand new and there may be some things that aren't quite right yet.

When you are done you can log out or go back to the IPMS/USA home page using the "Go to IPMS/USA" link. Thanks for checking out the new system!