

# New Membership and Renewal Instructions

New Membership



- Membership Application
- Renew Membership
- Change Membership Information
- Member Area

Begin by clicking on membership application under Member Services



# Hilton Head Island Computer Club

Members Helping Members | HHICC.org

## Upcoming Events

MAY 4 Fri 1:00 pm Chromebook Assistance

MAY 7 Mon 2:00 pm Using Windows 10 Apps and File E... @ Senior



# HHICC Membership Application

Pay by Cash, Check, Credit Card or PayPal Account

If you need any help in filling out the application please stop by the Resource Center any day, Monday Through Friday, from 10 am to 4 pm. Any volunteer will be more than happy to help! Membership is \$25 per individual or \$35 per family.

Please note: You will receive an email with your user name (your email) and your password. For family memberships, a family member can be added any time after your membership is activated, by logging in to your member profile with your user name and password.

Select membership level

\* Mandatory fields

- Membership level
- Individual - \$25.00 (USD)**  
Subscription period: 1 year  
No recurring payments
  - Family - \$35.00 (USD)**  
Bundle (up to 3 members)  
Subscription period: 1 year  
No recurring payments

Next select Individual or Family

## Upcoming Events

MAY 4 Fri 1:00 pm Chromebook Assistance

MAY 7 Mon 2:00 pm Using Windows 10 Apps and File E... @ Senior Center Main Room

4:00 pm Excel Basics @ Senior Center Main Room

4:00 pm Learn to Love your iPad & iPhone... @ Resource Center

MAY 8 Tue 4:00 pm HHICC WINDOWS 10 WORKSHOP @ Resource Center

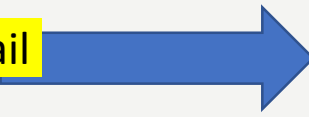
memberships, a family member can be added any time after your membership is activated, by logging in to your member profile with your user name and password.

**Level** Family - \$35.00 (USD)  
Bundle (up to 3 members)  
Subscription period: 1 year  
No recurring payments

Enter your email \* Mandatory fields

Enter your email and the security code

Be sure this email is correct.

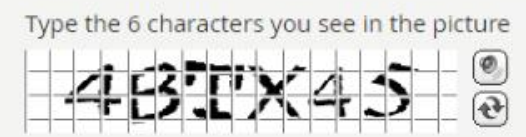


Email

This is how you will receive emails from us and how you will register for events

Security check

Code



Cancel

Back

Next

Basics @ Senior Center Main Room

4:00 pm Learn to Love your iPad & iPhone... @ Resource Center



4:00 pm HHICC WINDOWS 10 WORKSHOP @ Resource Center

[View Calendar](#)

### HHICC Resource Center Location

70 Shelter Cove Lane, Ste L  
Hilton Head, SC 29928  
(843) 842-4475  
[Click Here for Map of Location](#)

### HHICC Mailing Address

HHICC  
33 Office Park Road,  
Ste A, Box 189  
Hilton Head, SC 29928-4612

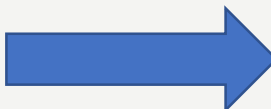


Fill in application form

\* Mandatory fields

First Name

Last Name



Email

Phone

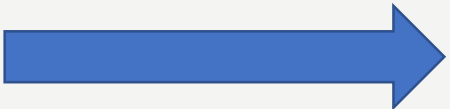
(###) ###-####

State/Province

Zip Code

- Devices
- Amazon Alexa
  - Desktop - Android
  - Desktop - Apple Mac
  - Desktop - Linux
  - Desktop - Windows
  - Laptop - Android
  - Laptop - Apple Mac
  - Laptop - Chromebook
  - Laptop - Linux
  - Laptop - Windows
  - Smartphone - Android
  - Smartphone - Apple iPhone
  - Smartphone - Windows
  - Smartphone - Other
  - Tablet/Reader - Android

Enter your information and devices – this will tell us what event emails to send you.



8 Tue  
HHICC WINDOWS 10 WORKSHOP @ Resource Center  
View Calendar →

### HHICC Resource Center Location

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Hilton Head, SC 29928  
(843) 842-4475  
[Click Here for Map of Location](#)

### HHICC Mailing Address

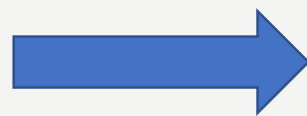
HHICC  
33 Office Park Road,  
Ste A, Box 189  
Hilton Head, SC 29928-4612

### Hurricane Information

[Link to National Hurricane Center](#)



**Please note: To pay by cash or check, select Invoice Me to generate an invoice. This invoice can be printed and mailed or delivered to the computer club with your payment.**



**Review and confirm**

Renew to 31 May 2019  
Family - \$35.00 (USD)  
Bundle (up to 3 members)  
Subscription period: 1 year  
No recurring payments

Current status Active

Total amount **\$35.00 (USD)**

Payment instructions For cash and check payments, if you would like to include a copy of your invoice, select Print Invoice or Invoice Me and mail it to us with a check or drop it off at the Resource Center.

VISA MasterCard DISCOVER AMERICAN EXPRESS  
OFFLINE

To pay credit card

To pay by Paypal



To pay by cash or check select Invoice Me

Back Invoice me Pay with credit card PayPal Express Checkout

Your profile

Bundle summary

membership, testing

Logout

### Upcoming Events

MAY 4 Fri 1:00 pm Chromebook Assistance

MAY 7 Mon 2:00 pm Using Windows 10 Apps and File E... @ Senior Center Main Room

4:00 pm Excel Basics @ Senior Center Main Room

4:00 pm Learn to Love your iPad & iPhone... @ Resource Center

MAY 8 Tue 4:00 pm HHICC WINDOWS 10 WORKSHOP @ Resource Center

View Calendar →

[Edit profile](#) [My directory profile](#) [Change password](#) [Log out](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [⚠ Invoices and payments](#)

## Membership details

Membership level **Family - \$35.00 (USD)** [Change](#)  
*Bundle (up to 3 members)*  
*Subscription period: 1 year*  
*No recurring payments*

Membership status **Active**

Member since 2 May 2018

Renewal due on 2 May 2019

[Renew to 2 May 2020](#)

## Bundle summary

Bundle limit 3

Used so far 1

[Add member](#)

User ID 44911041

You can select Invoices and Payments to return to payment options page



E... @ Senior Center Main Room

4:00 pm Excel Basics @ Senior Center Main Room

4:00 pm Learn to Love your iPad & iPhone... @ Resource Center

MAY 8 Tue

4:00 pm HHICC WINDOWS 10 WORKSHOP @ Resource Center

[View Calendar →](#)

**HHICC Resource Center Location**

70 Shelter Cove Lane, Ste L  
Hilton Head, SC 29928  
(843) 842-4475  
[Click Here for Map of Location](#)

**HHICC Mailing Address**

HHICC  
33 Office Park Road









[Edit profile](#) [My directory profile](#) [Change password](#) [Log out](#) **Balance due: \$35.00**

[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [Invoices and payments](#)

**Balance due (1 items): \$35.00**  
For cash and check payments, if you would like to include a copy of your invoice, select [Print Invoice](#) or [Invoice Me](#) and mail it to us with a check or drop it off at the Resource Center.

[Pay with credit card](#) [PayPal Express Checkout](#)

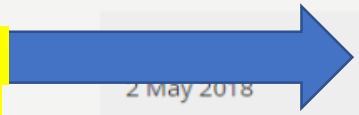
Search  Records found: 1

Date	Transaction	Balance due
2 May 2018	<a href="#">Invoice #00279</a> Member application Family	<b>\$35.00</b>

For cash and check payments, if you would like to include a copy of your invoice, select [Print Invoice](#)

To view or print the invoice click here.

Note: It is not necessary to include the invoice with the payment as long as we have your check or cash receipt.



### Upcoming Events

- MAY 4 Fri** 1:00 pm Chromebook Assistance
- MAY 7 Mon** 2:00 pm Using Windows 10 Apps and File E... @ Senior Center Main Room
- 4:00 pm Excel Basics @ Senior Center Main Room
- 4:00 pm Learn to Love your iPad & iPhone... @ Resource Center
- MAY 8 Tue** 4:00 pm HHICC WINDOWS 10 WORKSHOP @ Resource Center

[View Calendar](#)

Mailing Address

Resource Center Address

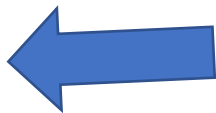
HHICC Resource Center Location

## HHI Computer Club Invoice 00279

**From:** "HHI Computer Club" <HhiComputerClub@wildapricot.org>  
**To:** "Testing Membership" <testingmembership@mail.com>  
**Date:** May 2, 2018 5:16:16 PM

INVOICE

[View invoice online](#)



This is the email you will receive when you request the invoice. From here you can return to the payment page if necessary.

HHI Computer Club  
Member application  
Mail payment to:

Hilton Head Island Computer Club

33 Office Park Road,  
Ste A, Box 189  
Hilton Head, SC 29928-4612

Deliver payment to :  
Hilton Head Island Computer Club, Resource Center

70 Shelter Cove Lane, Ste L

Invoice number: 00279

Issued: 2 May 2018

Bill to:  
Testing Membership  
testingmembership@mail.com

Item	Amount
Membership application. Level: Family	\$35.00

Total: \$35.00

Print  
Total: 1 page

Save Cancel

Destination Save as PDF  
Change...

Pages All  
e.g. 1-5, 8, 11-13

Layout Portrait

+ More settings

New members will receive an email with their password



### Login information for HHI Computer Club

**From:** "HHI Computer Club" <HhiComputerClub@wildapricot.org>  
**To:** "Testing Membership" <testingmembership@mail.com>  
**Date:** May 2, 2018 5:13:41 PM

Dear Testing Membership,

Here is your login username and password for HHI Computer Club. You may use these to log in and view/change your membership information, add new members to a family membership, sign up for events, view calendar information that is for Members only, and renew your membership when that is needed.

Email: testingmembership@mail.com  
Password: tafwcwgj

Log in at <https://hhicc.org/member-area/member-profile> with the email and password above.

Thanks so much for being a part of our Computer Club!

If you have questions regarding your membership status you may contact our Membership Director at [Membership@hhicc.org](mailto:Membership@hhicc.org)

There is usually a week or two delay between when members mail or bring in their check/cash and when it is recorded to their account. However, new members and renewing members are considered active even though their payment has not yet been posted.



You will need to use your email and password to log in to the member area



You are now logged out.

Username or Email Address  
testingmembership@ma

Password  
.....

Remember Me

Lost your password?  
← Back to Hilton Head Island Computer Club

## Bundle summary

Bundle limit 3  
Used so far 1

[Add member](#)

User ID 44910181  
First Name Testing  
Last Name Membership  
Email [testingmembership@outlook.com](mailto:testingmembership@outlook.com)  
Phone 1234567891  
State/Province SC  
Zip Code 29926  
Devices Desktop - Android  
Laptop - Chromebook  
Tablet/Reader - Android

To add a family member click here to your account



MAY 8 Tue 4:00 pm  
HHICC WINDOWS 10 WORKSHOP @ Resource Center  
[View Calendar](#)

### HHICC Resource Center Location

70 Shelter Cove Lane, Ste L  
Hilton Head, SC 29928  
(843) 842-4475  
[Click Here for Map of Location](#)

### HHICC Mailing Address

HHICC  
33 Office Park Road,  
Ste A, Box 189  
Hilton Head, SC 29928-4612

### Hurricane Information

[Link to National Hurricane Center](#)



Used so far 1

First Name

Last Name

Email

Phone   
(###) ###-####

State/Province

Zip Code

- Devices
- Amazon Alexa
  - Desktop - Android
  - Desktop - Apple Mac
  - Desktop - Linux
  - Desktop - Windows
  - Laptop - Android
  - Laptop - Apple Mac
  - Laptop - Chromebook
  - Laptop - Linux
  - Laptop - Windows
  - Smartphone - Android
  - Smartphone - Apple iPhone
  - Smartphone - Windows
  - Smartphone - Other

Enter Family member information.



The email must be unique for each family member.

If you do not have separate emails, you will have to modify your original membership name to include the first name for both members.

4 Fri 1:00 pm Chromebook Assistance

MAY 7 Mon 2:00 pm Using Windows 10 Apps and File E... @ Senior Center Main Room

4:00 pm Excel Basics @ Senior Center Main Room

4:00 pm Learn to Love your iPad & iPhone... @ Resource Center

MAY 8 Tue 4:00 pm HHICC WINDOWS 10 WORKSHOP @ Resource Center

[View Calendar →](#)

**HHICC Resource Center Location**

70 Shelter Cove Lane, Ste L  
Hilton Head, SC 29928  
(843) 842-4475  
[Click Here for Map of Location](#)

[Back](#)

### Contacts

Simple search | [Advanced search](#) | [Saved searches](#)

Filter by:  Search:  Records found: 2

Contact	Membership	Events	Donations	Balance
<a href="#">Membership, Testing</a> testingmembership@mail.com, 4491018	Family Due on 2 May 2019			<span style="color: red;">Balance due: \$35.00</span> <input type="button" value="Record payment"/>
<a href="#">membership, testing spouse</a> testingmembership2@mail.com, 449102	Family Due on 2 May 2019			\$0.00



Each family member will have a unique entry if they use a different email address

List | Advanced search | Saved searches | Import | Common fields

Account statement | Send email | Merge | Archive

Back << Prev 2 of 2 Next >>

Financial transactions

### testing spouse membership (44910210)

Balance: \$0.00

[testingmembership2@mail.com](mailto:testingmembership2@mail.com)  
Last login Never  
Profile last updated 2 May 2018

Membership | Application not paid  
Events | -  
Donations | -

Contact details | **Membership** | Events | Donations | Email settings and log | Privacy | Photos

Membership | Edit | Suspend | Bundle | Make administrator

Membership details (Level, Status, Renewal date)  
[Bundle Administrator](#)

Role Bundle member  
Bundle limit 3  
Used so far 2  
Administrator [Testing Membership](#)  
Members testing spouse membership

One member will be the administrator of the family account

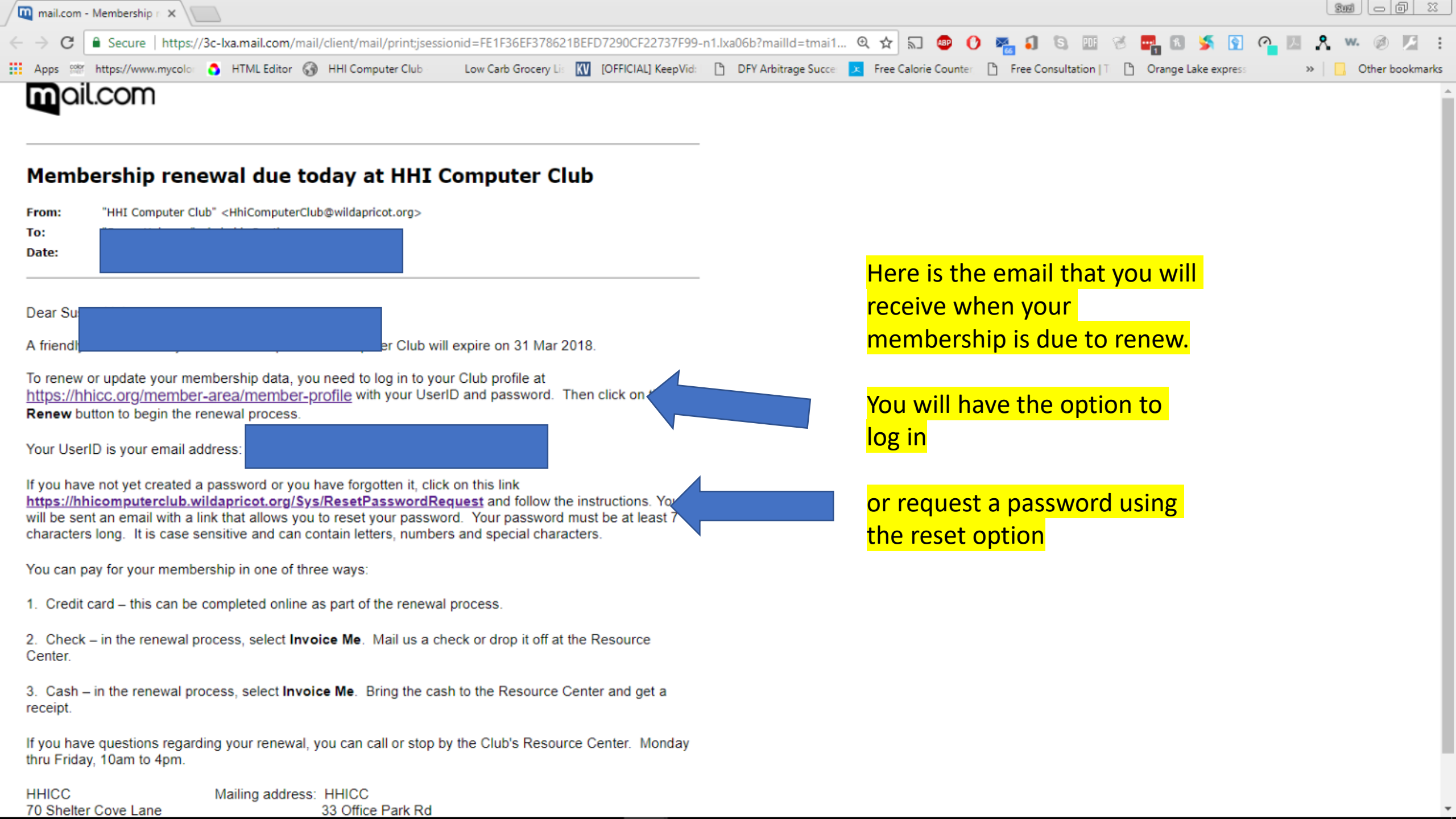
Membership level Family  
Membership status Active  
Member since 2 May 2018  
Renewal due on 2 May 2019  
Renewal date last changed -  
Level last changed 2 May 2018

Membership fields  
Devices Desktop - Linux  
Smartphone - Windows  
Tablet/Reader - Other

Help & Support



# Renewals



## Membership renewal due today at HHI Computer Club

**From:** "HHI Computer Club" <HhiComputerClub@wildapricot.org>  
**To:** [Redacted]  
**Date:** [Redacted]

Dear Su [Redacted]  
A friend's membership...er Club will expire on 31 Mar 2018.

To renew or update your membership data, you need to log in to your Club profile at <https://hhcc.org/member-area/member-profile> with your UserID and password. Then click on the **Renew** button to begin the renewal process.

Your UserID is your email address: [Redacted]

If you have not yet created a password or you have forgotten it, click on this link <https://hhicomputerclub.wildapricot.org/Sys/ResetPasswordRequest> and follow the instructions. You will be sent an email with a link that allows you to reset your password. Your password must be at least 7 characters long. It is case sensitive and can contain letters, numbers and special characters.

You can pay for your membership in one of three ways:

1. Credit card – this can be completed online as part of the renewal process.
2. Check – in the renewal process, select **Invoice Me**. Mail us a check or drop it off at the Resource Center.
3. Cash – in the renewal process, select **Invoice Me**. Bring the cash to the Resource Center and get a receipt.

If you have questions regarding your renewal, you can call or stop by the Club's Resource Center. Monday thru Friday, 10am to 4pm.

Here is the email that you will receive when your membership is due to renew.

You will have the option to log in

or request a password using the reset option

# HHI Computer Club

Current members that are accessing the website to renew for the first time may not have a password.

To set up your password, click on forgot password. This will generate an email with a link to reset your password

Email

Password

Log in [Forgot password](#)

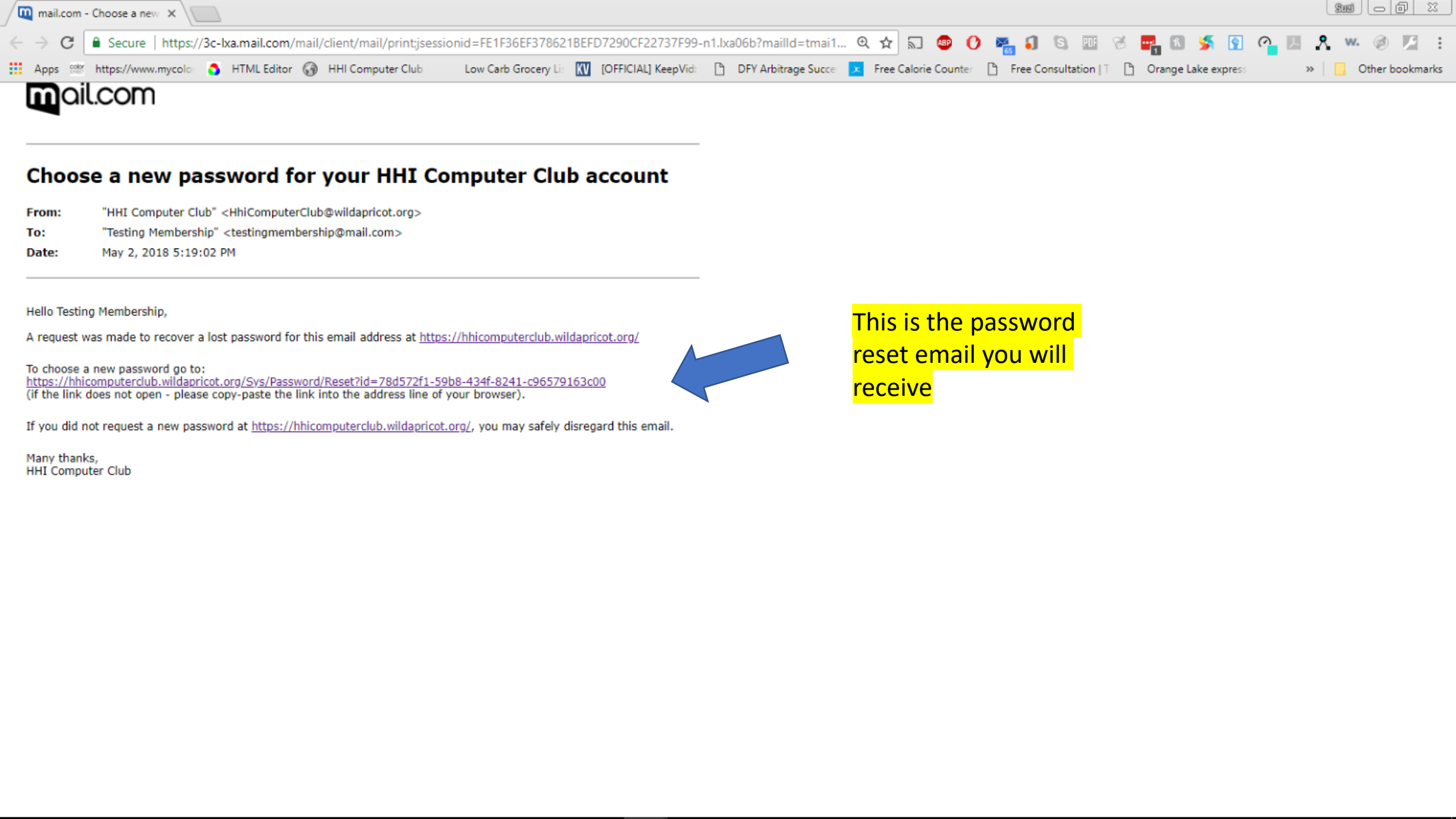


# HHI Computer Club

Click here to reset



Your email  
testingmembership@mail.cc  
Reset my password  
[Back](#)



## Choose a new password for your HHI Computer Club account

**From:** "HHI Computer Club" <HhiComputerClub@wildapricot.org>  
**To:** "Testing Membership" <testingmembership@mail.com>  
**Date:** May 2, 2018 5:19:02 PM

Hello Testing Membership,

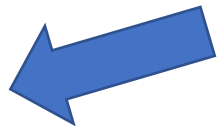
A request was made to recover a lost password for this email address at <https://hhicomputerclub.wildapricot.org/>

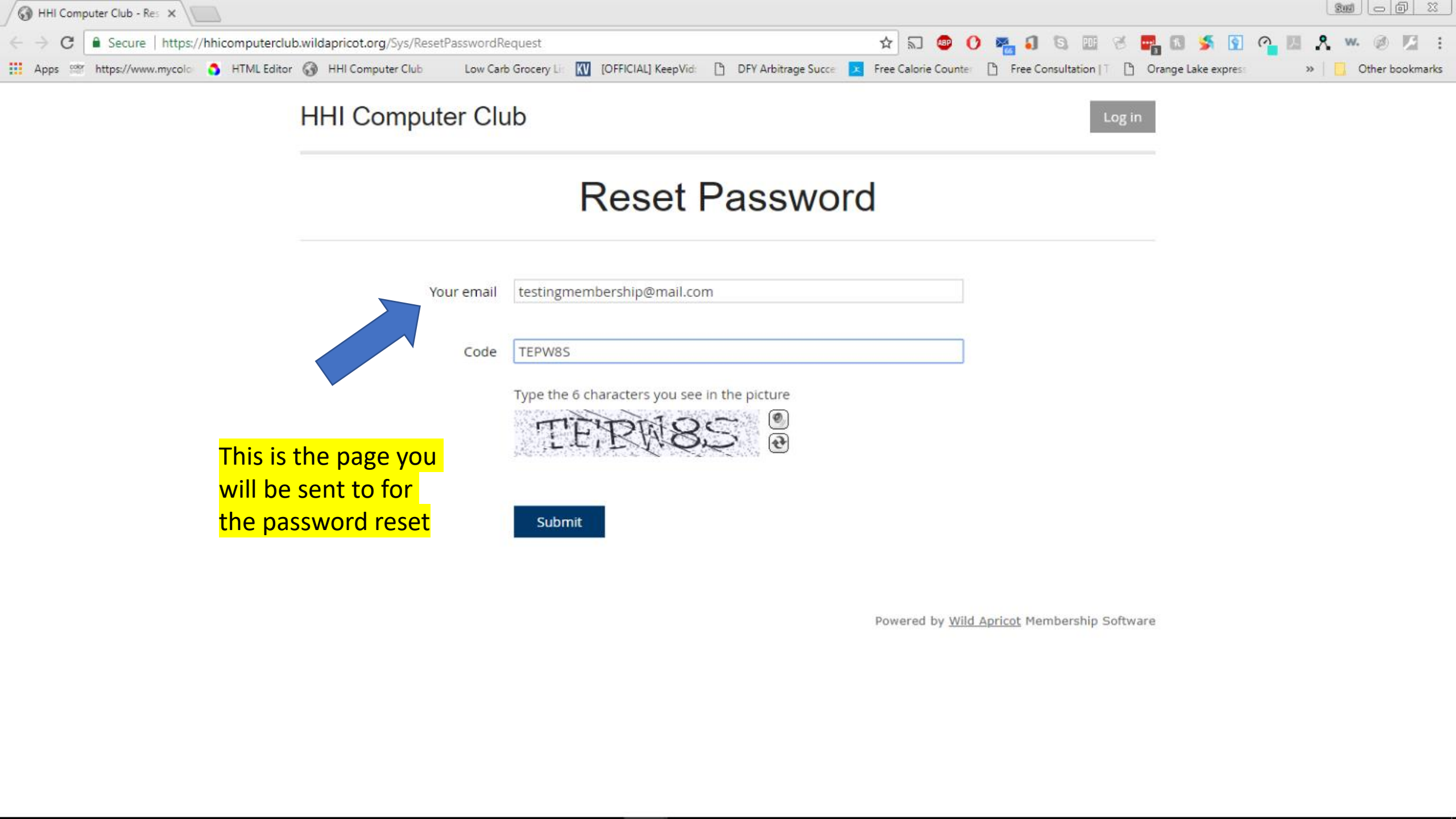
To choose a new password go to:  
<https://hhicomputerclub.wildapricot.org/Sys/Password/Reset?id=78d572f1-59b8-434f-8241-c96579163c00>  
(if the link does not open - please copy-paste the link into the address line of your browser).

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

Many thanks,  
HHI Computer Club

This is the password reset email you will receive





# Reset Password

Your email

Code

Type the 6 characters you see in the picture



Submit

This is the page you will be sent to for the password reset

To view your invoice, click on the invoices and payments, then click on the invoice number

- Edit profile
- My directory profile
- Change password
- Log out
- Profile
- Privacy
- Email subscriptions
- My event registrations
- Invoices and payments

### Membership details

Membership level **Family - \$35.00 (USD)** [Change](#)  
*Bundle (up to 3 members)*  
*Subscription period: 1 year*  
*No recurring payments*

Membership status **Active**

Member since 2 May 2018

Renewal due on 31 May 2018

[Renew to 31 May 2019](#)

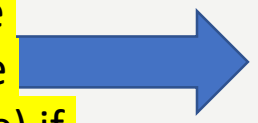
### Bundle summary

Bundle limit 3

Used so far 2

After logging in, to renew, click here.

You may see the Invoice Me page (as shown above) if an invoice has not been generated yet.



Member Area.

Membership, Testing

[Logout](#)

### Upcoming Events

**MAY 4 Fri**  
1:00 pm  
Chromebook Assistance

**MAY 7 Mon**  
2:00 pm Using Windows 10 Apps and File E... @ Senior Center Main Room

4:00 pm Excel Basics @ Senior Center Main Room

4:00 pm Learn to Love your iPad & iPhone... @ Resource Center

**MAY 8 Tue**  
4:00 pm  
HHICC WINDOWS 10 WORKSHOP @ Resource Center

[View Calendar →](#)

## A few issues

Some members report that they do not receive the password reset emails. We do not know why, other than possible spam filters that are beyond our control. An admin can generate another email with a password, or as a last resort, an admin can enter a password that the member can use to log in to their account.

Some members do not want to or can not log in to pay their dues. We should stress that at some point they will need to log in, in order to access information that will only be available to logged in members. We hope that this presentation will help you help members!