



IPMS/USA Membership System Detailed Instructions for Chapter Contacts

Welcome to our new membership system! Whether it is your first visit or you are back to update your chapter profile or pay chapter dues, here are step by step instructions to login as a Chapter Contact. 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.

In our MyIPMSUSA.org system chapters are a special kind of “member”. You will see some references to your membership through out the system; just keep in mind that chapters are members too, as far as the system is concerned. **Each Chapter Contact has been assigned a chapter email address to be able to access the system and maintain their chapter information. You can't use the same email address you use for your personal membership to do your Chapter Contact work- each “member” including chapters has to have a unique email address.** So just remember to use your Chapter@ipmsusa.org email address when you are going into the system as a Chapter Contact, and your personal email address when you are going in as yourself.

To get started, follow the “Chapters” link on the ipmsusa.org home page, or follow the link you got in the email that gave you a link to these instructions. You will see the page below:



INTERNATIONAL PLASTIC MODELERS' SOCIETY

By Modelers, for Modelers



MEMBERSHIP HOME CHAPTER DIRECTORY JOIN US

Go to IPMS/USA

Renew My Membership

CHAPTER DIRECTORY

[Join us](#)

To sort Chapters by Chapter Name, Region, Chapter Number, City, or State, click "Advanced Search".

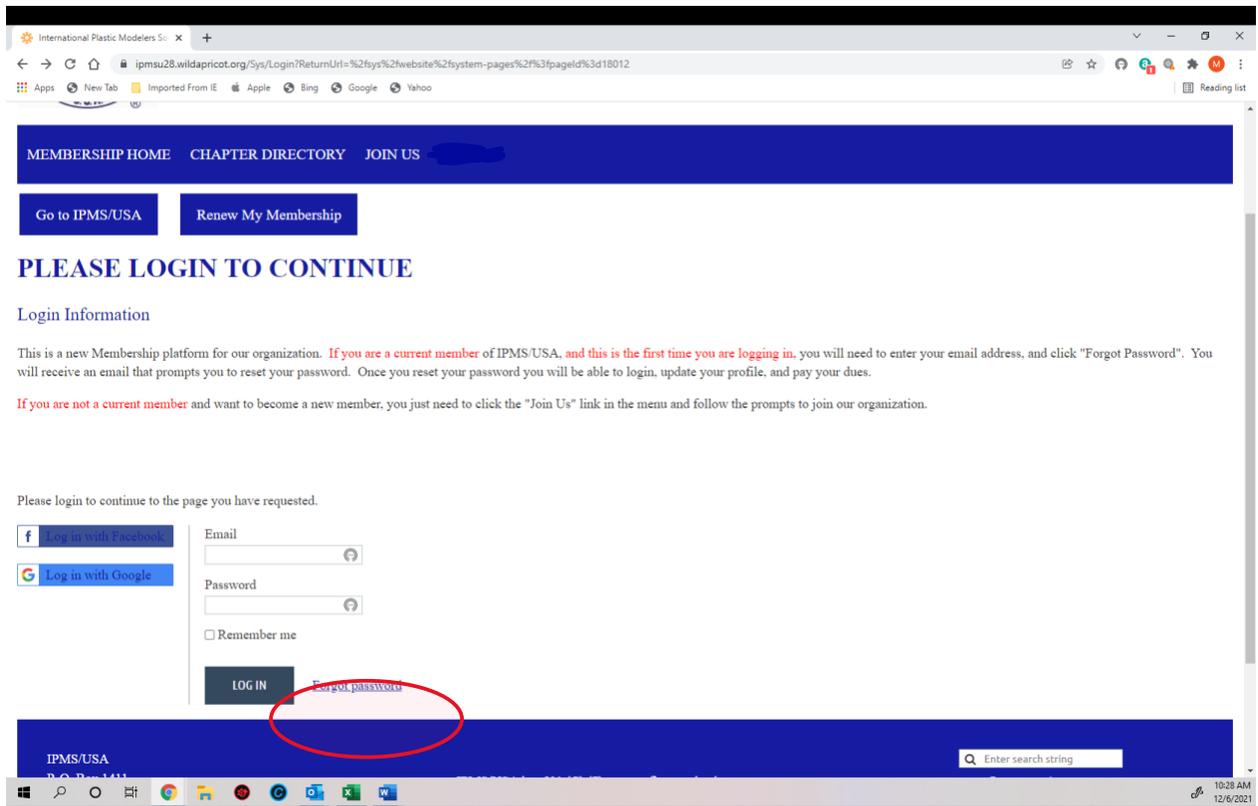
[Advanced search...](#)

Search: Found: 217

Show: 1-50

Name, Contact, Email	City, St, Region	President	Website
Anchorage RI CH 13 Joe Koss anchorage@ipmsusa.org	Anchorage AK 13		
IPMS/Huntsville Plastic Modelers Society Tom Clark	Toney AT	Andy Brezinski	

Click on the blue head at upper right (circled in red here) to take you to the log in page:



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

International Plastic Modelers Society

ipmsu28.wildapricot.org/Sys/ResetPasswordRequest

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

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

Enter search string

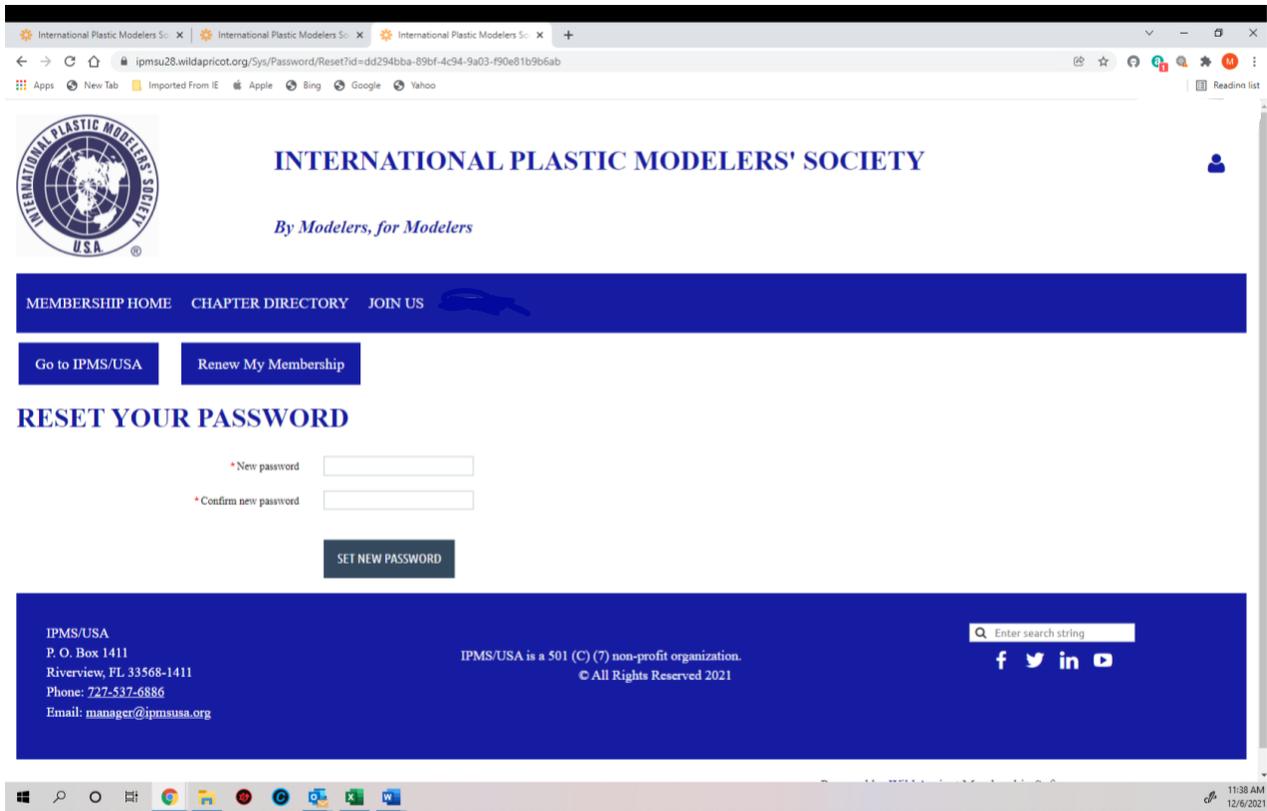
f t in v

10:31 AM 12/6/2021

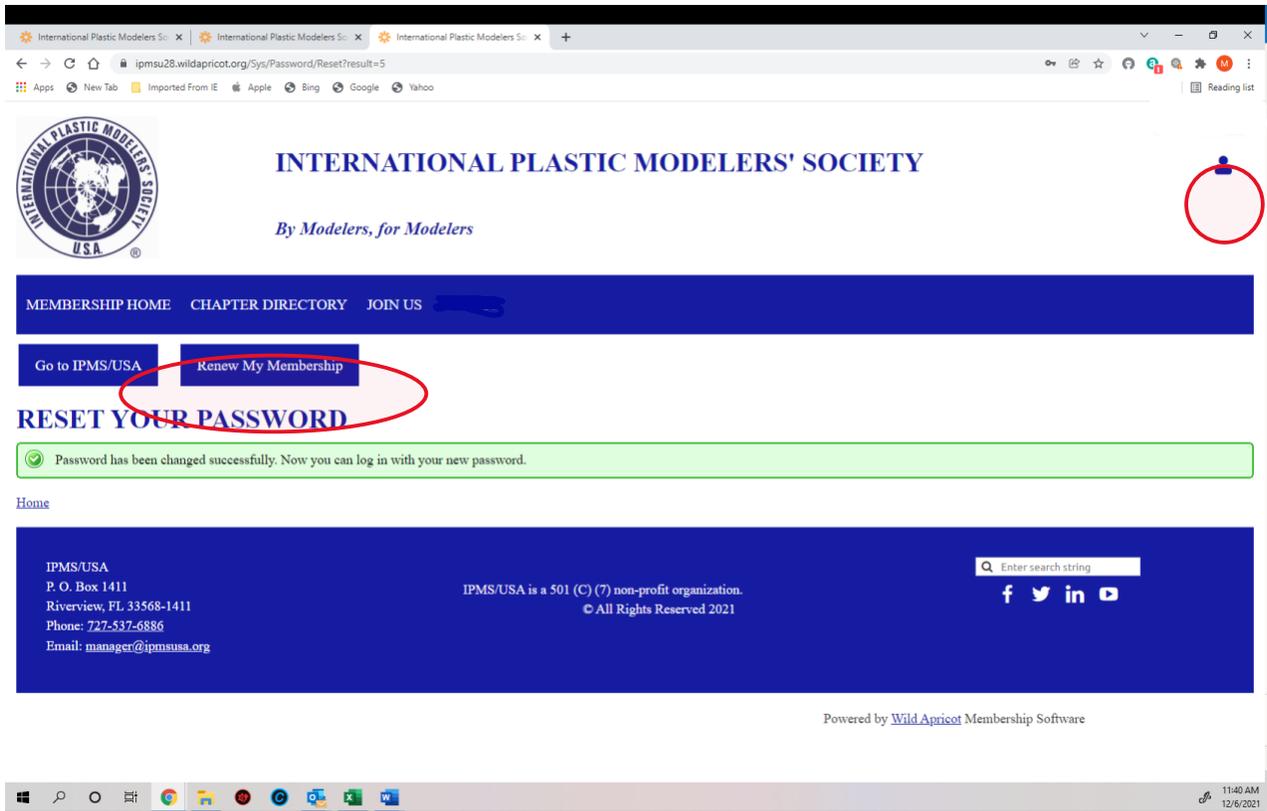
Enter the Chapter Contact email address you were given (in the format Chapter@ipmsusa.org) and complete the “I’m not a robot” challenge, and click submit. You will see the following page:

The screenshot shows a web browser window with the URL `ipmsu28.wildapricot.org/Sys/ResetPasswordRequest?ReturnUrl=%2f&result=2`. The page header features the IPMS/USA logo and the text "INTERNATIONAL PLASTIC MODELERS' SOCIETY" with the tagline "By Modelers, for Modelers". A navigation bar includes links for "MEMBERSHIP HOME", "CHAPTER DIRECTORY", and "JOIN US". Below this are buttons for "Go to IPMS/USA" and "Renew My Membership". The main heading is "RESET PASSWORD". A message box states: "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." A "Home" link is visible. The footer contains contact information for IPMS/USA, a search bar, social media icons, and the text "IPMS/USA is a 501 (C) (7) non-profit organization. © All Rights Reserved 2021". The page is powered by Wild Apricot Membership Software. The Windows taskbar at the bottom shows the time as 10:38 AM on 12/6/2021.

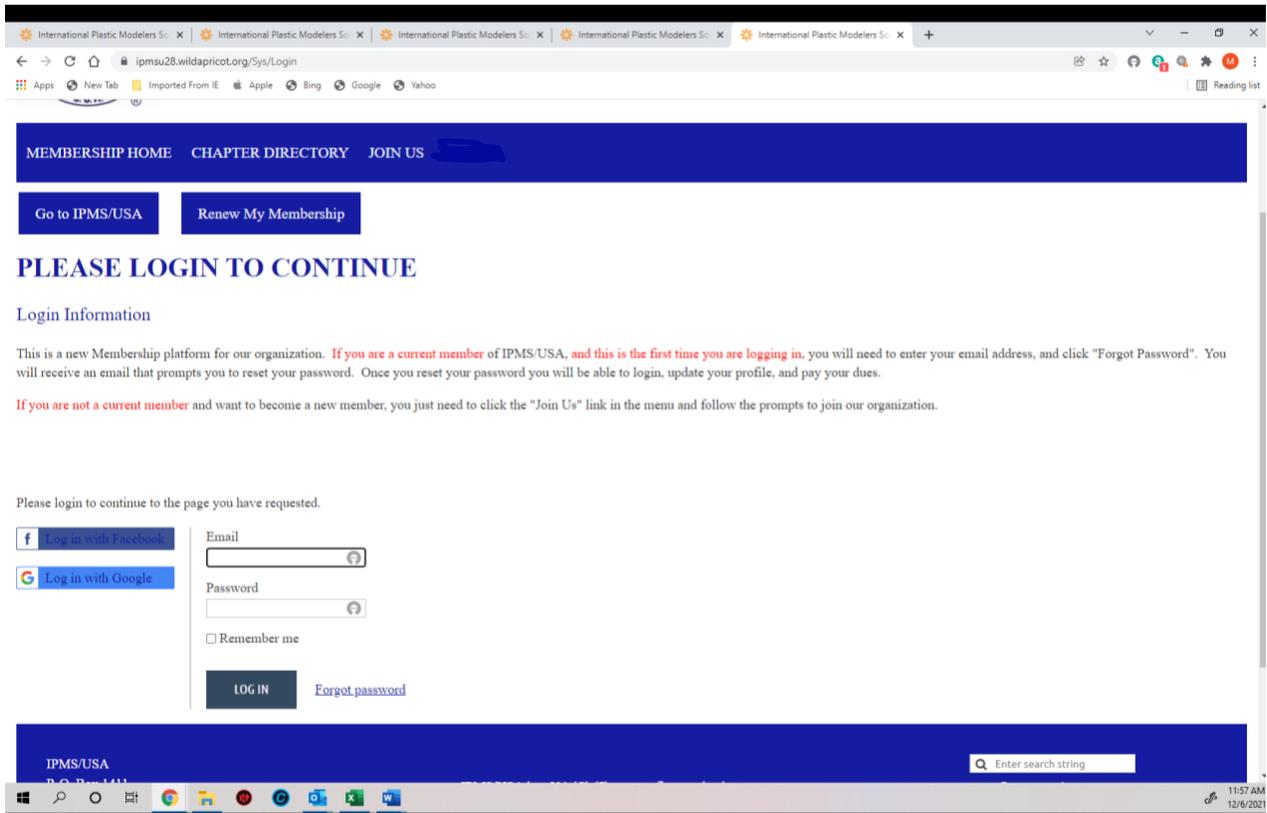
Look for the email you will be sent and follow the instructions. Once you click on the link in the email you will find yourself on this page:



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



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



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

Go to IPMS/USA Renew My Membership

My profile

EDIT PROFILE

Balance due: \$30.00

Profile Privacy Email subscriptions Member photo albums Registrations Invoices and payments Donations

Balance due (1 items): **\$30.00**
Prefer to pay by check or PayPal?
Checks should be made payable and mailed to: IPMS/USA, PO Box 1411, Riverview, FL 33568-1411.
PayPal payments can be made by logging on to PayPal.com and making a payment to Treasurer@IPMSUSA.org.
For check or PayPal payments please let us know in the comments what you are paying for so that we can match your payment to your membership account.

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

PAY ONLINE

Search

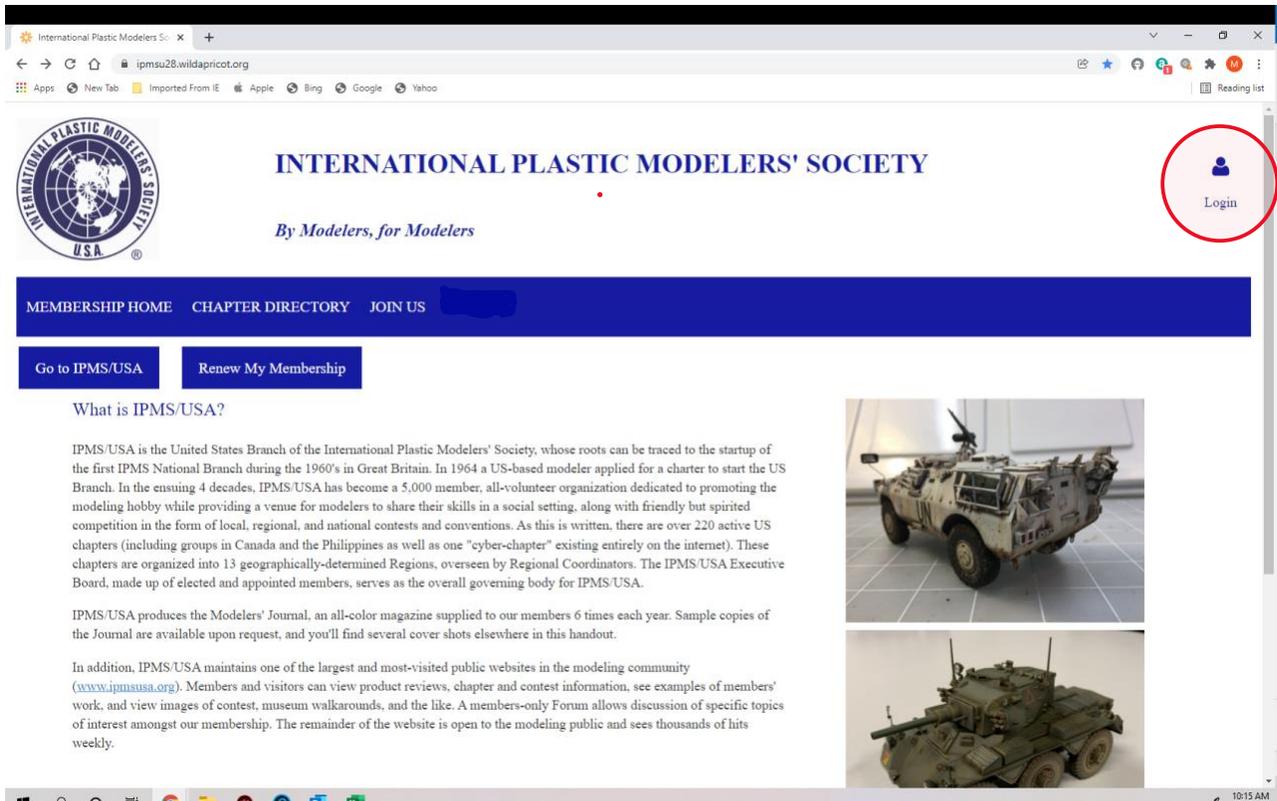
Records found: 5

Balance due: \$30.00
[Membership renewal sending](#)
MESSAGES

Date Transaction

If you choose the “Pay Online” button to renew now you will be taken our Payments page, where you can pay using debit or credit cards. (You can pay using a check via mail to IPMS/USA, PO BOX 1411, Riverview, FL 33568-1411, or using PayPal at PayPal.com, sending your payment to Treasurer@ipmsusa.org. Either way, please include a note letting us know what you are paying for! We’ll update the page above when we process your payment.)

You can also edit your Chapter profile from here by clicking on the “Edit Profile” button. If your Chapter 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 interface. At the top left is the IPMS/USA logo. The main header reads "INTERNATIONAL PLASTIC MODELERS' SOCIETY" with the tagline "By Modelers, for Modelers". A navigation bar includes "MEMBERSHIP HOME", "CHAPTER DIRECTORY", and "JOIN US". Below this are buttons for "Go to IPMS/USA" and "Renew My Membership". The main content area has a section titled "What is IPMS/USA?" with descriptive text. To the right, there are two images: a model airplane in a display case and a model tank. A user profile dropdown menu is open in the top right corner, circled in red, showing the name "Chicago Sprue Stretchers R5C18" and options for "View profile", "Change password", and "Log out".

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](#)

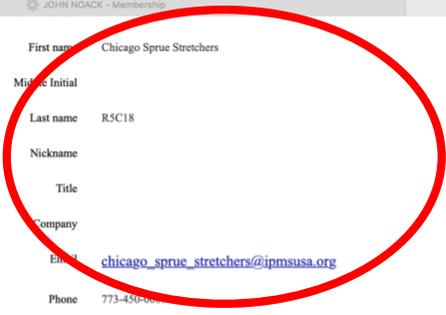
[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#)

MEMBERSHIP DETAILS

Membership level	Chapter - \$30.00 (USD) <i>Subscription period: 1 year, on: January 1st No automatically recurring payments</i>
Membership status	Active
Member since	01/01/1972 Ignore this field
Renewal due on	01/01/2023 <i>You can renew starting 01/01/2022</i>

You can scroll down (see below) to view all the details currently in your Chapter’s IPMS profile. You can check you next charter renewal date, update your chapter officers or meeting information 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 “Chapter Chartered in?” field at the bottom of the page to keep track of how long your Chapter has been chartered. You can also ignore the field “Date last paid”. This is the date last paid before we moved to the new system.**

First name Chicago Sprue Stretchers
Middle Initial
Last name R5C18
Nickname
Title
Company
Email chicago_sprue_stretchers@ipmsusa.org
Phone 773-450-0000
Address Line 1 Kilbourn Park
Address Line 2
City Chicago
State Illinois
Province
Country United States
ZIP
Postal Code
Avatar 
IPMS USA Member Number
Chapter Name Chicago Sprue Stretchers
Official Chapter Name IPMS/Chicago Sprue Stretchers
Region 5
Chapter 18
Website ipms-css.org
Group participation Chapter Contacts
Date Last Paid 12/14/2020
Year Joined 1972
Year Rejoined
Chapter Mailing Address 5723 N. Ozark Ave
Chapter Mailing City Chicago
Chapter Mailing State IL
Chapter Mailing Zip 60631
Chapter Chartered In ? 1972
Chapter Meeting Info 2nd & 4th Friday of the Month, 8:00pm, Kilbourn Park Fieldhouse, 3501 N Kilbourn, Chicago IL. Please contact us before coming due to the changing conditions for using the Fieldhouse!
Chapter Contact Jerry Ben
Chapter Contact email jarob01@yahoo.com
Chapter Webmaster Bill Gudmundson
Chapter Webmaster Email dsharlock@yahoo.com
Chapter President Jeff Jensen
Chapter Vice President



Do Not Change these Fields!

Ignore this field

Chapter Secretary
Chapter Treasurer Ro Annis
Chapter Logo 
Chapter Bio

SOCIAL NETWORK LOGIN

Facebook 
Google 

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

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

Enter search string

Powered by [Wild Apricot](#) Membership Software

If anything is incorrect or needs to be added or updated, click on “Edit Profile”. You will see the Edit Profile page:

INTERNATIONAL PLASTIC MODELERS' SOCIETY

By Modelers, for Modelers

MEMBERSHIP HOME CHAPTER DIRECTORY JOIN US

Go to IPMS/USA Renew My Membership

My profile

SAVE CANCEL

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

* Mandatory fields

Contact ID Number 61160425 This field is generated automatically and cannot be changed

First name

Middle Initial

Last name

Nickname

What do you prefer to be called?

Scroll down to see all the fields you can edit. They are indicated by blue boxes. **Do not change the First Name, Last name, or Email!** 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 with 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.

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 MyIPMSUSA.org system and updating your Chapter information!