

# Comox Valley Yacht Club

PO Box 1541 Comox BC V9M 8A2

## Welcome to CVYC!

### How to access the CVYC Website:

Our main [www.cvyclub.com](http://www.cvyclub.com) website is backed by a customized Membership Management software called Wild Apricot. At this time members are required to **login to the main site**, then to access additional features like Member Directory, the Store and Social/Cruises they must **log into the Wild Apricot section of our site**. We encourage individuals to use the same email/password combination for both sites to keep it simple. ***Please note; it is recommended that each individual member register with their own unique email address.***

### Part 1 - Logging into the main CVYClub.com website

Using your preferred browser, visit [www.cvyclub.com](http://www.cvyclub.com).

- on our home page click LogIn on the top right corner
- a login form opens, select 'Log In' if you have login credentials as a CVYC member and enter your email and password - if that doesn't work follow the steps below.
- Select 'Sign Up' if you are new to the site or lost your password,
- enter your email address (the same one used when registering with the club) and preferred password then select Sign Up to submit your request for access.

**Sign Up**

Already a member? [Log In](#)

Email

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Password

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[Sign Up](#)

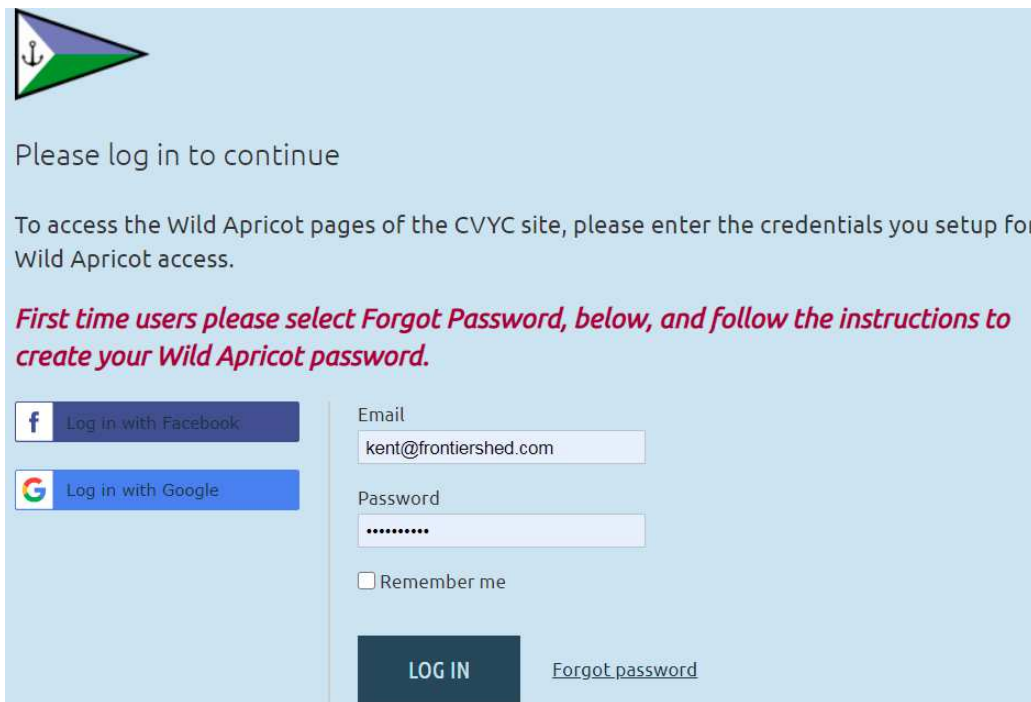
- Our Website Manager needs to activate your access request after which you will receive an email informing you that you are registered (please allow 24 hours for this process to complete). Use your email address and password to log in.

- As you are logging in for the first time, check the “Remember Me” box, your browser should remember your credentials making subsequent visits much easier.

## **Part 2 - Logging into the Wild Apricot section of our site**

Once you have logged in to CVYClub.com, you'll find several links under the Members Only menu. Some Members-Only links will connect you automatically to the Wild apricot platform where you'll be asked login using your email and Wild Apricot password.

*Please note that Wild Apricot requires cookies to be enabled on your browser, they [suggest this site](#) to aid users having cookie related troubles. It is also suggested that if one browser doesn't work try another, such as Google Chrome.*



Please log in to continue

To access the Wild Apricot pages of the CVYC site, please enter the credentials you setup for Wild Apricot access.

*First time users please select **Forgot Password**, below, and follow the instructions to create your Wild Apricot password.*

Log in with Facebook

Log in with Google

Email  
kent@frontiershed.com

Password  
.....

Remember me

LOG IN [Forgot password](#)

If you have been into Wild Apricot before or have acquired a password during the application process, you can enter it here. If you do not have a Wild Apricot password or may have forgotten it, you can create a new password before proceeding.


### **Creating a Password for accessing Wild Apricot**

At the login page (shown above), enter your email and select **Forgot Password**. At the next page enter your email again and check the box beside **I am Not a Robot**. Then Submit.

HERE to go to the OUR MEMBERS page and close this window.'" data-bbox="144 32 700 231"/>

**Reset password**

• Your email


I'm not a robot   
reCAPTCHA  
Privacy - Terms

**SUBMIT**

Members after acceptance of your reset request please click [HERE](#)  
to go to the OUR MEMBERS page and close this window.

An email will be sent to you; follow the link in the email "To Choose a new password.."

MEMBERS CLICK HERE TO GO BACK TO MEMBERS ONLY PAGE'" data-bbox="144 288 964 520"/>

 **Reset your password**

New password


Confirm new password


**SET NEW PASSWORD**

[MEMBERS CLICK HERE](#) TO GO BACK TO MEMBERS ONLY PAGE

The above form will open, enter your chosen password in both boxes and select Set New Password.

MEMBERS CLICK HERE TO GO BACK TO MEMBERS ONLY PAGE'" data-bbox="144 590 930 785"/>

 **Reset your password**

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

[Home](#)

[MEMBERS CLICK HERE](#) TO GO BACK TO MEMBERS ONLY PAGE

Finally you'll see a page indicating your password has been changed (created) successfully.

Click on 'Members Click Here' to return to the Members Only page, then as you proceed with links to the Wild Apricot site you'll be presented with the login screen again, this time enter your email and new

password, checking the 'Remember Me' box makes it really easy next time you visit. Done!

**If you are still experiencing difficulties logging in , visit our Contact Us page and submit a request for assistance and we'll be happy to help.**

### **Part 3 - First things to do when you access the site...**

- Don't forget to visit the MyProfile page to review/update your own member profile
  - Add Member Photo - an identifiable close up photo of you (not your pet, not a couple and not your boat)
  - Update any missing or out of date info
  - Print your membership card
- To get the most out of your website experience be sure to locate the Members Help menu and read through the help pages for tips on what the site has to offer and how to access and use the many features.
- There is a Wild Apricot mobile app available for most mobile devices, you'll find information about that in the Members Help page too.
- If you have ANY troubles or questions, please contact us through the “Contact us” page on the website.

*Please Note:* Membership and boat lists are personal information and intended for Club purposes only. They must not be shared with non-members nor used for commercial purposes.