

# HOW TO LOG IN AND RENEW YOUR OPCA AW MEMBERSHIP

It's the time of year when our annual memberships expire and we ask members to consider renewing their memberships for the new year. Because we've moved to an online membership process, renewing your membership this will be a new process for you. So we have created a step by step guide to logging in to our site as a member and the membership renewal process.

If you have already logged in to the OPCA AW website successfully, you can skip down to Step 8. But if you have any issues, please start at Step 1 and make sure you follow this process step by step.

If you have not yet logged in to the website as a member, follow these steps carefully to make sure the process goes without a hitch.

## STEP 1 (VERY IMPORTANT ... DON'T SKIP THIS):

Clear the history or cache on your web browser and then quit the browser application. This will assure that when you load the pages on the website, they will load fresh. If the site is telling you that you are not logged in when you think you are, it's often a problem with your browser using a cached page from when you were not logged in.

So clear your cache and your browser history before you start.

Then reopen the browser and go to [opcaaw.com](http://opcaaw.com)

STEP 2:

Click the Log In link on the page as you see below:



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nts.

**LOG IN / LOG OUT**

[Login Here](#) | [Not a member? Join Now](#)

STEP 3:

When the log in page opens, click on "forgot password" link:

**OLYMPIC PENINSULA WOODTURNERS** A chapter of the American Association of Woodturners

HOME CALENDAR NEWSLETTER GALLERY RESOURCES ABOUT CONTACT US

### Member Login

Olympic Peninsula Woodturners > About > Benefits of Membership > Join Us > Member Login

Username or Email

Password

Remember Me

**LOGIN**

[Forgot Password?](#)  
[Join Us](#)

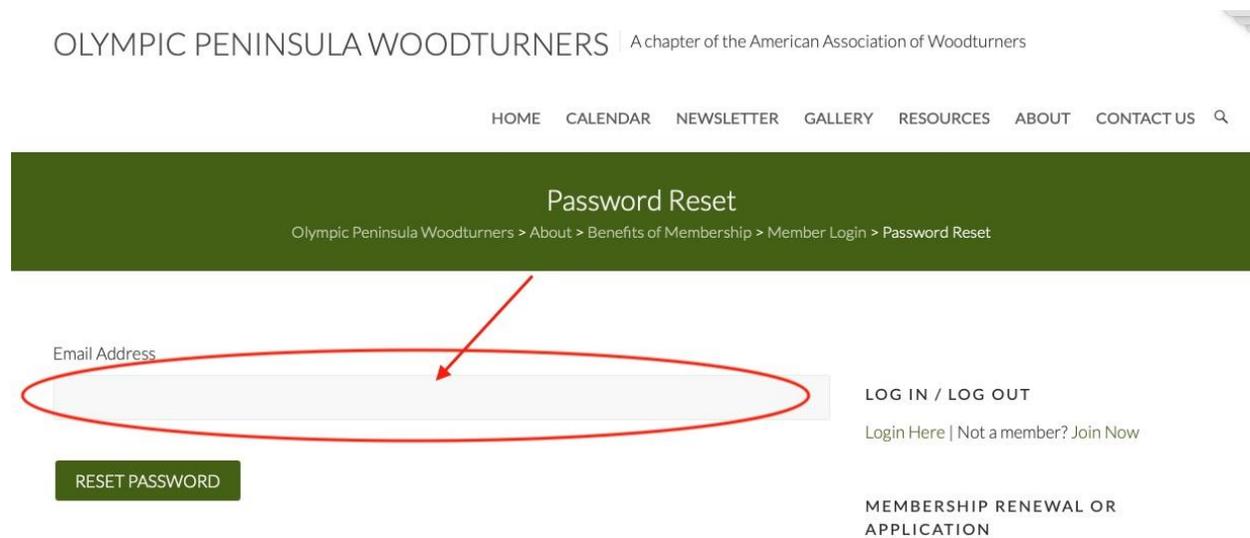
**LOG IN / LOG OUT**  
[Login Here](#) | [Not a member? Join Now](#)

**MEMBERSHIP**  
Membership in OPCA AW is \$30 per year for an individual; \$50 for a family. There are many benefits of membership.

**MEETINGS**  
Our club normally meets on the last Wednesday of each month at the Seventh Day Adventist School, 5088 NW Taylor Road, Bremerton, WA. Check the upcoming events

STEP 4:

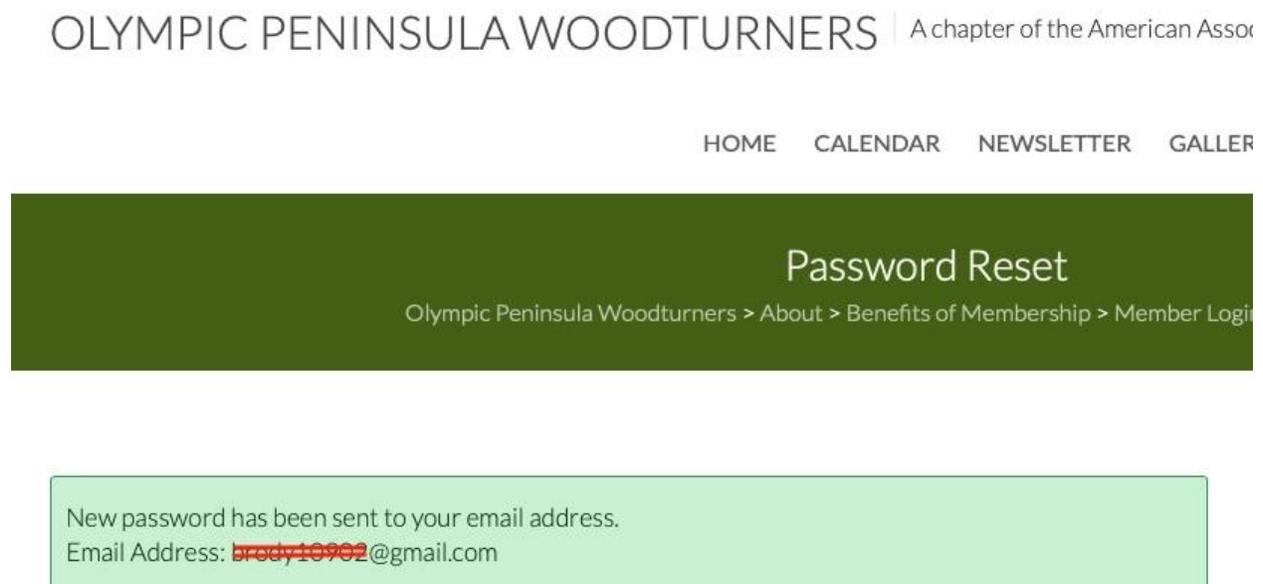
That should take you to the Password Reset page.



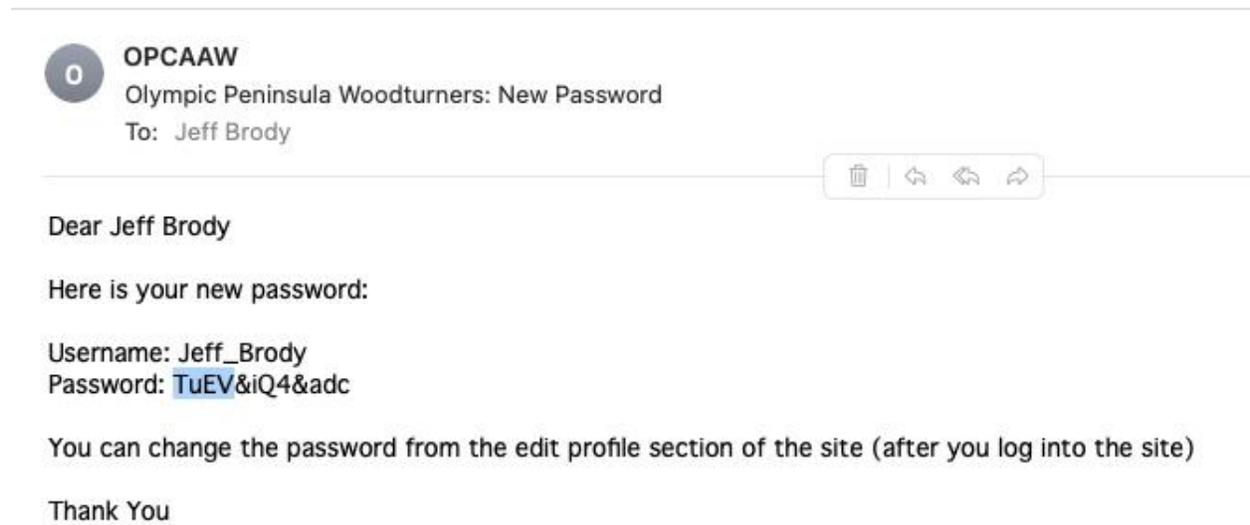
STEP 5:

Type in your email address in the blank provided and then click the "Reset Password" button.

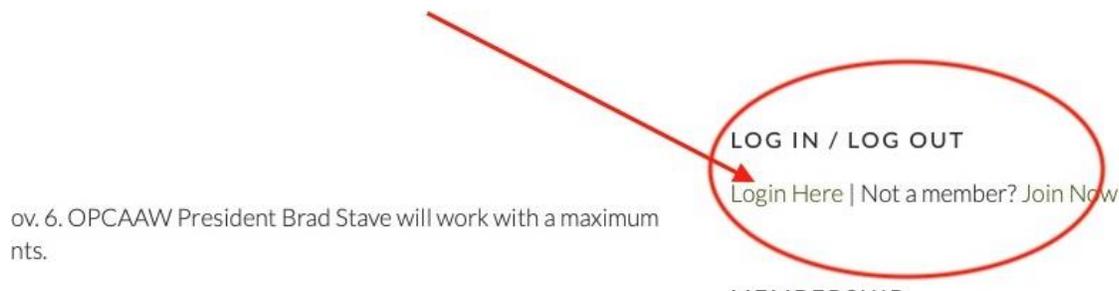
Then you should see this screen:



The website will send you an email to that address with a link to use to reset your password. It will look like this:



STEP 6:  
Go back to [opcaaw.com](http://opcaaw.com) and click the log in link.



Then type in the user name and password exactly as they appear in the email you've just received.  
To be sure, you can select the username, copy it and paste it into the webpage. Do the same with the password that was generated for you.

Then click the green "Log In" button.

#### STEP 7:

You should be taken to your profile page, where you can then change the password to one you choose.

You will be asked to enter your new password twice to verify that's what you want.

Then review the membership information we have for you.

Answer the questions about your turning experience, AAW membership and OPCAAW involvement that you will need to answer.

Also, take this time to upload a photo of yourself or of one of your turning projects. Square photos seem to work best.

You will see the place where a photo can be uploaded.

Then click the green "Submit" button to save your profile.

You will be returned to the home page, which should now indicate you are logged in as a member:



OPCAAW President Brad Stave will work with a  
members.

LOG IN / LOG OUT

Logged in as: Jeff\_Brody | Profile | Logout

## STEP 8:

To access the membership renewal process, you must be logged in. The website will not allow someone who is not logged in as a member to open the "Membership Renewal" page.

To renew your membership for 2022, click on the link to renew:

### OPCAAW

#### Hands-on Classes

Our next class is coming up on Sunday, Nov. 28. OPCA AW President Brad Stave will work with a maximum of five students on making holiday ornaments, repeating the popular Nov. 6 class that was overbooked.

The class will have two 3-hour sessions, with a lunch break in between. The morning session will be on how to hollow the bulb of the ornament. The afternoon session will be on making the finials for the top and bottom of the ornament. See [our calendar](#) for more information on the class, which is now full.

#### Membership accounts are being activated

We have tested our new club membership software on the website and member accounts are now being created. If you are a member for 2021, you will be receiving an email soon notifying you that your account has been activated and listing the steps for you to take to log in on the site and complete your member profile.

#### LOG IN / LOG OUT

[Login Here](#) | [Not a member? Join Now](#)

#### MEMBERSHIP RENEWAL OR APPLICATION

It's time for 2021 members to start renewing your membership for 2022. Please log in to the website before you **renew** your membership. You cannot see the renewal page unless you are logged in.

Or, **apply** as a new member.

Dues are \$30 per year for an individual; \$50 for a family.

## STEP 9:

On the renewal page, use the top button to renew an individual membership and the bottom button for a family membership.

The screenshot shows the OPCA AW website's membership renewal page. At the top, it says "OLYMPIC PENINSULA WOODTURNERS A chapter of the American Association of Woodturners". A navigation bar includes links for HOME, CALENDAR, NEWSLETTER, GALLERY, RESOURCES, ABOUT, and CONTACT US. The main heading is "Membership Renewal" with a breadcrumb trail: "Olympic Peninsula Woodturners > About > Benefits of Membership > Membership Renewal".

The page content includes:

- Information about membership terms: "OPCA AW memberships are based on the calendar year. Members can enjoy uninterrupted benefits by renewing your membership anytime between Nov. 1 and the following Feb. 28. Your membership will lapse if you fail to renew your membership by the end of February."
- Dues information: "Individual members pay annual dues of \$30. Family members pay annual dues of \$50 to cover two or more members who share the same address."
- Instructions: "Make sure you are logged in to the website and then choose the appropriate button below to pay your dues for the new year. Afterwards, be sure to view your profile to make sure all of your information is up to date."
- Two buttons for renewal: "Individual Membership" and "Family Membership", both featuring a PayPal logo. Red circles highlight these buttons, and red arrows point to them from the word "Buttons" written in red.

On the right side of the page, there is a sidebar with the following sections:

- "LOG IN / LOG OUT" with a link "Logged in as: Jeff\_Brody | Profile | Logout".
- "MEMBERSHIP" section: "Membership in OPCA AW is \$30 per year for an individual; \$50 for a family. There are many benefits of membership."
- "MEETINGS" section: "Our club normally meets on the last Wednesday of each month at the Seventh Day Adventist School, 5088 NW Taylor Road, Bremerton, WA. Check the upcoming events section below for specific meeting information."
- "LATEST NEWSLETTER" section with a "CHATTER" button.

You do not have to have a PayPal account to pay online.  
You can choose to use a credit card once you are directed to PayPal.  
Once you complete your payment process, you are done.

PLEASE NOTE: If you are renewing a family membership, once you are done, please email [webmaster@opcaaw](mailto:webmaster@opcaaw) to let us know which other members are included in the family membership you've just renewed. We have to update your other family members' information manually.

If you have any problems logging in or renewing your membership, please [email webmaster@opcaaw.com](mailto:webmaster@opcaaw.com)