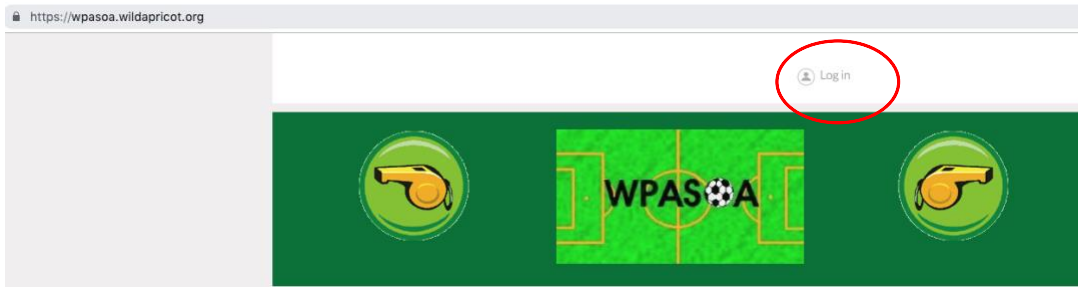
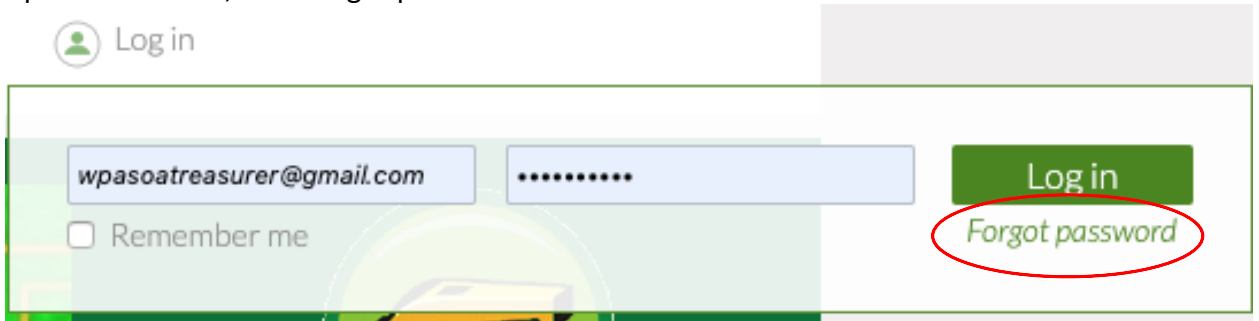


WPASOA – Setting up a Password

1. Go to wpasoa.wildapricot.org. Click the **Log in** button



2. If you know your password, enter it and Click **Log in**. If this is your first time on the Wild Apricot database, click **Forgot password**.



3. Enter your email (the same one at which you received the mailing from WPASOA), and the 6 character code shown on the reset screen. (Note: it will be different from the one you see here.) Then Click the **Submit** button (not shown on this screen shot). You should get a confirmation that an email has been sent. (next page)

RESET PASSWORD


*Your email

*Code

Type the 6 characters you see in the picture



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](#)

- You may have to wait a few minutes to receive a confirmation email from the system. When it arrives, click on the link. (it will be different from the one shown here).

Choose a new password for your Westchester Putnam Approved Soccer Officials Association account

From: Westchester Putnam Approved Soccer Officials Association
To: Test User
Cc: Test User

Y:

Hello Test User,

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

To choose a new password go to:

[https://wpasoa.wildapricot.org/Sys/Password/Reset?id=\[REDACTED\]](https://wpasoa.wildapricot.org/Sys/Password/Reset?id=[REDACTED])

(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://wpasoa.wildapricot.org/>, you may safely disregard this email.

Many thanks,
Westchester Putnam Approved Soccer Officials Association

- Enter and confirm a new password. Click **SET NEW PASSWORD**

RESET YOUR PASSWORD


*New password

*Confirm new password

SET NEW PASSWORD

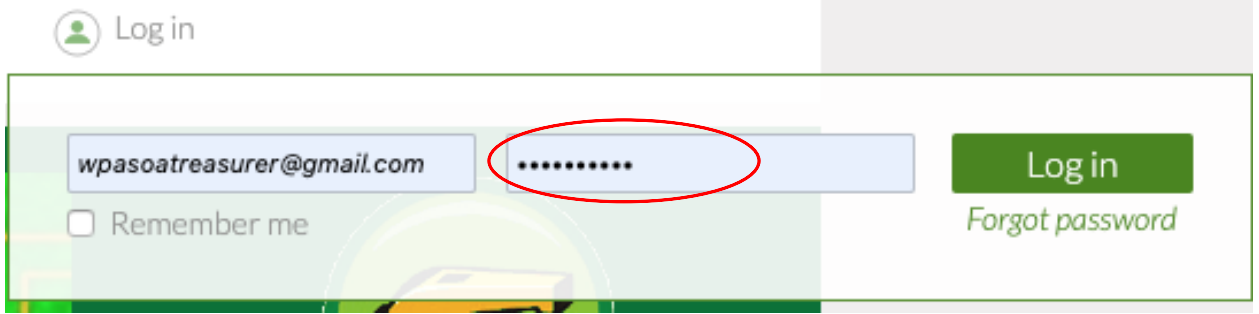
You should get a success message.

RESET YOUR PASSWORD

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

[Home](#)

6. Go back to step 1 and log in, enter your password in the appropriate field.



The image shows a login interface. At the top left, there is a person icon followed by the text "Log in". Below this, there is a light blue rectangular box containing two input fields. The first field contains the email address "wpasoaatreasurer@gmail.com". The second field contains a series of dots representing a password, and this field is circled in red. To the left of the password field is a checkbox labeled "Remember me". To the right of the input fields is a green button with the text "Log in" and a link below it that says "Forgot password".

Remember and keep your password. If you ever forget, you can go through this reset process.