

# DIRECTIONS

## LOGGING-IN & ADDING PROGRAM CONTACTS

Members must log-in to the BCAPOP website prior to registering to access members-only discounted rates for conferences and events.

### LOGGING-IN TO BCAPOP WEBSITE

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#### Step 1

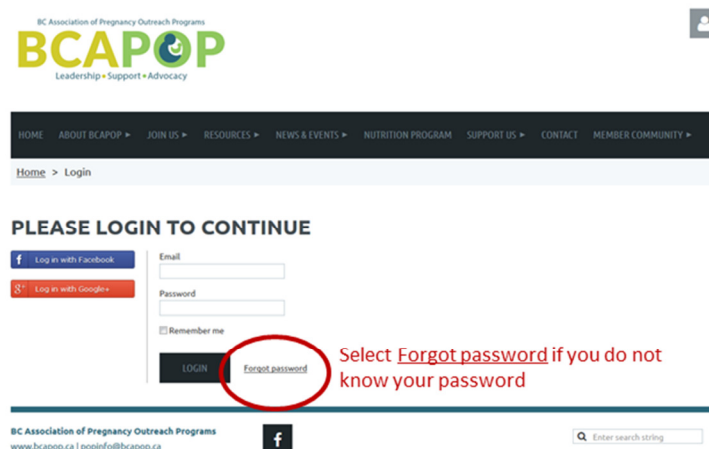
From [www.bcapop.ca](http://www.bcapop.ca), click the icon in top right corner of the screen.



#### Step 2

Enter your email and password then select login.

Forgot your password? If yes, select '**Forgot password**' after entering your email address. A system generated password will be emailed to you.



### Step 3

Enter your email address and type the code shown in the shaded box, then select submit.

BC Association of Pregnancy Outreach Programs  
**BCAPOPOP**  
Leadership • Support • Advocacy

HOME ABOUT BCAPOP ► JOIN US ► RESOURCES ► NEWS & EVENTS ► NUTRITION PROGRAM SUPPORT US ► CONTACT MEMBER COMMUNITY ►

Home > Reset password request

**RESET PASSWORD REQUEST**

\*Your email  Each contact at your organization has a unique password

Type the 6 characters you see in the picture

SMU3TH

SUBMIT

BC Association of Pregnancy Outreach Programs  
www.bcapop.ca | popinfo@bcapop.ca

Enter search string

NOTE: Each contact listed on the BCAPOP website has its own password. Contacts must use a unique email address. *You cannot use the same email address for multiple staff members.*

### LOG-IN FAQs

Q I am unable to log-in/reset my password. Why did I receive an 'Error warning: Email not found' message?

Answer: You must be listed in the BCAPOP database to log-in/reset your password. Contact the *Key Contact* for your organization to request that you be added to the BCAPOP database as a 'bundle member'. [See next page for directions on Adding Contacts to Your Membership Listing]

Q How do I find the name of the key contact for my organization?

Answer: Contact BCAPOP at [popinfo@bcapop.ca](mailto:popinfo@bcapop.ca).

# ADDING CONTACTS TO YOUR MEMBERSHIP LISTING

The BCAPOP membership database contains a key contact for each Program Member (i.e. POP program). Additional contacts can be added for each Program Member.

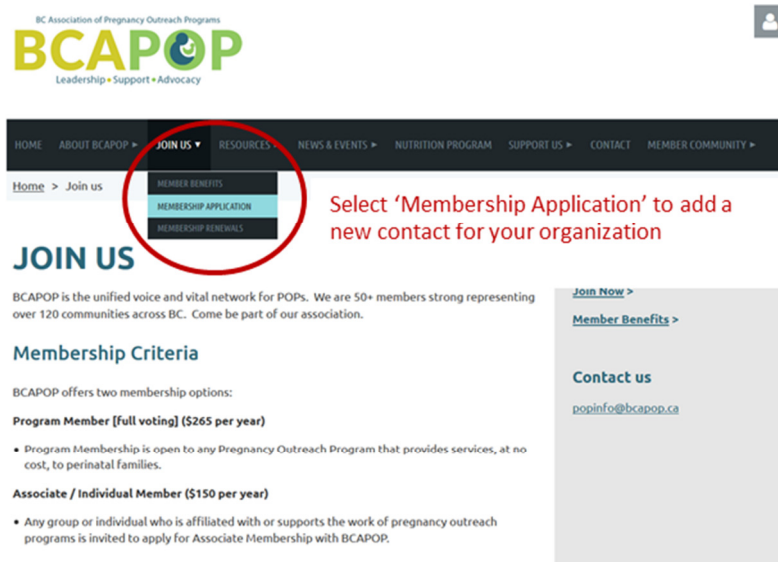
One must be listed as a contact with BCAPOP to access discounted, members-only rates for conferences and events.

## Step 1

Log-in to the BCAPOP website. See page 1 for directions.

## Step 2

Select 'JOIN US' from the main menu bar, then 'MEMBERSHIP APPLICATION' from the drop-down menu.



## Step 3

Complete the membership application form on behalf of the person you want to add as a contact/bundle member.



## MEMBERSHIP LISTING FAQs

Q How do I know if I am the key contact for my organization?

Answer: Key contacts receive membership renewal notices.

Q How many staff members can I add to my program membership listing with BCAPOP?

Answer: There are currently no limits to the quantity of staff members that can be added.

Q Who can I add as a contact?

Answer: Any employee of a BCAPOP Program Member (Full Voting) is eligible to be added as a contact or 'bundle member' of their organization in the BCAPOP database.

Q Do I have to add employees to the BCAPOP database?

Answer: No. Only the key contact is required for each Program Member.

Q What happens if I do not add employee to the BCAPOP database?

Answer: Individuals not listed as a contact with BCAPOP will not be able to access discounted rates for members only.

Q What is a **bundle**?

Answer: A membership **bundle** is a collection of members who are linked together and managed by one of their members – the **bundle administrator**, also referred to as the **key contact**.

Q How do I remove a contact/**bundle member** from my program membership listing with BCAPOP?

Answer: Contact BCAPOP at [popinfo@bcapop.ca](mailto:popinfo@bcapop.ca) with the name and email address of the contact to be removed from your list of organization contacts.

Q How do I change the key contact for my organization?

Answer: Contact BCAPOP at [popinfo@bcapop.ca](mailto:popinfo@bcapop.ca) with the names and email address of both the current and new key contacts.