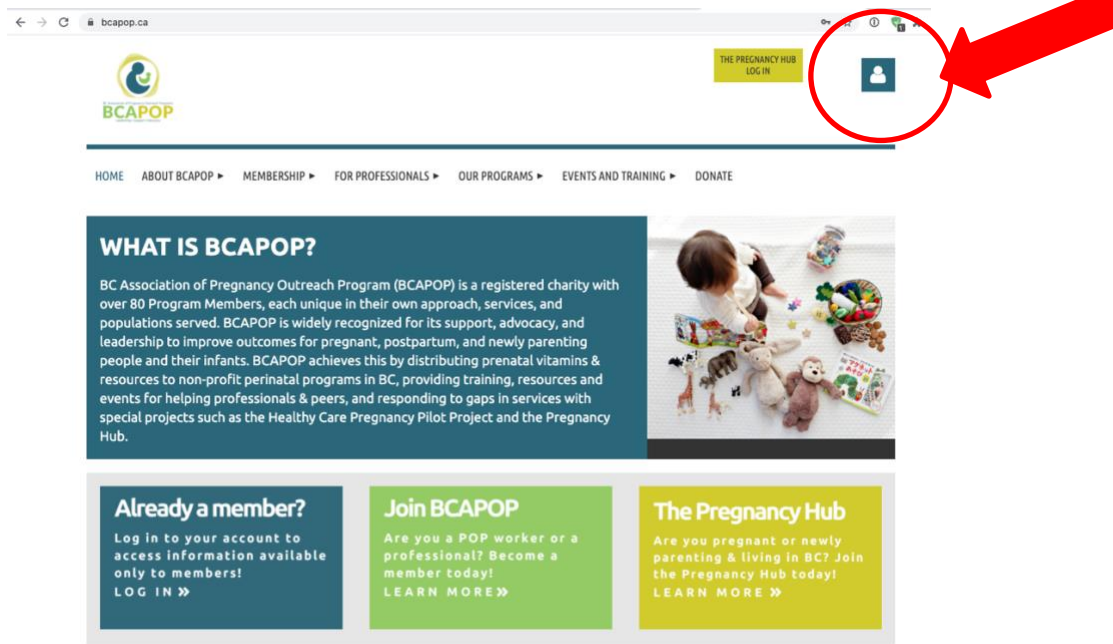


Having problems logging in? Read the LOG-IN FAQs on the following page for answers to common questions.

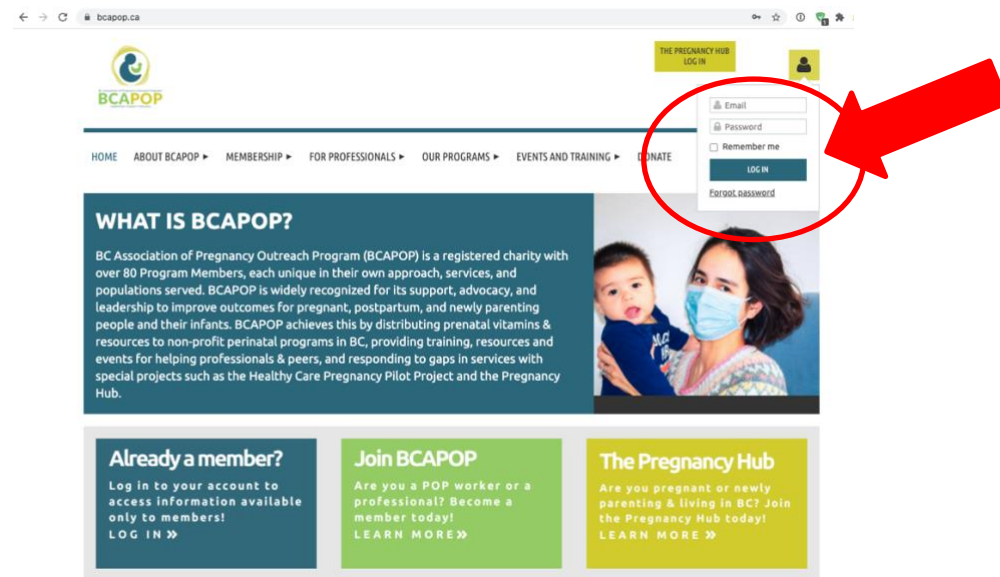
## Step 1

From [www.bcapop.ca](http://www.bcapop.ca), click the member 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 check off the “I’m not a robot” box, then select submit.

The screenshot shows a web browser window with the URL [bcapop.ca/Sys/ResetPasswordRequest](http://bcapop.ca/Sys/ResetPasswordRequest). The page title is "RESET PASSWORD". The form contains the following elements:

- A text input field labeled "Your email" with a red asterisk indicating it is required.
- A checkbox labeled "I'm not a robot" with a CAPTCHA image to its right.
- A red "SUBMIT" button below the checkbox.

The footer of the page includes the BCAPOP logo, contact information (Mailing Address: c/o United Way | 286 Tranquille Road | Kamloops BC | V2B 3G3, www.bcapop.ca | popinfo@bcapop.ca | 250-572-2191, Charitable Registration Number: B2153 3072 RR0001), a "Join our mailing list today!" link, a Facebook icon, and a search bar.

**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 Why do I need to log in to the BCAPOP website?

**Answer:** BCAPOP members must be logged in to access members only site pages (e.g. membership directory, discussion forums, dial-in instructions for member conference calls) and to access member only fees for conferences and events.

#### 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 *Bundle Administrator* for your organization to request that you be added to the BCAPOP database as a 'bundle member'.

#### Q What is a key contact / bundle administrator?

**Answer:** A *Bundle Administrator* is the representative from your organization responsible for initiating and renewing membership with BCAPOP.

#### Q How do I find the name of the key contact / bundle administrator for my organization?

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

#### Q Why am I receiving a log in error message when I try to access the Pregnancy Hub?

**Answer:** BCAPOP Program and Associate Members **do not** have access to the Pregnancy Hub. [Click here to see the Pregnancy Hub Handout](#) which is snapshot of the Pregnancy Hub contents, and is intended for professionals.

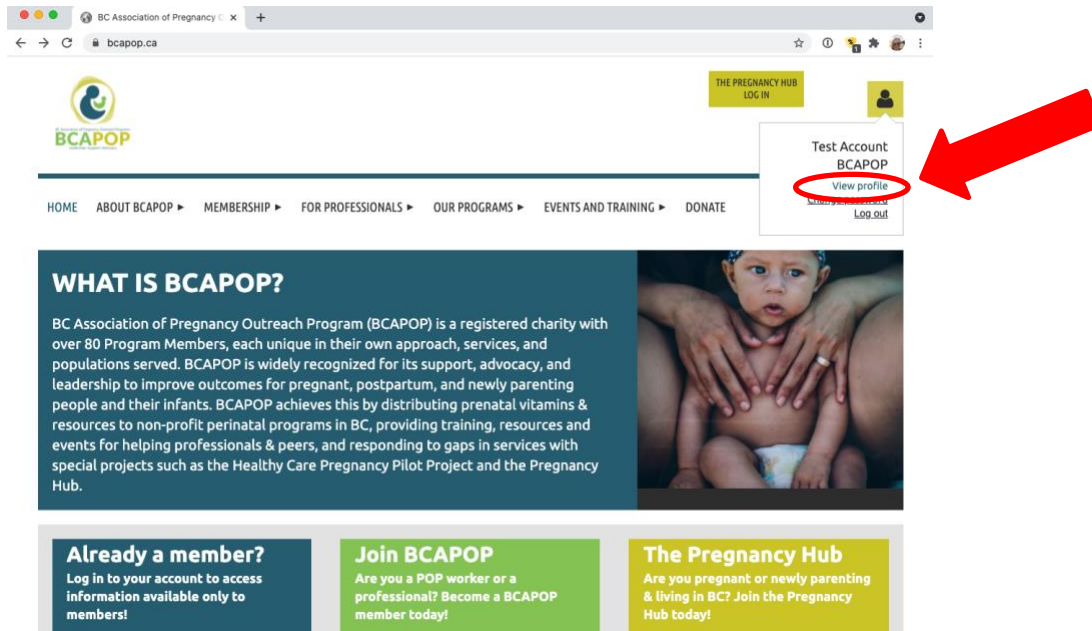
To update/edit your profile:

**Step 1**

Log in to your account from the (as outlined above in the Log In Instructions section)

**Step 2**

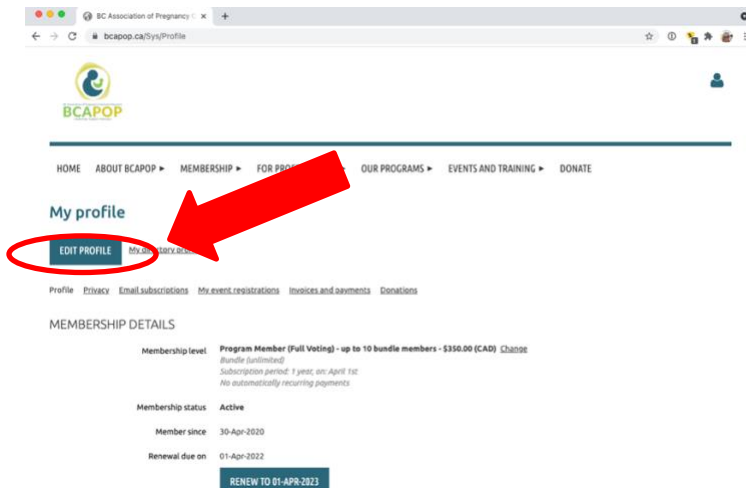
Once logged in, click on the **view profile** link, displayed under the member icon.



**Step 3**

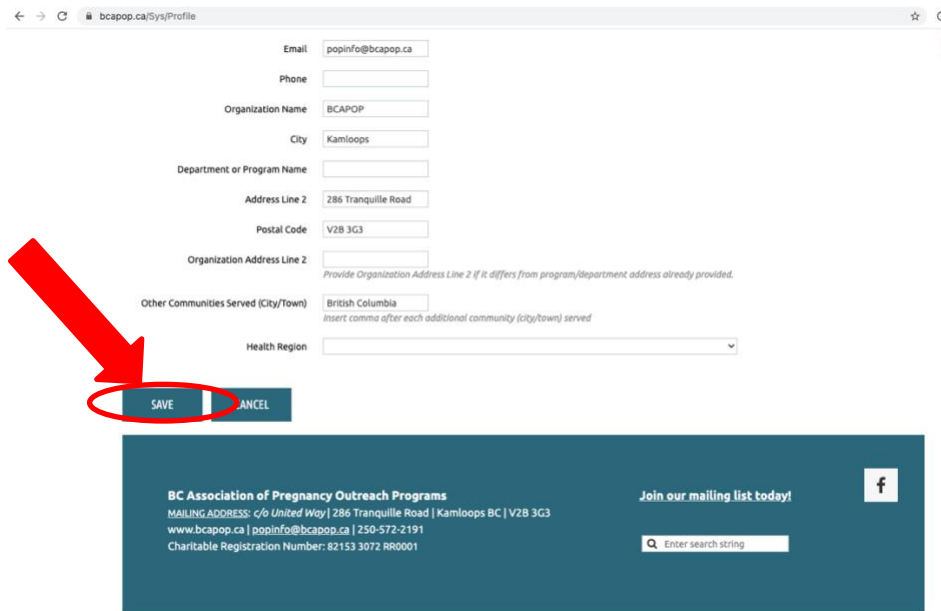
From there, on the **view profile** page, you will see a summary of your membership profile, including: *Membership Details* and *Bundle Summary*. On this page, you will also have the option to **Edit Profile**, which allows you to edit your BCAPOP profile.

Click the **Edit Profile** button to edit/update your current profile.



## Step 4

Once you have updated your profile, click on **SAVE**, in the bottom left corner to save your changes.



The screenshot shows a web browser window with the URL `bcapop.ca/Sys/Profile`. The form contains the following fields:

- Email: `popinfo@bcapop.ca`
- Phone: (empty)
- Organization Name: `BCAPOP`
- City: `Kamloops`
- Department or Program Name: (empty)
- Address Line 2: `286 Tranquille Road`
- Postal Code: `V2B 3G3`
- Organization Address Line 2: (empty)
- Other Communities Served (City/Town): `British Columbia`
- Health Region: (dropdown menu)

Below the form are two buttons: **SAVE** and **CANCEL**. A red arrow points to the **SAVE** button, which is also circled in red.

At the bottom of the page, there is a dark blue footer containing the following information:

- BC Association of Pregnancy Outreach Programs**
- MAILING ADDRESS: c/o United Way | 286 Tranquille Road | Kamloops BC | V2B 3G3
- www.bcapop.ca | popinfo@bcapop.ca | 250-572-2191
- Charitable Registration Number: 82153 3072 RR0001
- Join our mailing list today!
- Search bar: Enter search string
- Facebook icon

Bundle Administrators can add members to their profile. Program and Group Associate Memberships allow up to either: (i) **10** bundle members; (ii) or **25** bundle members depending on what membership type was selected.

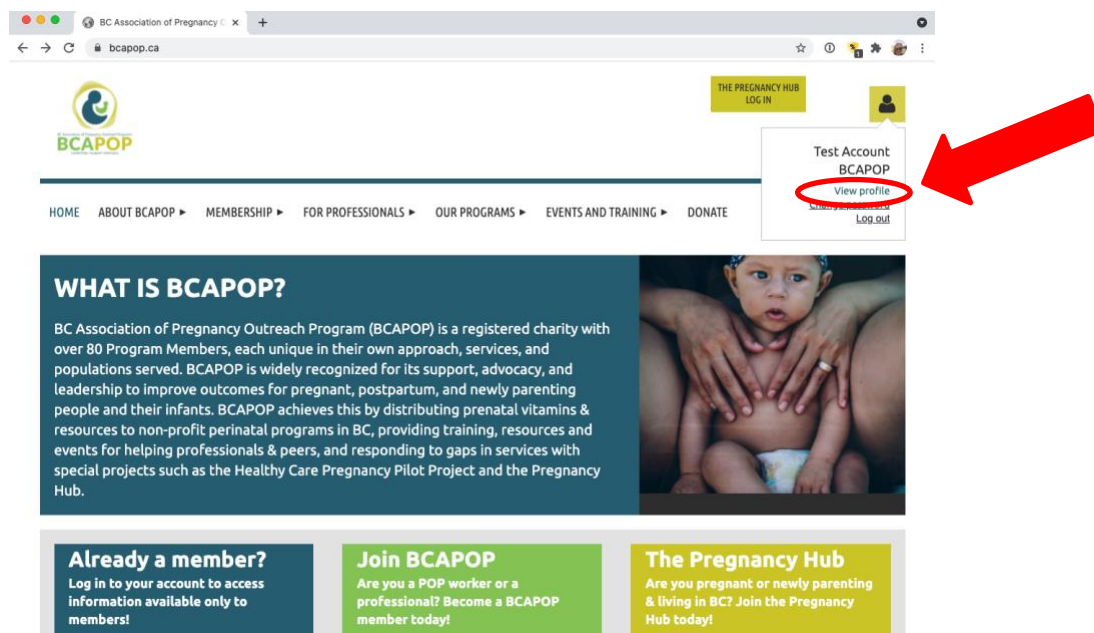
**For Bundle Administrators only** - to add new member(s) to your bundle:

### Step 1

Log in to your account from the (*as outlined above in the Log In Instructions section*)

### Step 2

Once logged in, click on the **view profile** link, displayed under the member icon.



### Step 3

From there, on the **view profile** page, you will see a summary of your membership profile, including: *Membership Details* and *Bundle Summary*. On this page, you will also have the option to **Edit Profile**, which allows you to edit your BCAAPOP profile, or **Add Member** under the *Bundle Summary* section.

[continued on next page]

To add a new member to your profile, click the **Add Member** button, under the *Bundle Summary* section.

BC Association of Pregnancy Outreach Programs (BCAPOP) website profile page. The page shows membership details for a "Program Member (Full Voting)" and a bundle summary. A red arrow points to the "ADD MEMBER" button in the bundle summary section.

**MEMBERSHIP DETAILS**

- Membership level: Program Member (Full Voting) - up to 10 bundle members - \$350.00 (CAD) Char908
- Bundle (unlimited)
- Subscription period: 1 year, on: April 1st
- No automatically recurring payments
- Membership status: Active
- Member since: 30-Apr-2020
- Renewal due on: 01-Apr-2022
- RENEW TO 01-APR-2023

**BUNDLE SUMMARY**

Used so far: 1

**ADD MEMBER**

User ID: 52776543

First Name: Test Account

Last Name: BCAPOP

Email: test@bcapop.ca

Phone: 7788511029

Organization Name: BCAPOP

City: KAMLOOPS

Department or Program Name:

Is your program/organization a registered charity? Yes

Business Number or Charitable Registration Number:

Address Line 1: c/o United Way - 286 Tranquille Road

Address Line 2:

Province: BC

Postal Code: V2B3G3

Organization Type: Non-profit

Organization Type - Other:

Organization Address Line 1:

Organization Address Line 2:

Program Website:

Primary Community for Program/Services (City/Town):

Other Communities Served (City/Town):

Health Region:

Who are your funders? Funders - Other:

Program offers support to perinatal women free of charge: Yes

Membership Terms:  I agree to support BCAPOP's mission

**SOCIAL NETWORK LOGIN**

Facebook

Google

**BC Association of Pregnancy Outreach Programs**  
MAILING ADDRESS: c/o United Way | 286 Tranquille Road | Kamloops BC | V2B 3G3  
www.bcapop.ca | popinfo@bcapop.ca | 250-572-2191  
Charitable Registration Number: 82153 3072 RR0001

Join our mailing list today!

Enter search string

## Step 4

From there, you will be prompted to complete all required fields on the **Add member to bundle** page.

BC Association of Pregnancy Outreach Programs

bcapop.ca/Sys/AddBundleMember

BCAPOPOP

HOME ABOUT BCAPOP MEMBERSHIP FOR PROFESSIONALS OUR PROGRAMS EVENTS AND TRAINING DONATE

### Add member to bundle

Add member to bundle \* Mandatory fields

BUNDLE SUMMARY

Used so far 1

\* First Name

\* Last Name

Email

Phone

Organization Name

\* City

\* Department or Program Name

\* Is your program/organization a registered charity?  Yes  No

\* Business Number or Charitable Registration Number   
Please include your program's charitable registration number (or CRA business number if you are not a registered charity).

## Step 5

Once all required fields have been completed, click on **SAVE**, in the bottom right corner to add the new member to your profile.

BC Association of Pregnancy Outreach Programs

bcapop.ca/Sys/AddBundleMember

Other Communities Served (City/Town)   
Insert comma after each additional community (city/town) served

Health Region

Who are your funders?

Canadian Prenatal Program (CPNP)

Ministry of Children and Family Development (MCFD)

Community Action Program for Children (CAPC)

Provincial Health Authority

Other  
Select all that apply

Funders - Other   
If you selected OTHER to 'Who are your funders?', please specify.

Program offers support to perinatal women free of charge  Yes  No

Membership Terms  I agree to support BCAPOP's mission

BC Association of Pregnancy Outreach Programs

MAILING ADDRESS: c/o United Way | 286 Tranquille Road | Kamloops BC | V2B 3G3

www.bcapop.ca | popinfo@bcapop.ca | 250-572-2191

Charitable Registration Number: 82153 3072 RR0001

Join our mailing list today!

Enter search string

Once saved, you will be taken to a summary page, and will then have the option to return to the bundle list and your own profile.

**Reminder:**

- All new members must be added individually.
- You will not be able to add new members if your bundle members exceed the number of bundle members allowed.

Email [popinfo@bcapop.ca](mailto:popinfo@bcapop.ca) if you have any issues editing your profile.

BC Association of Pregnancy Professionals

bcapop.ca/Sys/Profile?memberId=61406203

HOME ABOUT BCAPOP ► MEMBERSHIP ► FOR PROFESSIONALS ► OUR PROGRAMS ► EVENTS AND TRAINING ► DONATE

### My profile

**You are viewing a bundle member record.**  
[Return to bundle list and your own profile](#)

**EDIT PROFILE** My directory profile **ARCHIVE**

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

#### MEMBERSHIP DETAILS

Membership level	<b>Program Member (Full Voting) - up to 10 bundle members - \$350.00 (CAD)</b> <i>Bundle (unlimited)</i> <i>Subscription period: 1 year, on: April 1st</i> <i>No automatically recurring payments</i>
Membership status	<b>Active</b>
Member since	31-Aug-2021
Renewal due on	01-Apr-2022
User ID	61406203