



Lee Glassman, Wayne County ARES AEC
1425 The Hideout, Lake Ariel, PA 18436
570.840.2633
Kc3lee@kc3lee.com
<https://kc3lee.com>

To: All WC ARES Members

RE: ARES CONNECT Training Part 1

Connecting to your ARES CONNECT Account

ARES Connect, in simple terms, is a volunteer time & management system. It relieves your Emergency Coordinator (EC) from the usual drudgery of creating spreadsheets of members, tracking time during the month, and telling everyone about upcoming events.

Just like any other computer program ARES Connect needs data to work. All the programming in the world is useless unless there is data to process through the logic. You are the data providers for ARES Connect. The simple process of creating an account and occasionally maintaining it starts the process of making ARES Connect useful and giving WA2CCN and his AEC's a tool that relieves the drudgery of their volunteer work.

Before we go too far you need to remember that your username is your FCC assigned callsign. It should be the same that group of letters and the number that the FCC has assigned to you. Please use it when logging in to ARES Connect.

You access ARES Connect through your web browser on your computer. The URL is:

<https://arrl.volunteerhub.com/lp/epa>

Save the link in your favorites! It will make it easier when you want to register for an event when your EC creates them in the calendar. That "/lp/epa" is important. Be sure it is saved with the rest of the URL.

First Time logging in!

We are in the process of creating an account for each of you. You will receive an email when you have been pre-registered, with instructions on how to access your account and create a new password. This process should be completed within one week, if not less. If you wish to create an account before then, feel free to do so if you want to look around CONNECT.

The "create an account" process is simple. Use your browser to access <https://arrl.volunteerhub.com/lp/epa> and you can get started.

At the top of the page – Click on "Create An Account"

On the next page fill in your Username (remember its your call!), a password of your choice (make it a good one), type it again to make sure, write it down to you remember it, and then click on the NEXT button.

If all is well you will get the screen to start your profile. But....

If you get a red box around your username saying "username already in use" it probably means that your information was previously uploaded by the WC ARES Admins already.. This is not a problem. Here is what you do....

At the top of the screen you'll see "Already Have An Account?" and the words "Sign In". Click on the "Sign In".

The next page is the "Sign In" page. See the "Forgot Password?" Just click on it. The next page will display a place for your email address. Just enter your email address in the space provided and click on the SEND button.

In a few minutes you'll receive an email from ARES Connect with the instructions to reset your password. Just follow them and you'll be logged so you can start entering your information.

If you did not get the "username already in use" message you'll be at the creating a new account page. ARES Connect will step you through the info that it needs for its mission.

First, your affiliations such as the Hurricane Watch Net, US Army Mars, or The Salvation Army Satern Program. Just click on the points for those organizations that you might be affiliated with so that ARES Connect knows.

When you are done just click on the NEXT button.

The next part is your Profile. No, you don't turn sideways for the camera. Just fill in the information in the fields provided. Very simple and straight forward answers. It is all going there to help the WC ARES Admins..

Three questions that I know come up regularly...

1. I live in County A but participate with County B's ARES Team. Fine, just make your County of Residence County B.
2. If you don't want email updates from the ARRL then be sure to select "No, do not email me" in the Email Opt-in field. You may still get emails from your ARES Admins outside of ARES Connect.
3. You do not have to be a member of the ARRL to register with your county ARES team. We would like you to be but it is not necessary.

Remember, now matter how you answer the questions you can change the answers in the future. You just log on and change them.

When you are finished click on the NEXT button and approve your Profile. Done.

COMING UP SOON – PART 2 – HOW TO REGISTER FOR AN EVENT (Nets, Training, etc...)

If you have any questions, please contact me at kc3lee@kc3lee.com and I will be more than happy to answer. I will be out of town from May 26th until June 2, as well as June 11-18, but will be able to respond to emails...

Thanks for your attention, hope to hear you on the airwaves...

73 de KC3LEE

Lee Glassman, EMT

Wayne County ARES Assistant Emergency Coordinator