

### To submit a request:

1. Visit WildApricot - <https://iaorr.wildapricot.org/>
2. Log in using your WildApricot credentials
3. On the My Profile page, click Access Membership Management Home Page at the top of the page.
4. On the page titled, Welcome! Please choose from the following options:, choose Members Only in the lower righthand corner of the screen
5. At the bottom of the page in the Footer bar, click on the option called "Glasgow Conference - Roommate Request"
6. Click "Subscribe to forum"
7. Click "Create topic"
8. Fill in the form using these instructions:
  1. In the Subject field, type in "**YOUR FULL NAME** - and something like **Looking to share hotel room**"
  2. In the Body field, type in a detailed description of your request
9. Click "Create" button at the bottom of the form
10. Click checkbox next to "Subscribe to topic" and choose "Immediately" in the dropdown options
11. Check back frequently by repeating Steps 1, 2, and 3 to see if you've received a response to your request

### To view and reply to a request:

1. Visit WildApricot - <https://iaorr.wildapricot.org/>
2. Log in using your WildApricot credentials
3. On the My Profile page, click "Access Membership Management Home Page" at the top of the page.
4. On the page titled, "Welcome! Please choose from the following options:", choose Members Only in the lower righthand corner of the screen
5. At the bottom of the page in the Footer bar, click on the option called "Glasgow Conference - Roommate Request"
6. Click on the desired topic (Roommate Request)
7. Click "Reply" button at the bottom of the screen
8. In the Body field, enter your response
9. Click "Post" button at the bottom of the form
10. Check back frequently by repeating Steps 1, 2, and 3 to see if you've received a response to your request

**MOST IMPORTANTLY, DO NOT ENTER PERSONAL OR PRIVATE INFORMATION INTO THE FORMS.**