

# Creating An ARES Connect Account

**Attention EC: Please read the note to ECs at the bottom of this document.**

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 your Emergency Coordinator a tool that relieves the drudgery of his 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://arrr.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!**

The “create an account” process is simple. Use your browser to access <https://arrr.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 your EC through the bulk load option. 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 your County EC.

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 county ECs 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.

Thank you from your County EC, your District EC, the ARRL Eastern PA Section Staff, and the ARRL.

There will be future short instructions documents to follow for how to register for events and time logging.

**Attention ECs: When a new ARES Connect account is created it is assigned to the New Volunteer group. Testing with the help of Harry Bauder, N3FMO, EC for Lancaster County demonstrated this fact. Thanks to Harry for his help and patience.**

**You apparently cannot adjust the Levels for the user until the new user is assigned to your county group.**

**In order to make sure there is a fast turn-around when a new user creates an account the SEC and the ASEC will be monitoring the New Volunteer group and when a new user appears assigning it to the correct county group, based on the county that the new user indicates, and marking the new user as a member of the Level One group.**

**This way you will not have to do any more maintenance on the new user unless they belong to a Level Two or Level Three group.**

**You will receive an email from the SEC or ASEC when the new user is assigned to your county.**

**Hopefully this will not be a "forever" process.**

73,  
WT  
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