INTRODUCTION TO HAMCLUBONLINE (HCOL)

APRIL 2025

- [Self-Registration (Joining via HCOL)](#)
- [Paying or Renewing Your Membership](#)
- [Getting Started (Managing your profile)](#)

WHAT DOES HCOL PROVIDE?

- A web-based toolset to manage the membership
  - Minimum computer skills need – anyone can do it!
  - Members maintain their own information

- Dues are paid through HCOL

- Messages are distributed via HCOL

- Other bonuses!
  - Supports online voting & surveys
  - Realtime access to membership roster
  - Linked to the FCC database
  - Club Calendar
  - Easy access to club files & messages
  - Attendance Tracking

SELF-REGISTRATION

HOW TO JOIN WVARC VIA HAMCLUBONLINE
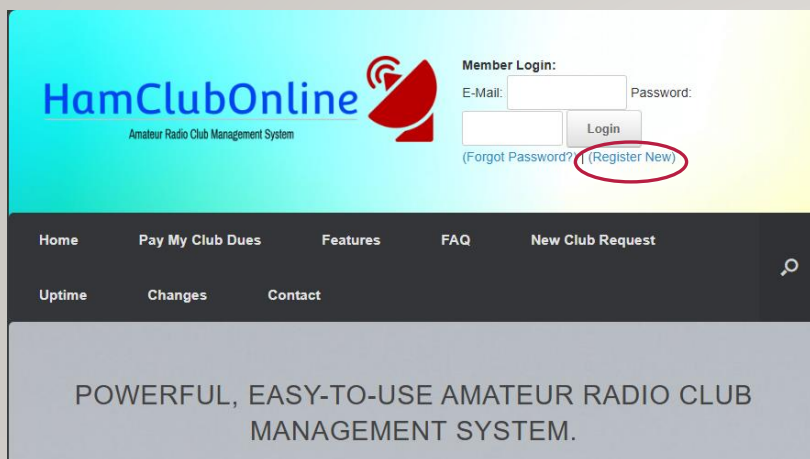
Use your favorite Web Browser

Hamclubonline.com

If you already have a login, skip forward to "logging in"

Click on **Register New**

Enter your Callsign and click on **Submit**

Only people with a valid Callsign can self-register.

If you don't have a callsign, fill out a paper application.

CREATE HCOL LOGIN

- Verify your Name & Callsign is displayed

- Enter the Last 4 digits of your FRN
  - Your FRN can be found by searching on your callsign @ https://wireless2.fcc.gov/UlsApp/UlsSearch/searchLicense.jsp

- Enter your Email Address (twice)

- Select the desired Timezone
  - "UTC -07:00 – America/Phoenix" for the Arizona

- Click Submit

- Look for your email with your temporary password or use "Forgot Password" to login

HamClubOnline - Self-Registration System

KD5NLP
Kolb, George M
Glendale AZ 85305

Verify last four digits of the FRN (FCC Registration Number) on your license: 4081

E-Mail Address: kolbmike9@gmail.com

E-Mail Address (again to verify): kolbmike9@gmail.com

Timezone: UTC -07:00 - America/Phoenix

After pressing submit, the HamClubOnline system will send you an e-mail with a temporary password to verify your account. This password will expire in 6 hours. You may request another temporary password using the forgot password link in the future.

Note: By providing an e-mail address to HamClubOnline, you agree that you may receive e-mails from HamClubOnline and on behalf of clubs that may use the HamClubOnline service for which you are affiliated and you may deactivate these emails at any time. Persons reporting HamClubOnline for spamming to our internet provider will be automatically disabled and no longer be able to use the HCOL service.

Your registration will be logged from IP address: 2600:8800:3a8:f000:1816:355c:4039:c630

Submit

Warning: Do not use your ARRL email!

EMAIL FROM HCOL

- You will receive an email from HCOL with your temporary password
  - Typically, within a few minutes
- The temporary password expires in 24hrs
  - If your password has expired, click on "Forgot password" for a new temporary password

On Mar 20, 2025, at 1:14 PM, HamClubOnline Support <support@hamclubonline.com> wrote:

<Your Name Here>,

Your self-registration at HamClubOnline.Com has been successfully completed. To continue, a temporary password has been issued to you at 2025-03-20 20:13:26 UTC. Self-registration was requested from IP 2600:8800:3a8:f000:XXXX:XXXX:XXXX:XXX.

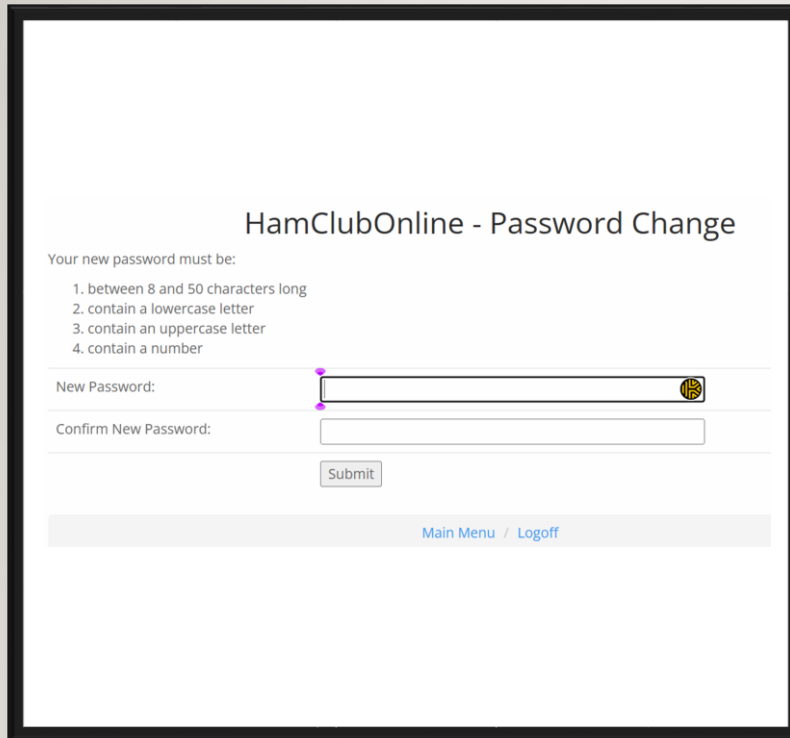Your temporary password has been set to: XXXXXXXXXX

This temporary password will expire at: 2025-03-21 02:13:26 UTC

Thank you for using HamClubOnline.Com.

73
The HamClubOnline.Com Staff.

CREATING A NEW PASSWORD

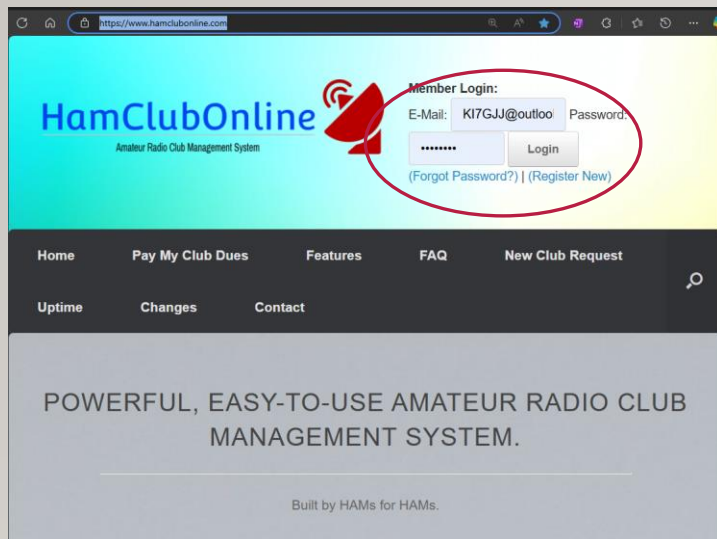HamClubOnline - Password Change

Your new password must be:

1. between 8 and 50 characters long
2. contain a lowercase letter
3. contain an uppercase letter
4. contain a number

New Password:

Confirm New Password:

Submit

Main Menu / Logoff

- After logging in with a temporary password you will be asked to create a new password

- Enter your new password twice
  - 8-50 characters
  - Must contain upper case, letter lower case letter, and a number

- This will now be your password for logging into HCOL

LOGGING IN

Use your favorite Web Browser

Hamclubonline.com

Enter your HCOL login

HCOL Email + Password or Click "Forgot Password"

Click on Login

Then click on "**Apply for Membership with a HamClubOnline Club**"

Note: on this page, you can change your password to HCOL.

George M Kolb
8847 W. Maryland Ave.
Glendale AZ 85305 USA

FCC Callsign: KD5NLP - Class: E - Exp: 2031-03-01

Last Logon: (Never)

HamClubOnline Options:

Apply for Membership with a HamClubOnline Club
Add My Club to HamClubOnline

Options:

Edit My Account
Change My Password
View My History
Help Center
Contact Support

Logoff

APPLY TO WVARC

- Enter "**NY7S**" to search for the WVRAC Club

- Click "**Submit**"

COMPLETE WVARC APPLICATION

- Answer two questions!

  - List any family members you will be adding to your account. Enter "None" if none

  - How did you learn about our club?

- Click "Submit Application to Club"

HamClubOnline - Club Application

Application Number:	5149
Club Name:	West Valley Amateur Radio Club (WVARC)
Applicant Name:	George M Kolb
Applicant Call Sign:	KD5NLP
Application Status:	New Application (unlocked)

Welcome to the West Valley ARC!

Whether you need to get your first Amateur Radio license or take some classes on how to build or operate ham radio equipment, or become a Net Control Operator on Amateur Radio, or maybe you just want to get together with some great people, you have come to the right place!

Visit our website: westvalleyarc.com to learn more about what our club has to offer.

Please note that ALL questions are required to have an answer before submitting.

1. Additional Family Members may join the club at no extra charge. This is for people living at the same address.

Provide Name, Callsign (if they have one), HCOL Email address (if they have one) or Email address they wish to use. Email addresses must be unique for all members. :

2. How did you learn about our club? :

Club dues are $20 and are to be paid within 30 days of application . Membership is good for 365 days. You must pay your renewal within 30 days of your due date to avoid being dropped from the club roster. Dues may be paid via your HCOL account, at the next meeting or sent to the club PO Box:
West Valley Amateur Radio Club
PO.Box 1573,
Sun City AZ 85372-1573

By clicking Submit you agree to the above terms, your application will then be locked against changes and will be submitted to club management for consideration.

Submit Application to Club   or   Save Application for Later   or   Withdraw Application

Main Menu / Logoff

ACKNOWLEDGEMENT

- HCOL will acknowledge your submittal

- You are now ready to pay for your membership

HamClubOnline - Club Application System

Your club application has been successfully submitted and the club management have been notified. (Application #5149)

If you wish to review your application or to view your application's status, click on your application on the HamClubOnline main menu and you will presented with your submitted application.
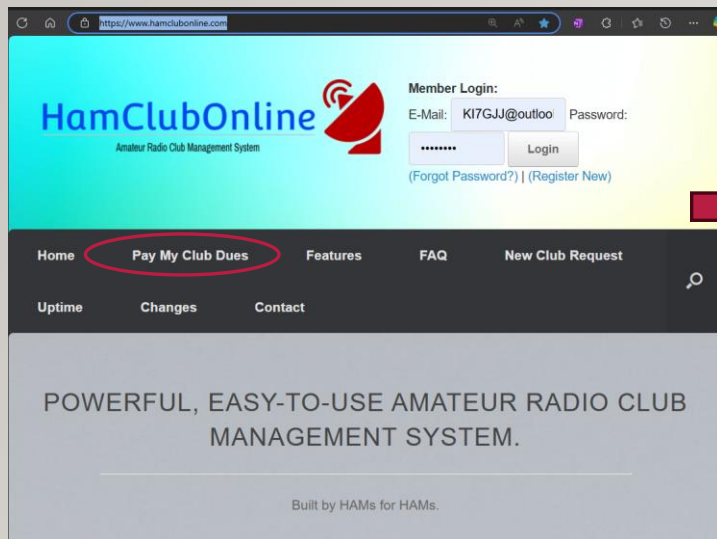
Main Menu / Logoff

PAYING OR RENEWING YOUR MEMBERSHP

HOW TO JOIN WVARC VIA HAMCLUBONLINE

PAYING DUES

Use your favorite Web Browser: Hamclubonline.com

Click "**Pay My Club Dues**"

Enter your Callsign or HCOL Email address & Click "**Submit**"

Click on "**Click here to renew your existing membership**"

Can also renew from Club Menu by clicking on "Add Membership Time/Make a Payment"

RENEWING YOUR MEMBERSHIP

- You have the opportunity to make a donation to the club if desired

- Click "**Submit**"
  - All payments including credit/debit card go through paypal

- Review your transaction and click "**Pay with PayPal**"

- You can also pay by check or cash at a club meeting or mailing the club PO box:
  West Valley Amateur Radio Club
  P.O.Box 1573,
  Sun City AZ 85372-1573

HamClubOnline - Payment System

West Valley Amateur Radio Club

Kristine J Larson KI7GJJ

Renew Existing Membership:

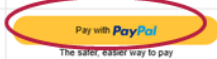| Membership Name:	Regular Member
Membership Description:	This is a regular dues-paying member.
Renewal Rate:	$20.00 USD for 365 days
Membership Start Date:	2026-01-01
Tentative Membership End Date:	2026-12-31
Amount to Pay Toward Membership:	$ 20.00 USD ($20.00 USD minimum)
Optional Additional Donation:	$ 0.00 USD
Payment Method:	PayPal Payments
	Submit

Notice: All credit card information is securely stored and processed by PayPal Payments or Square Payments. HamClubOnline and it's users are unable to view your credit card and other protected payment

HamClubOnline - Payment System
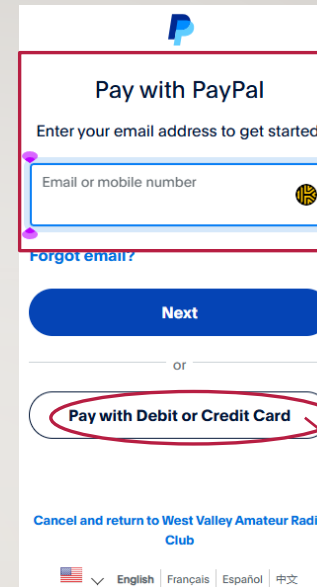
West Valley Amateur Radio Club

Kristine J Larson KI7GJJ

Renew Existing Membership:

Membership Name:	Regular Member
Membership Description:	This is a regular dues-paying member.
Renewal Rate:	$20.00 for 365 days ($0.055 USD/day)
Membership Start Date:	2026-01-01
Membership End Date:	2026-12-31 (365 days)
Amount Toward Membership:	$20.00 USD
Amount to Charge:	$20.00 USD
	Pay with PayPal — The safer, easier way to pay

Note: Click "Pay with PayPal" Button to Start Payment Process

Notice: All credit card information is securely stored and processed by PayPal Payments or Square Payments. HamClubOnline and it's users are unable to view your credit card and other protected payment information.

COMPLETE THE TRANSACTION

- The paypal login prompt will come up and you have the option of logging into paypal or paying with a debit/credit card

  - If logged in automatically to paypal, click logout to see this screen & continue without using your paypal account or continue with your paypal account

- Enter your credit/debit card or paypal information

  - If paying by credit/debit card deselect "Purchase Protection" to avoid creating a paypal account
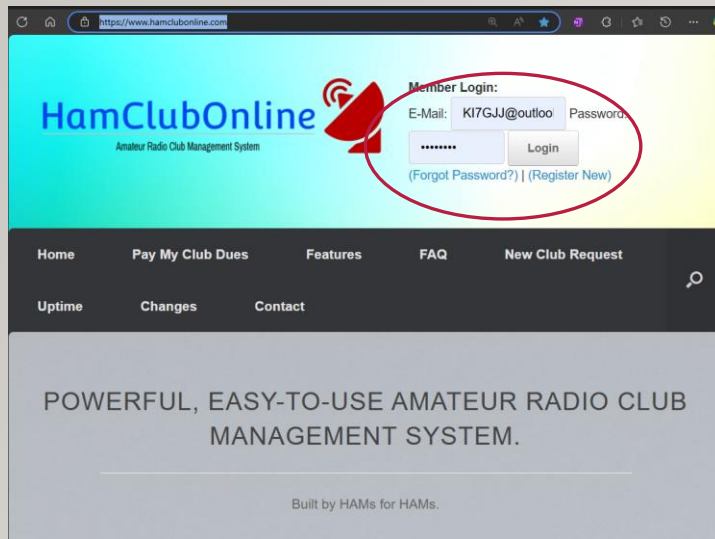
GETTING STARTED

HOW TO JOIN WVARC VIA HAMCLUBONLINE

LOGGING IN

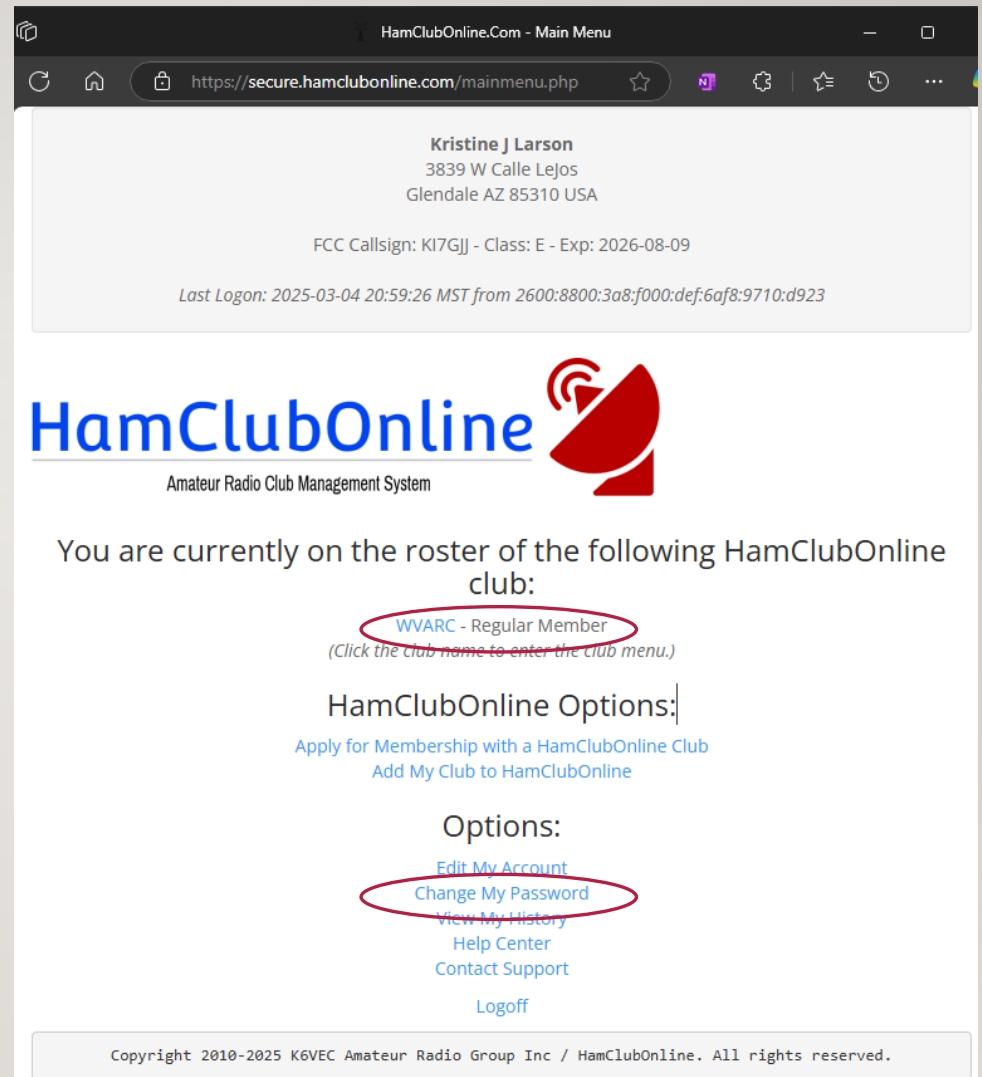Use your favorite Web Browser

Hamclubonline.com

Enter your HCOL login

    HCOL Email + Password

    Click on Login

Then click on WVARC

Note: on this page, you can change your password to HCOL.

GETTING STARTED

UPDATE YOUR PROFILE
- Once you are logged on, click on "Manage Your Club Profile"

UPDATE YOUR SKILLS
- After updating your profile, click on "View/Update Your Skills"

West Valley Amateur Radio Club
P.O. Box 1573
Sun City AZ 85372-1573 USA

WestValleyARC.com
Founded: 1962-05-10
(21 active members)

Quick Member Search: CALLSIGN [S]
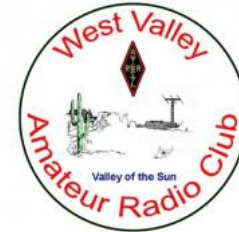
Manage Your Club Profile
Club Roster
Club Calendar
Send Message to Club Management
Newsletters & Communications
Files
View Your Attendance
View/Update Your Skills
Elections & Surveys
Add Membership Time / Make a Payment
Purchase Club Items (Coming Soon!)
Club Auction (Coming Soon!)

FCC Callsign Lookup

UPDATING YOUR PROFILE

- Update your email address
  - Optional: Use an email for club communications different from HCOL login
  - Option to hide from roster, restrict club and/or HCOL emails (click "E-Mail Published")

- Option to Update your phone number
  - Option to hide from roster (Click "Update")
  - Can specify multiple phone numbers

- Optional: Birthday, Emergency contact, Nickname

- Optional: Hide your info from club roster

- Other data is from FCC database including when your license expires!

- Skills are maintained in another menu item

HamClubOnline.Com - Manage Profile

Callsign:	KI7GJJ
Class/Exp:	E / 2026-08-09
FRN:	0009169657
Name:	Kristine J Larson
Address: (Managed by FCC)	3839 W Calle Lejos Glendale AZ 85310 United States
Account E-Mail:	ki7gjj@outlook.com Update E-Mail Published
Club E-Mail:	Update E-Mail Published
Cell Phone: (primary)	(480) 662-0511 / USA-mobile Update
	Add New Phone Number

GPS DD: 33.705522, -112.1396766 GPS HMS: 33°42'19"N, 112°8'22"W
Maidenhead: DM33wq UTM (WGS 84): 12S 500000 0
Elevation: 429 meters (1407 feet) Timezone: America/Phoenix

Roster Information:

Member Number:	#468-31904
Roster Status:	Active
Joined Club:	2024-12-20
Club Rank:	Regular Member
Club Position:	Membership Chairperson
Birth Date:	1959-09-18
Emergency Contact:	Keith M Larson (Mike) 480-739-7763
Nickname (Replaces First Name):	Krissy
Hide All Info on Club Roster?:	☐
Last Modified:	2025-01-05 06:23 by Joshua D Cavender
	Save Roster Changes

Skills:

Skill	Acquire	Expire
ARRL Membership	2025-02-05	-
Beta Tester	2024-12-22	2025-12-22
Committee Chair/Department Head	2024-12-22	-
Elmer/Mentor	2025-01-04	-
EmComm	2024-12-21	-
Net Control	2025-01-04	-

MEMBERS MAINTAIN THEIR OWN INFORMATION

UPDATING YOUR SKILLS

- Update **ARRL Membership** to indicate current ARRL membership
  - Remove when you don't have a current membership; Expires field not used
  - Club needs >50% membership to be ARRL members

- Other Skills you can assign to yourself
  - **Be an Elmer/Mentor** – Do you want to help other hams starting out in the hobby
  - **EmComm** – Are you a member of the Emergency Communications committee (or want to be)
  - **Net Control** – Are you a net control for WVARC nets? (or want to be)
  - **Help with Club Events** – Are you willing to help the club put on events (picnics, field day, …)
  - **Echolink/Allstar Link Capable** – Do you use Echolink or AllStar to access the club repeater.
  - **Managing Websites** – Can you help manage the club website?

HamClubOnline - Members Skills WVARC

Skill Name	Acquired	Expires
ARRL Membership (remove)	2025-02-05	-
Be an Elmer/Mentor (remove)	2025-01-04	-
Committee Chair/Department Head	2024-12-22	-
EmComm (remove)	2024-12-21	-
HCOL Beta Tester	2024-12-22	2025-12-22
Net Control (remove)	2025-01-04	-

Member Assignable Skills Available:

Managing Websites (add)

Echolink/AllStar Capable (add)

Help with Club Events (add)

- Some skills are set for you (you cannot edit) such as Committee Chair or HCOL Beta Tester

SKILLS WILL CHANGE AS NEEDS CHANGE.