

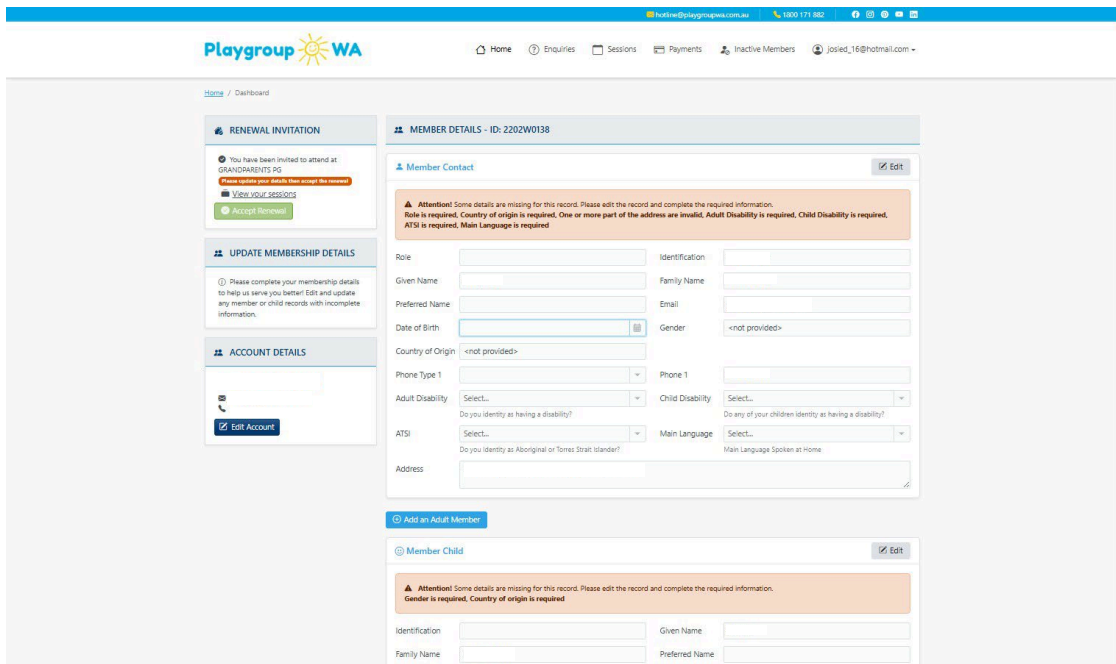


Playgroup WA Membership System Instructions

EXISTING MEMBER INVITED TO RENEW

This document contains details on how to accept an invitation to join your existing playgroup. This document will include how to access the system, update contact details and add contact details for additional children and family members and how to view/manage sessions.

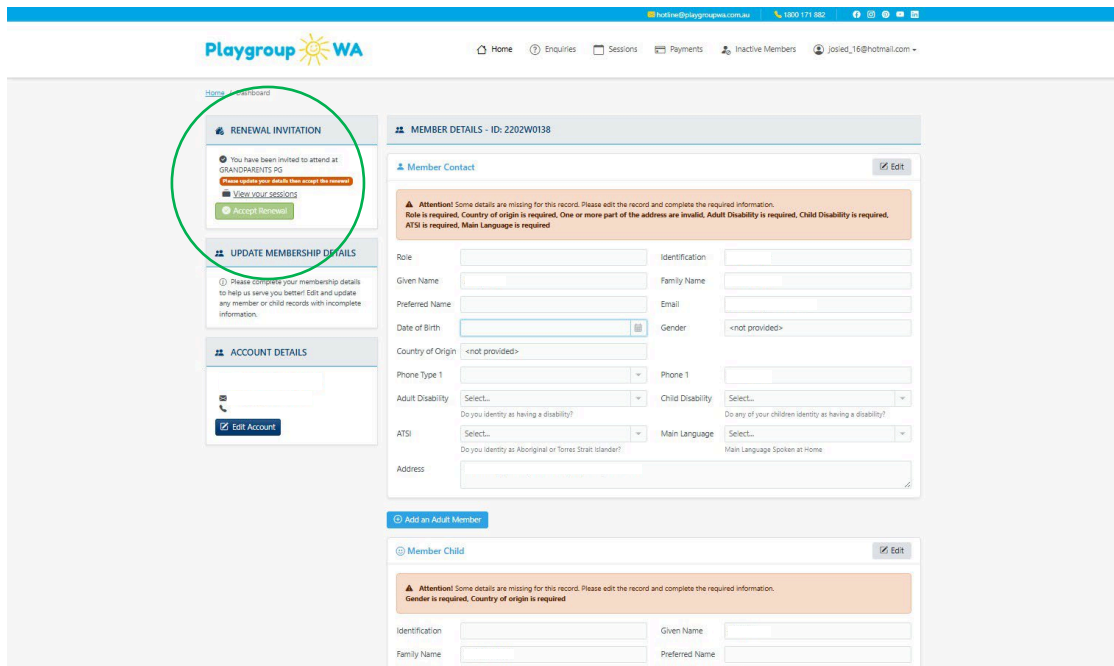
1. Access the Membership System using the registration link emailed to you from your playgroup
 - 1.1. Create a password to register
2. On the **'Home'** screen, you will be promoted to update missing details in the **'Member Contact'** box.
 - 2.1. Click edit  in the top right of this box and fill in your details
 - 2.2. Please ensure you populate the member role.
 - 2.3. Click **'Save'**
3. To edit your child's details, click edit  in the **'Member Child'** box and complete their details. Click **'Save'**
 - 3.1. To add another child, click **'Add a Child'** and fill in your child's details and **'Save'**
4. There is an option to add an adult member that is part of your family membership, for example a grandparent. Click **'Add an Adult'** and fill in the necessary details and then click **'Save'**



The screenshot shows the Playgroup WA website interface. The top navigation bar includes 'Home', 'Enquiries', 'Sessions', 'Payments', 'Inactive Members', and a user profile 'josied_16@hotmail.com'. The main content area is divided into several sections:

- RENEWAL INVITATION:** A notification stating 'You have been invited to attend at GRANDPARENTS PG' with a 'View your session' link and an 'Accept Invitation' button.
- UPDATE MEMBERSHIP DETAILS:** A section with a note: 'Please complete your membership details to help us serve you better! Edit and update any member or child records with incomplete information.'
- ACCOUNT DETAILS:** A section with an 'Edit Account' button.
- MEMBER DETAILS - ID: 2202W0138:** A form for updating member contact information. It includes a warning: 'Attention! Some details are missing for this record. Please edit the record and complete the required information. Role is required, Country of origin is required, One or more part of the address are invalid, Adult Disability is required, Child Disability is required, ATSI is required, Main Language is required.' The form fields include: Role, Identification, Given Name, Family Name, Preferred Name, Email, Date of Birth, Gender, Country of Origin, Phone Type 1, Phone 1, Adult Disability, Child Disability, Do you identify as having a disability?, Do any of your children identify as having a disability?, ATSI, Main Language, and Address.
- MEMBER CHILD:** A form for updating child details. It includes a warning: 'Attention! Some details are missing for this record. Please edit the record and complete the required information. Gender is required, Country of origin is required.' The form fields include: Identification, Given Name, Family Name, and Preferred Name.

5. To accept your renewal to join your playgroup, on the left side of the screen there is a **'Renewal Invitation'** box that will prompt you to **'Accept Renewal'**



The screenshot shows the Playgroup WA member portal interface. On the left sidebar, the 'RENEWAL INVITATION' section is highlighted with a green circle. It contains a message: 'You have been invited to attend at GRANDPARENTS PG' and a green 'Accept Renewal' button. Below this are sections for 'UPDATE MEMBERSHIP DETAILS' and 'ACCOUNT DETAILS'. The main content area shows 'MEMBER DETAILS - ID: 2202W0138'. It includes a 'Member Contact' section with a warning: 'Attention! Some details are missing for this record. Please edit the record and complete the required information. Role is required, Country of origin is required, One or more part of the address are invalid, Adult Disability is required, Child Disability is required, ATSI is required, Main Language is required'. Below this is a form with fields for Role, Identification, Given Name, Family Name, Preferred Name, Email, Date of Birth, Gender, Country of Origin, Phone Type 1, Phone 1, Adult Disability, Child Disability, Do you identify as having a disability?, Do any of your children identify as having a disability?, ATSI, Main Language, and Main Language Spoken at Home. There is also an 'Add an Adult Member' button and a 'Member Child' section with a similar warning and form fields for Identification, Given Name, Family Name, and Preferred Name.

6. A **'Payment Required'** window will appear, click **'Pay Now'** and follow the prompt to make your Playgroup WA Membership fee payment.
 - 6.1. The **'Payments'** tab at the top of the screen will display the status of your payment
7. To view your playgroup sessions, navigate to the **'Sessions'** tab at the top of the screen
 - 7.1. If this session is not suitable, you can click the **'Find another Session'** button or **'Leave This Session'** if you are no longer attending.