
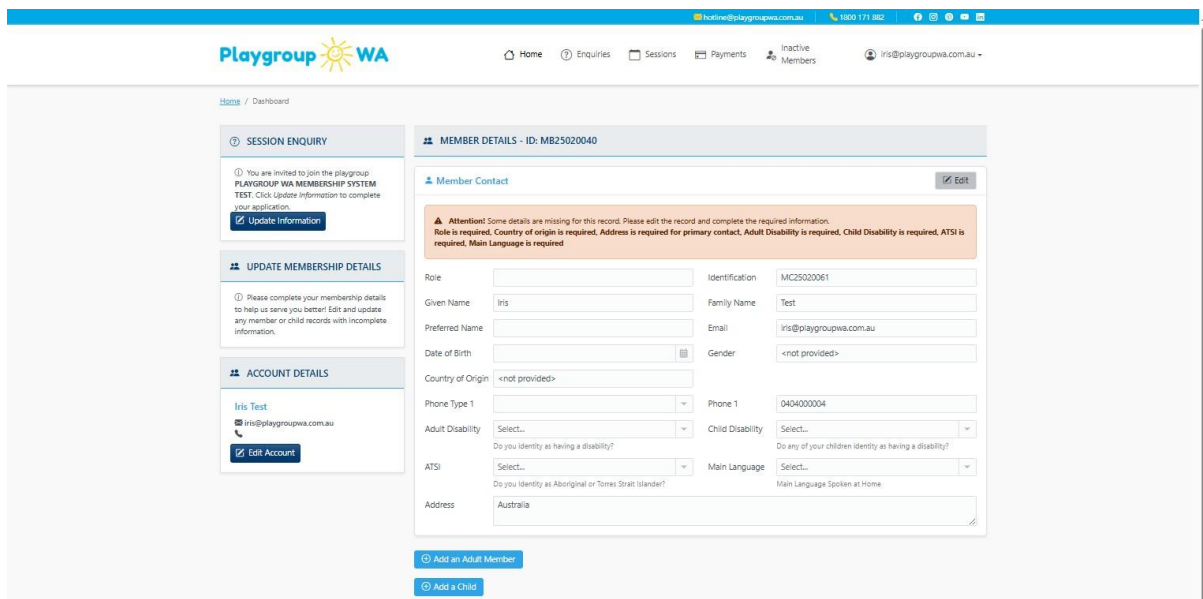


Playgroup WA Membership System Instructions

NEW MEMBER INVITED TO JOIN

This document contains details on how to accept an invitation to join a 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 the playgroup you have enquired to
 - 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. Click '**Save**'
3. Click '**Add a Child**' and fill in your child's details
 - 3.1. Click '**Add a Child**' again to add more children if required
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 'MEMBER DETAILS - ID: MB25020040' page in the Playgroup WA Membership System. The page is divided into three main sections: 'SESSION ENQUIRY', 'UPDATE MEMBERSHIP DETAILS', and 'ACCOUNT DETAILS' on the left sidebar, and 'MEMBER DETAILS' on the main content area.

The 'MEMBER DETAILS' section is titled 'Member Contact' and includes an 'Edit' button. A warning message states: "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, Address is required for primary contact, Adult Disability is required, Child Disability is required, ATSI is required, Main Language is required".

The form fields are as follows:

- Role:
- Identification: MC25020061
- Given Name: Iris
- Family Name: Test
- Preferred Name:
- Email: iris@playgroupwa.com.au
- Date of Birth:
- Gender: <not provided>
- Country of Origin: <not provided>
- Phone Type 1:
- Phone 1: 0404000004
- Adult Disability: Select...
- Child Disability: Select...
- Do you identify as having a disability?:
- Do any of your children identify as having a disability?:
- ATSI: Select...
- Main Language: Select...
- Do you identify as Aboriginal or Torres Strait Islander?:
- Main Language Spoken at Home:
- Address: Australia

At the bottom of the form, there are two buttons: 'Add an Adult Member' and 'Add a Child'.

5. To accept your invitation to join a playgroup/session, on the left side of the screen there is a '**Session Enquiry**' box that will prompt you to  **Update Information** please ensure you select your member role eg Parent, Grandparent etc
 - 5.1. A '**Session Requested**' window will pop up with details of the session you have been invited to attend
 - 5.2. Click the drop down arrow next to your child and select their name
 - 5.3. Click '**Accept Invitation**' if you wish to attend this session
6. The left side navigation menu will now update to display a '**Payment Due**' box
 - 6.1. Click '**Pay Now**'
 - 6.2. Follow the prompts and make your payment for the Playgroup WA Membership Fee
 - 6.3. 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.