

## Playgroup WA Membership System Instructions NEW MEMBER INVITED TO TRIAL

This document contains details on how to accept an invitation to trial 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
- 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'

(08) 9228 8088

- 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
- 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'

			3	<ul> <li>notine@paygroup</li> </ul>	wa.com.au 💊	1800 171 862	
Playgroup 🔆 WA		△ Home ⑦ Enquiries	E Sessions	Payments	Inactive Members	iris@playg	roupwa.com.au +
Home / Dashboard							
SESSION ENQUIRY	# MEMBER DE	ETAILS - ID: MB25020040					
You are invited to join the playgroup     PLAYGROUP WA MEMBERSHIP SYSTEM	A Member Con	▲ Member Contact					🗷 Edit
your application.	A Attention! S Role is required, required, Main I	iome details are missing for this recor , Country of origin is required, Add Language is required	rd. Please edit the record iress is required for pri	d and complete the req mary contact, Adult D	uired information. Hisability is required	l, Child Disability is req	uired, ATSI is
UPDATE MEMBERSHIP DETAILS	Role			Identification	MC25020061		
① Please complete your membership details to help us serve you better! Edit and update	Given Name	Iris		Family Name	Test		
any member or child records with incomplete information.	Preferred Name			Email	iris@playgroup	wa.com.au	
	Date of Birth			Gender	<not provided?<="" td=""><td></td><td></td></not>		
ACCOUNT DETAILS	Country of Origin	<not provided=""></not>					
Iris Test	Phone Type 1		×	Phone 1	0404000004		
■ iris@playgroupwa.com.au	Adult Disability	Select	w.	Child Disability	Select		*
🗵 Edit Account		Do you identity as having a disability?			Do any of your chil	dren identity as having a r	disability?
	ATSI	Select		Main Language	Select		· w.
		Do you Identity as Aboriginal or Torres Strait Islander? Main Language Spoken at Home					
	Address	Australia					

 To view your playgroup sessions, navigate to the 'Sessions' tab at the top of the screen
 If this session is not suitable, you can click the 'Find another Session' button or 'Leave This Session' if you are no longer attending.

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