

## Instructions for logging into the Friends of TMAG website

The Friends of TMAG website has a great deal of information that is available to the public. As a Member, you have access to additional information and functions that are not available to the public, including tools for updating your own account, registering for events and making payments.

All existing members already have an account set up on the website.

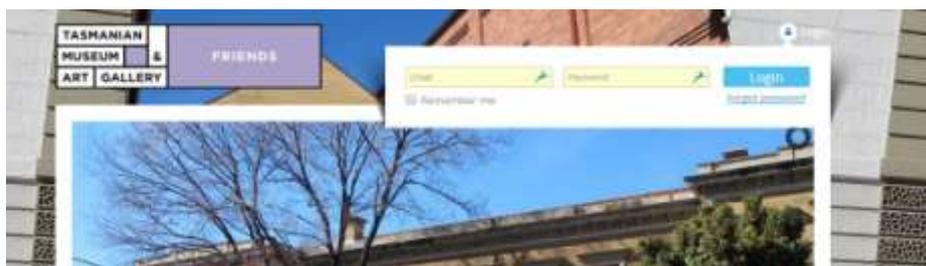
### Step 1

To access your personal account, point your web browser to <http://friendsoftmag.org.au/>.



### Step 2

Click on the *Login* button in the top right corner.



### Step 3

Enter your email address in the login screen (if you have more than one email address, remember to use the one that you provided on your membership form).

Enter your password and click the login button. Go to Step 9.

### A word about email addresses

Your email address is the key to logging into your account. You need to use the same email address you provided to us on your form (you can change it later if you wish to, but to log in, it needs to be the one you sent to us).

If you are part of a **family** or **small business** membership, **the email address will that of the person who administers the account** (on the website, these are referred to as the *bundle administrator*, because such memberships are referred to as *bundles*). If your own email address isn't working, try that of the person who may be nominated as the bundle administrator.

If you would like to change the person who administers your account, or if you get really stuck, please email [friends@tmag.org.au](mailto:friends@tmag.org.au) with your preferred email address and we'll update it and let you when you can log in.

#### Step 4

If you don't have a password, or have forgotten it, click on *Forgot password*.



Enter your email and enter the characters in the picture as per the instructions, then click *Submit*.



Within a few moments you will receive an email. If it doesn't arrive, follow the instructions on the previous screen (above) and check in your spam folder. If necessary, repeat from Step 4 above.

#### Step 5

Click on the link in the email. This will take you back to the website.

To choose a new password go to:

<http://friendsoftmag.org.au/Sys/Password/Reset?id=ef804f40-f3c8-4b9d-83b5-ed18b760c2c6>

(if the link does not open - please copy-paste the link into the address line of your browser).

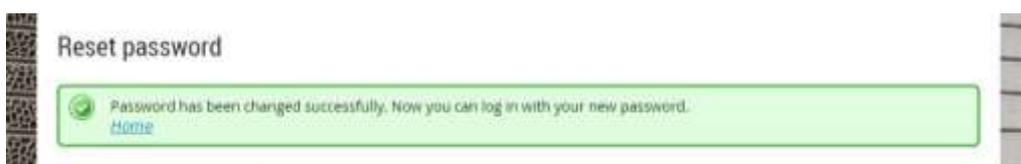
#### Step 6

Enter your new password in both fields and click *Set new password*.



#### Step 7

Click *Home*



#### Step 8

Click *Login* (top right of screen) and enter your mail and new password, then click *Login*.



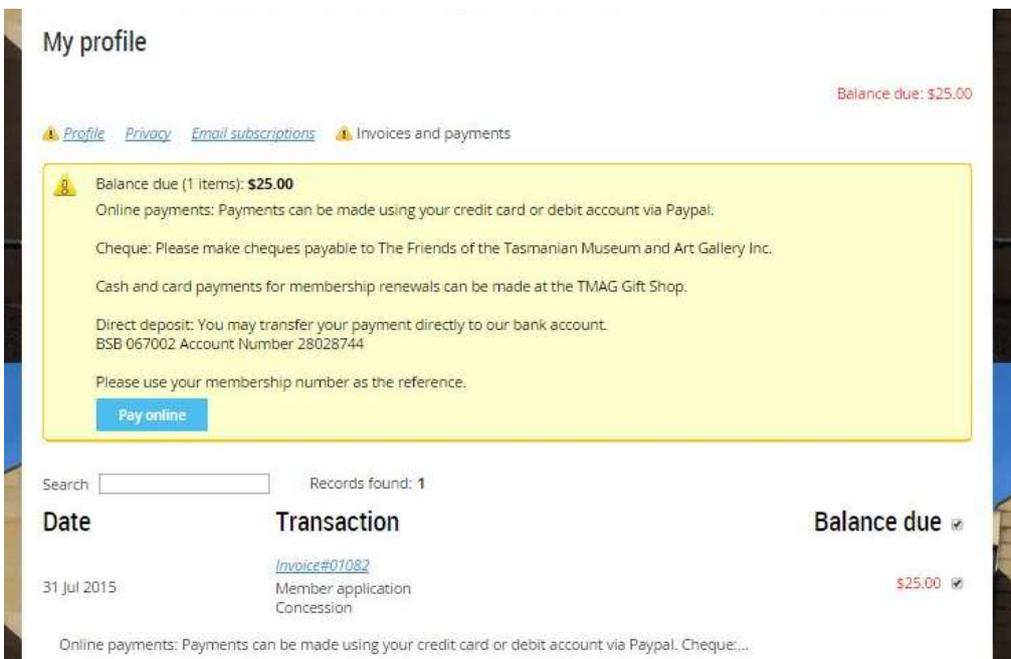
### Step 9

Click to indicate that you agree to the terms of use and continue (click the link to read them if you wish).



### Step 10

The first page you see when you log in is your personal profile page. If your membership renewal has not been paid, you will see a screen that looks something like this, with detail of the amount due and the various ways to make payment, including a button for the option to pay online.



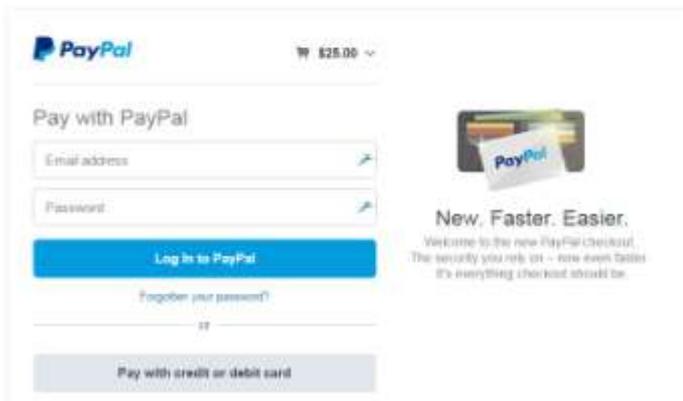
If you don't wish to pay online, please make arrangement for payments via one of the other methods indicated.

If you wish to pay online, click *Pay online*.

### Step 11

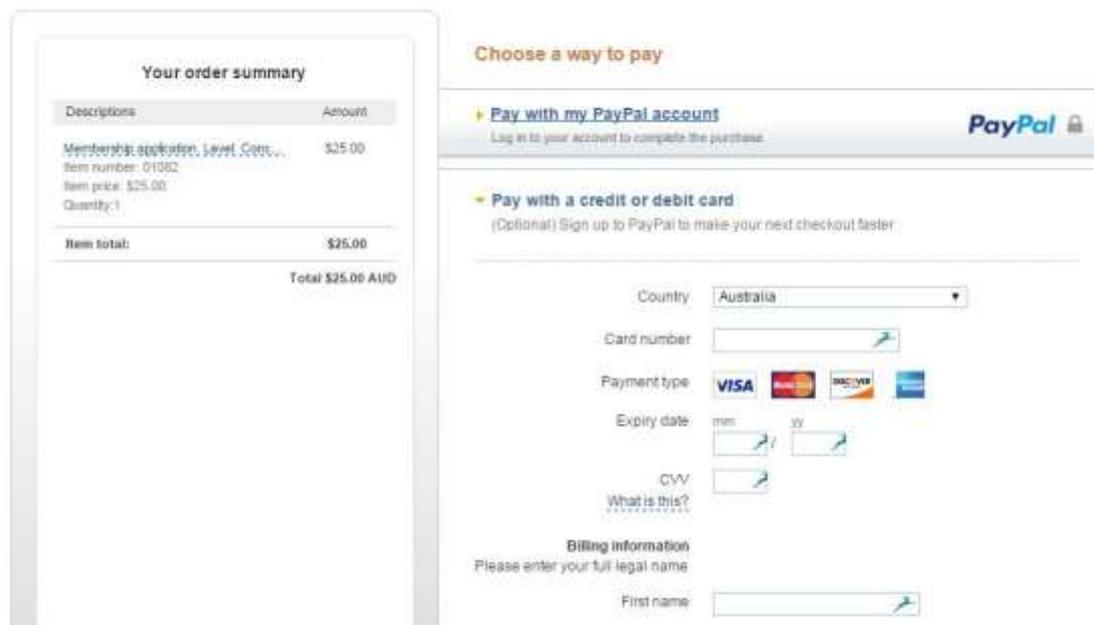
This will bring up a webpage from [Paypal](#), our payment gateway provider. You may already have an account with Paypal for other online transactions, in which case, simply enter your login details for Paypal and log in. If you don't have a Paypal account, you can either set up an account (follow the instructions on the screen), or choose to pay with your credit card.

Friends of the Tasmanian Museum and Art Gallery...



To do the latter, click *Pay with credit or debit card*.

Friends of the Tasmanian Museum and Art Gallery Inc



Descriptions	Amount
Membership application, Level, Cont...	\$25.00
Item number: 01082	
Item price: \$25.00	
Quantity: 1	
<b>Item total:</b>	<b>\$25.00</b>
	<b>Total \$25.00 AUD</b>

## Step 12

Enter your credit card and other details in the screen and click *Continue*, then on the next screen follow the instructions to complete the transaction.

Once the transaction is completed, you will return to the Friends of TMAG Website.

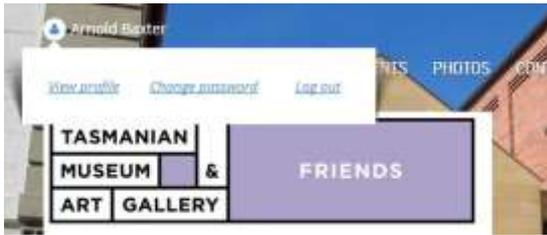
A confirmation of your payment and membership status will be automatically emailed to you.

## Membership cards

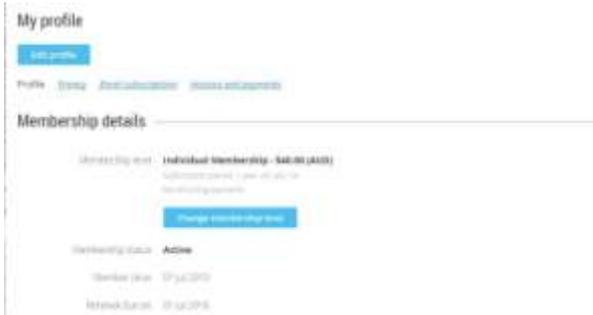
We print new membership cards in batches every few weeks and will post yours to you as soon as it's ready. Meanwhile, you can simply print out the email confirmation of your payment to use at the TMAG Shop and Café to obtain your member discounts.

## Updating your details

Please ensure that you keep your details up to date so that we can keep in touch with you.



If you need to change or update any of your details, you can access your profile by clicking on your account, which is indicated by your name, and clicking *View profile*.



On your profile screen, click Edit profile. This will bring up a page in which you can edit your details.

## Registering multiple members for an event

You can register for yourself, and proceed through to the point of confirming the registration. This will issue an invoice for the single registration.

Without paying that invoice, go back to Events (click on the menu at the top of the page), select the event and do another registration for the partner. When you confirm that registration, the invoice will update to reflect both bookings and you can proceed to payment.

Repeat this process, without paying the invoice, until all members you wish to register are added. Then proceed to pay the invoice in your preferred manner (ie, Paypal or bank deposit).