

HOW TO NAVIGATE YOUR WEBPAGE & MEMBERSHIPS





OPTION 1: TO ACCESS YOUR **MEMBERSHIP LIST** AND **PAYMENTS** FOR ANY PRODUCTS/TICKETS

PERMISSION GIVEN TO CHAIRS, SECRETARIES, TREASURERS, MEMBERS REPS AND DIRECTORS





OPTION 2: TO EDIT YOUR **WEBPAGE INFORMATION**

(BLURB, EMAIL, FB/TWITTER ACCOUNT LINKS ETC)

PERMISSION GIVEN TO CHAIRS AND SECRETARIES ONLY





OPTION 3: TO ADD NEWS/EVENTS

ANY PAID MEMBER CAN SUBMIT NEWS,
BUT ONLY CHAIRS AND SECRETARIES CAN APPROVE NEWS AND UPLOAD EVENTS

1

REPEAT STEPS 1-4
IN **OPTION 1**

2

CLICK '**NEWS**' OR
'**EVENTS**'

3

CLICK '**ADD NEW ARTICLE**'
OR '**ADD NEW EVENT**'

4

COMPLETE THE FORM,
AND **CLICK SAVE**

5

TO TEST, GO TO YOUR
PAGE AND CLICK THE
'**EVENTS**' OR '**NEWS**' TAB