

NOTE: I use Internet Explorer- your interface may look slightly different

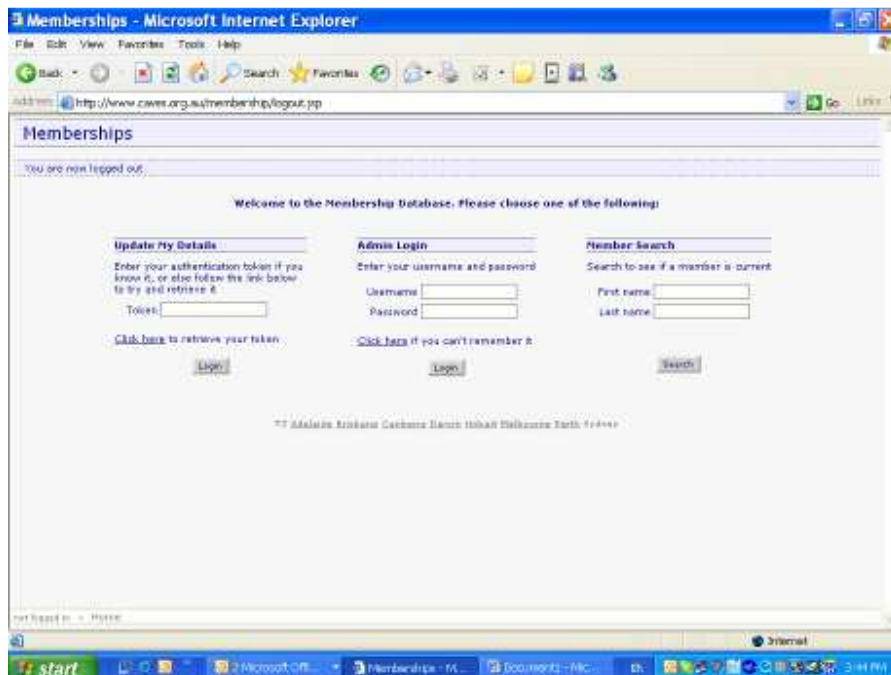
Step 1: Login

Could you please let me know if you didn't receive an automated message today with your login details. It's the first time I have set someone up- so I'm not sure if I did it correctly!

The database can be found via the following www.caves.org.au/membership

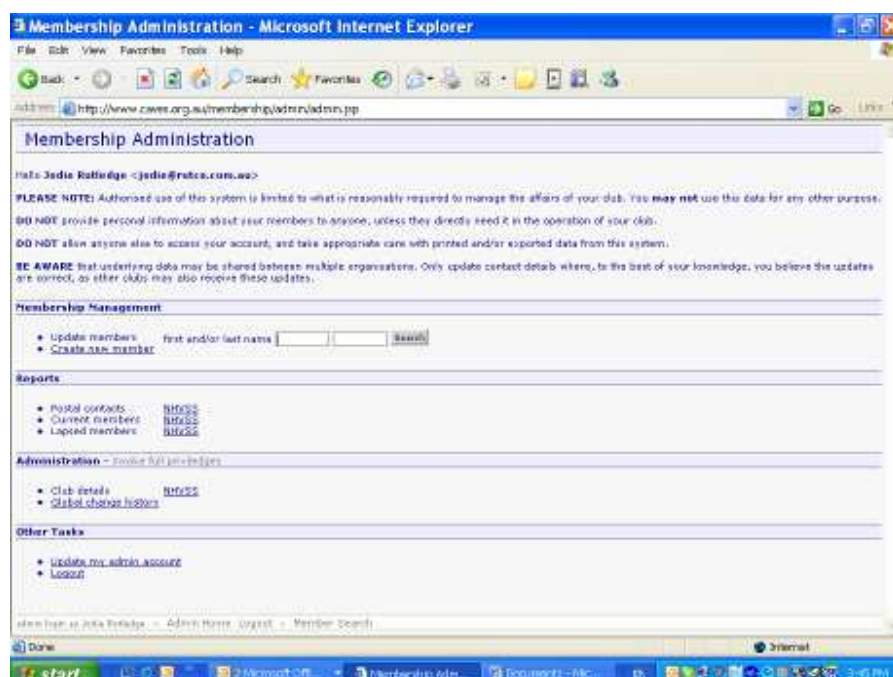
You will see 3 login options.

You will need to choose the middle option "Admin login" and try logging in using the username and password which I think has been emailed to you automatically today.



Step 2:

This is your "Admin Home" page. You need to set up your club via under the "administration" section. Next to "Club Details" click on your club. Your club should be the only one displayed.



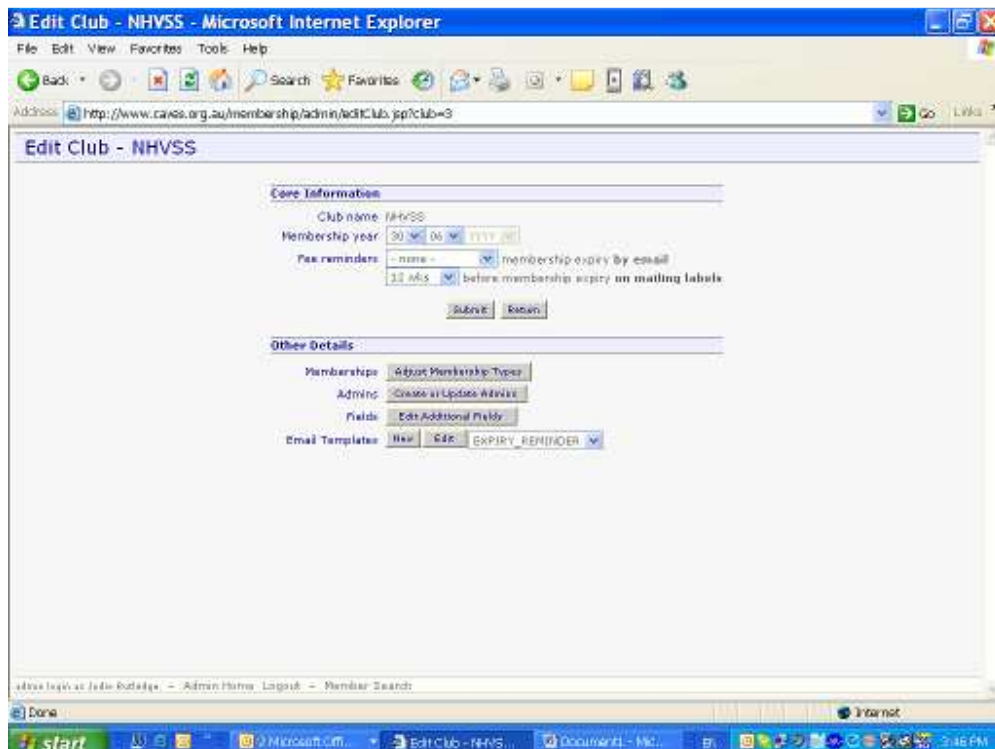
Step 3:

Check your club membership end date is correct. I have pre-filled them in.

Next click on "Adjust Membership types"

Feel free to navigate around the other features if you're feeling confident!

Try not to use the "back" button. Click on the "Admin Home" at the bottom instead to get back to square 1.



Step 4:

Try adding your Membership types via the "New Type" button, they can be linked to an ASF Membership type. I have already added the ASF Membership types to the database. You will see that non-ASF contacts can be added easily also. Have a look and a play! Feel free to ask me any questions.

