



Gymnastics
Australia

HOW TO RENEW YOUR TECHNICAL MEMBERSHIP ONLINE - User Guide
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WHAT IS G-RENEW?

G-Renew is an initiative of Gymnastics Australia (**GA**), providing an opportunity for Technical Members to renew their Technical Membership online.

G-Renew is a key project that forms part of GA's Information Technology (**IT**) Plan and is part of our commitment to providing more effective and efficient servicing of our Membership, whilst also taking advantage of advances in technology and an increased use of our National Membership database.

The G-Renew Project was first trialed in 2007 and has been expanded over recent years to include up to 1,000 Members, all of whom will be provided with an opportunity to renew their Technical Membership online.

This will include checking personal details on the national database and making payment through a secure payment gateway using a credit card.

WHY G-RENEW?

G-Renew aims to provide a more efficient Membership renewal system for Technical Members, reducing the time taken for renewal and the administration required by both the Member and GA to process Membership applications.

By streamlining the Technical Membership renewal process, GA is able to shift resources to the provision of a wider range of benefits and services to Members.

WHY HAVE I BEEN SELECTED TO BE PART OF G-RENEW?

Technical Members have been selected based on the following criteria, that the Member has:

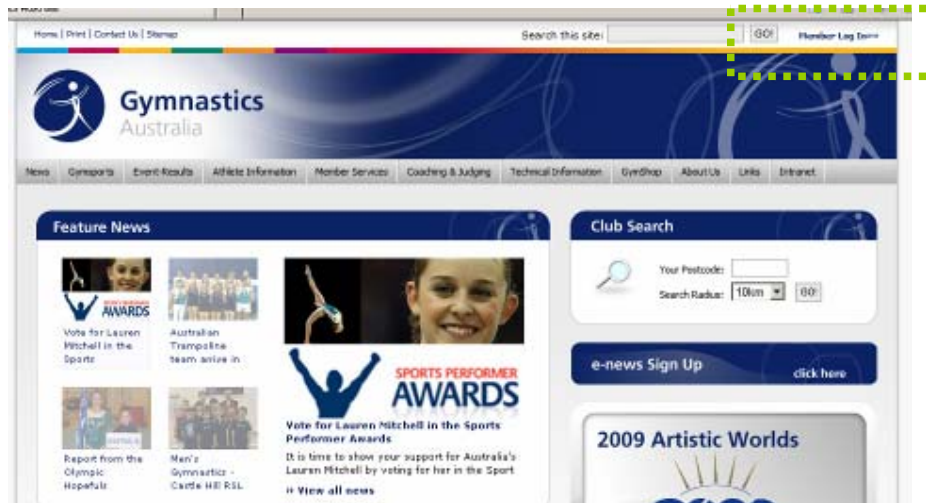
- Met their annual Updating requirements (or is not required for this renewal);
- Successfully completed the MRC &/or MIG (or is not required for this renewal);
- An email address; OR
- Has chosen to '**opt-in**' and has subsequently been pre-approved

RENEWING YOUR TECHNICAL MEMBERSHIP ONLINE

Step 1 Visiting the Gymnastics Online website

Using your computer, an internet browser and an active internet connection, visit the Gymnastics Online website by typing the following into the address field:

<http://database.gymnastics.org.au>



Please Note: GA recommends the use of Internet Explorer or Netscape as an internet browser. Mozilla Firefox may not process your payment correctly and our database host has advised that payments received via this browser cannot be guaranteed.

Step 2 Login to Gymnastics Online

Once you have reached the Gymnastics Online website you will be required to Login. To Login click either the Login tab link located in the menu (top right) or by following the 'click here' hyperlink.



Step 3 Login to your Personal Records

Once you have reached the Gymnastics Online Login page, you will be required to Login to retrieve your Personal Records. To Login you will require your Member ID number which is printed on the top left hand corner of your Technical Membership Renewal Form.

Your Login and Password for access to your Personal Records has been initially set by GA. Your password can be changed once you have logged in. (See Step 8 on page 15)

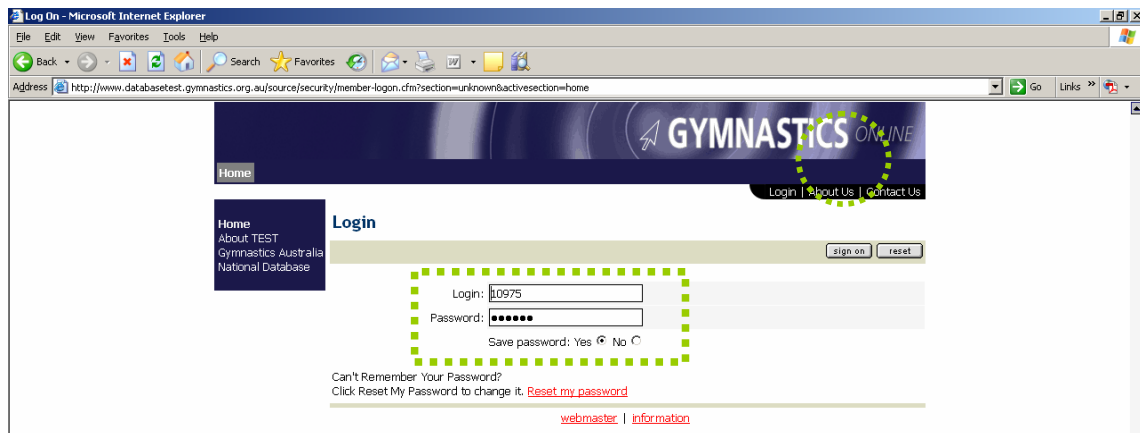
In the 'Login' field, enter your Technical Member ID

In the 'Password' field, enter the combination of your Surname and **Year** of Birth (no spaces)

Click the 'sign on' button to continue

For example, Jane Citizen, born in 1975, with a Technical Member ID of 1234, login as:

Login:	1234	(Technical Member ID)
Password:	Citizen1975	(Surname in lowercase & Year of Birth)



Step 4 Your Personal Records Screen

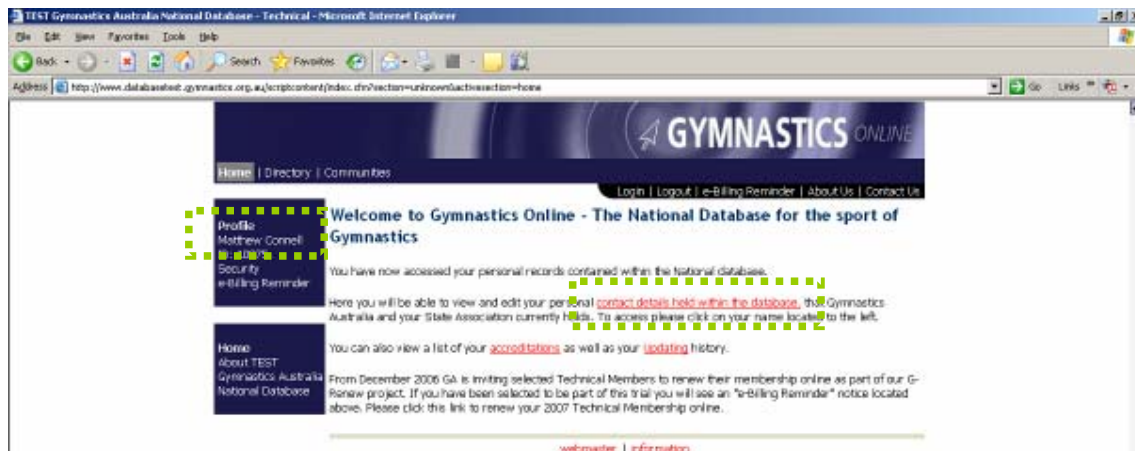
Once you have successfully logged in to your Personal Records you will reach the following screen:



From this screen you will be able to view/edit/update your personal contact details. You will also be provided with an opportunity to view a list of your Technical Accreditations and your Updating history.

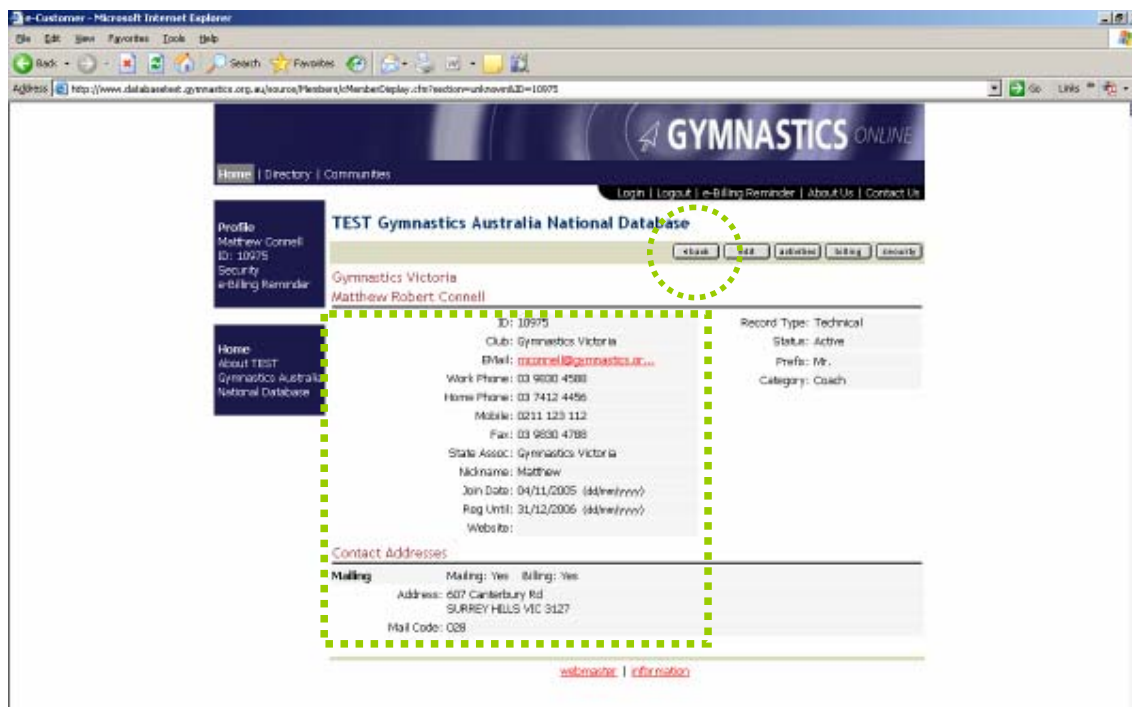
You will also see an 'e-Billing Reminder' link located in the menu (top right) and in the sidebar menu (left).

- 4.1 Check your Personal Contact Details by clicking the '[contact details held within the database](#)' hyperlink (middle screen) or by clicking your name in the sidebar menu (left of screen).

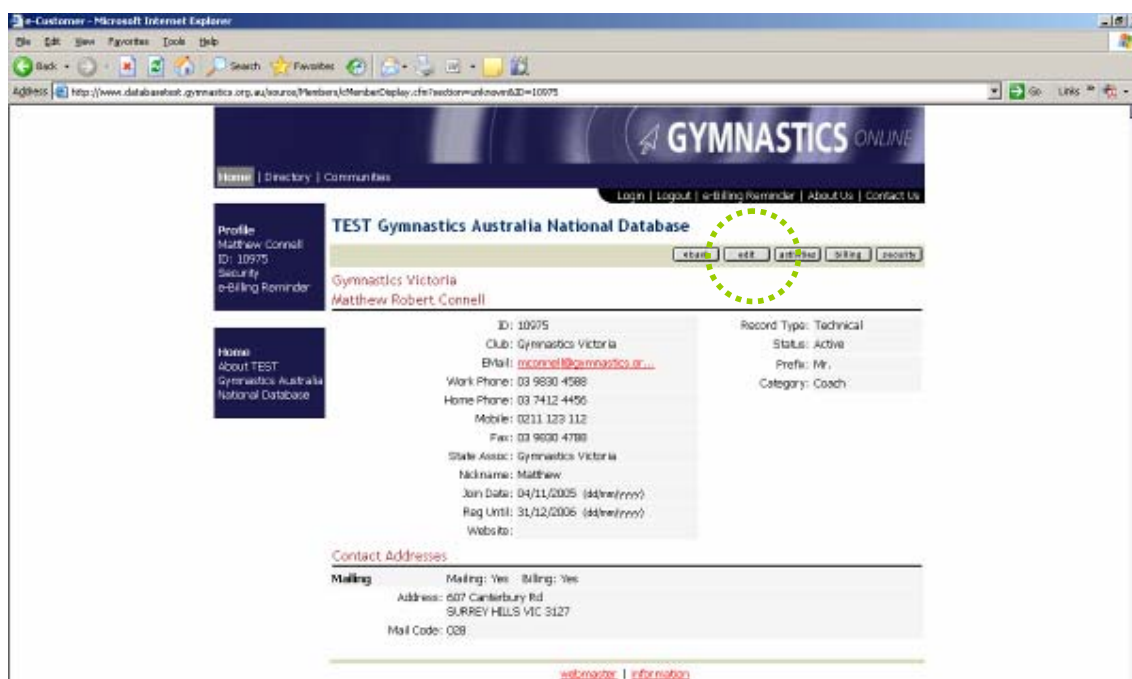


- 4.2 This will take you to your Personal Contact Details screen. It is on this screen that you can check your personal details and edit these if required.

Please take time to check all personal details listed on this screen. If the details are correct, please click the 'back' button located on the menu bar and proceed to Step 5 on page 9.



- 4.3 If your personal details need to be updated, please click the 'edit' button located on the menu bar.



- 4.4 This will take you to a screen that allows you to edit your Personal Contact Details. To edit fields, simply click in the field that requires updating and make the changes. All fields marked with an * (asterisk) must be completed.

Please Note: *It is extremely important that the Email field is completed and the email address is valid. GA will use this email address to send you Payment Confirmation. If the field is left blank or contains an incorrect email address, you will not receive Payment Confirmation.*

Once you have finished editing your Personal Contact Details, click the 'submit' button (bottom right) to store the changes. **DO NOT** click the 'reset' button.

Microsoft Internet Explorer
Address Bar: http://www.database.gymnastics.org.au/source/MemberEdit.sfn?action=unlock&ID=10775

GYMNASTICS ONLINE

Home | Directory | Contact Us

TEST Gymnastics Australia National Database Edit

Profile: Matthew Connell
ID: 10775
Security
e-Billing Reminder

Home: About TEST Gymnastics Australia National Database

Personal Information

* - denotes required field
** - either a combination of state and zip OR a country is required

Email:
Nickname:
Website:
Birth Date: (MM/DD/YYYY)
Gender:
Work Phone:
Home Phone:
Fax:
Mobile:

Mailing

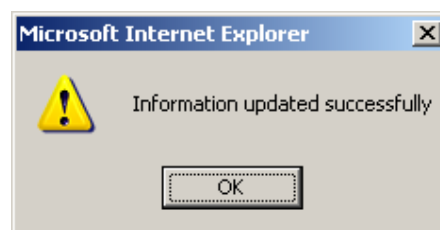
Preferred: Mailing Billing
Address:

Suburb:
State:
P/C:
Country:

submit reset

webmaster | information

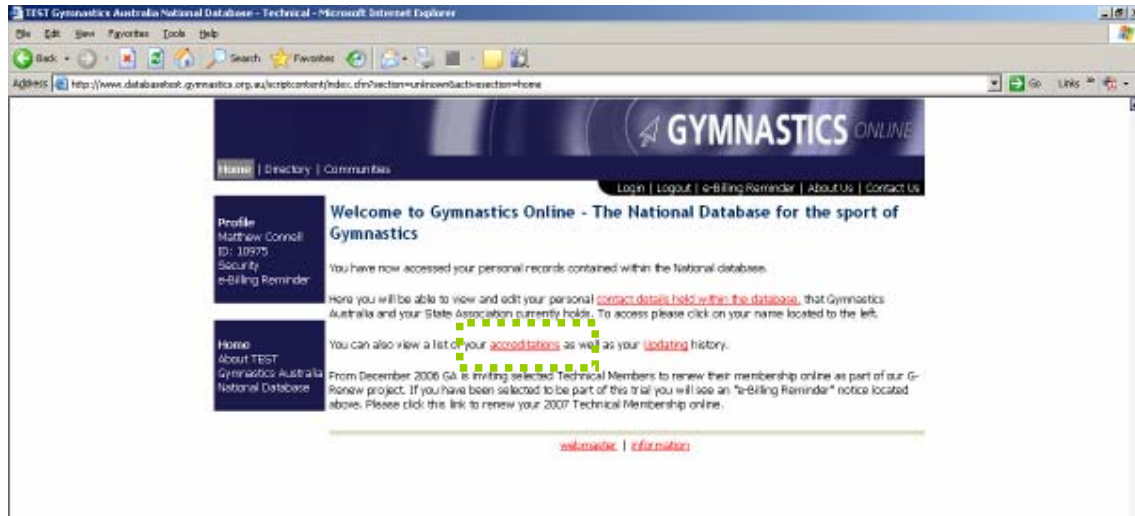
- 4.5 Once you hit the submit button you will receive a message on the screen that confirms your changes have been successfully updated. Click OK to continue.



Step 5 Viewing a list of your Technical Membership Accreditations

From your Personal Contacts Details screen, you can also check to see that your Technical Membership Accreditations are correct.

- 5.1 Check your Technical Membership Accreditation details by clicking the 'accreditations' hyperlink (middle screen).

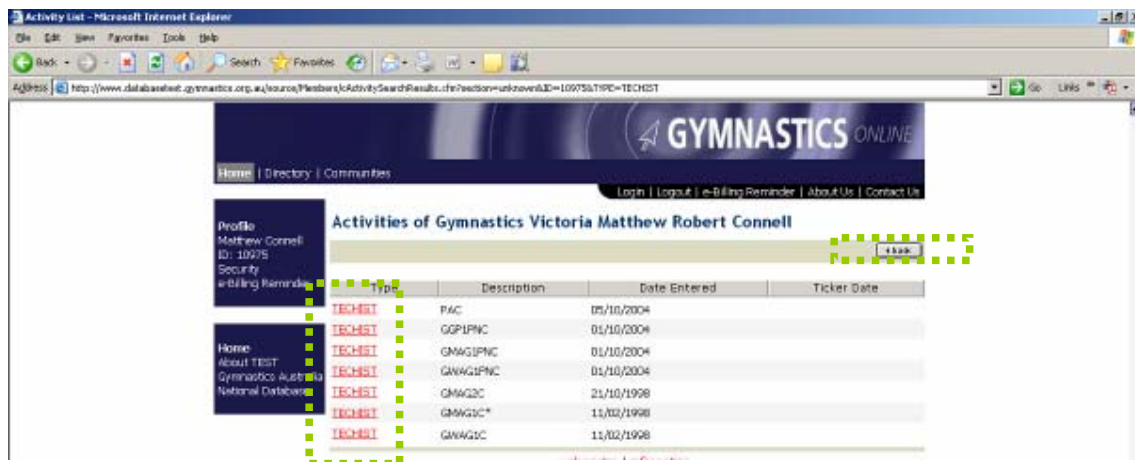


- 5.3 This will display a list of your Technical Membership Accreditations. Please check this list to ensure that it is correct.

By clicking on a 'TECHIST' hyperlink, you will be provided with more information relating to each accreditation, including the full name of the accreditation and the date it was first achieved.

Please Note If you feel an accreditation is missing or details contained in this list are incorrect, please contact the Gymnastics Australia Membership Department on (03) 9271 0500 or email membership@gymnastics.org.au. Only GA Membership staff can edit/update missing or incorrect accreditation details.

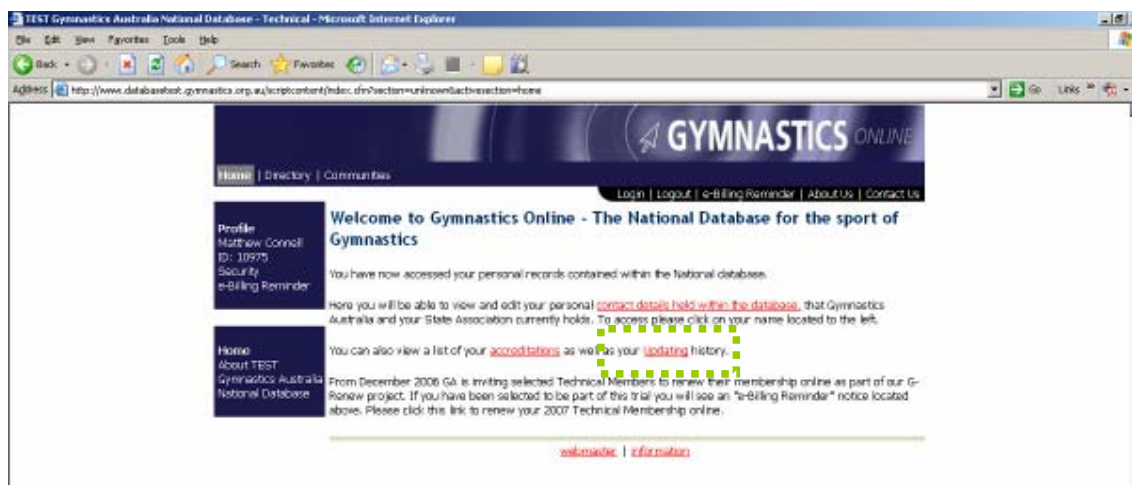
When finished viewing accreditation details please click the 'back' button.



Step 6 Viewing a list of your Updating activities

From your Personal Contacts Details screen, you can also check to see a listing of Updating activities associated with your Membership record

6.1 Check your Updating activities by clicking the 'Updating' hyperlink (middle screen).



6.3 This will display a list of your updating activities. Please check this list to ensure that it is correct.

By clicking on the 'UPD' [history] hyperlink, you will be provided with more information relating to each updating activity, including the full name of the updating workshop/activity, the points allocated and the date it was undertaken.

Please Note: *If you feel updating is missing or details contained in this list are incorrect, please contact the relevant approving authority (i.e. Gymnastics Australia or your State Association). Only GA Membership staff can edit/update missing or incorrect updating details.*

When finished viewing accreditation details please click the 'back' button.



Step 7 Paying your Technical Membership Fee

From your Personal Contacts Details screen, you can pay your Technical Membership Renewal Fee.

- 7.1 Click the 'e-Billing Reminder' link located in the menu (top right) or the sidebar menu (left).



- 7.1 This will display your Technical Membership Renewal Bill.

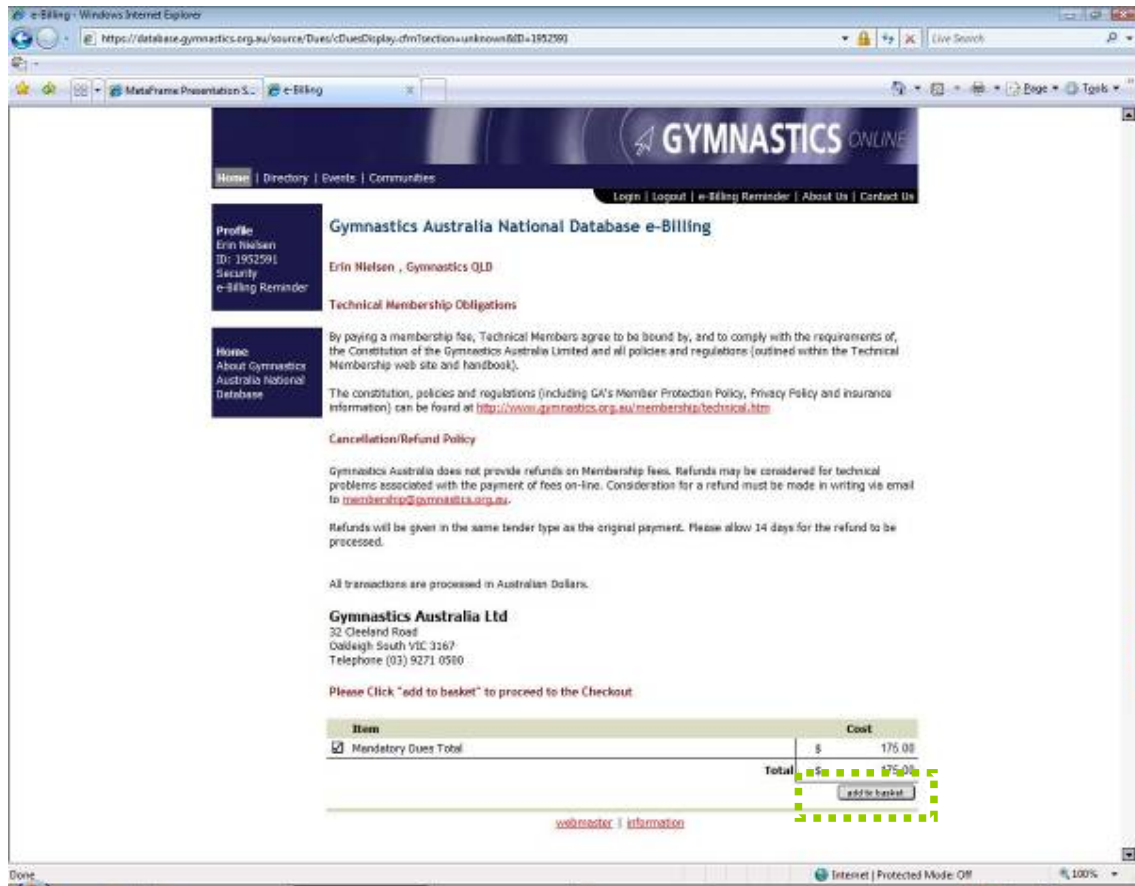
Please take time to carefully read the details on the screen.

Your Technical Membership Fee is fixed and cannot be changed.

If for some reason you believe the fee to be incorrect, please contact the Gymnastics Australia Membership Department on (03) 9271 0500 or email membership@gymnastics.org.au.

Please Note: *By progressing past this screen and making payment of your Technical Membership Fee, you agree to be bound by the Constitution, policies and regulations of Gymnastics Australia Inc including the Member Protection Policy.*

The Constitution and all policies and regulations (including GA's Member Protection Policy and National Risk Protection Programme) can be found at:
www.gymnastics.org.au

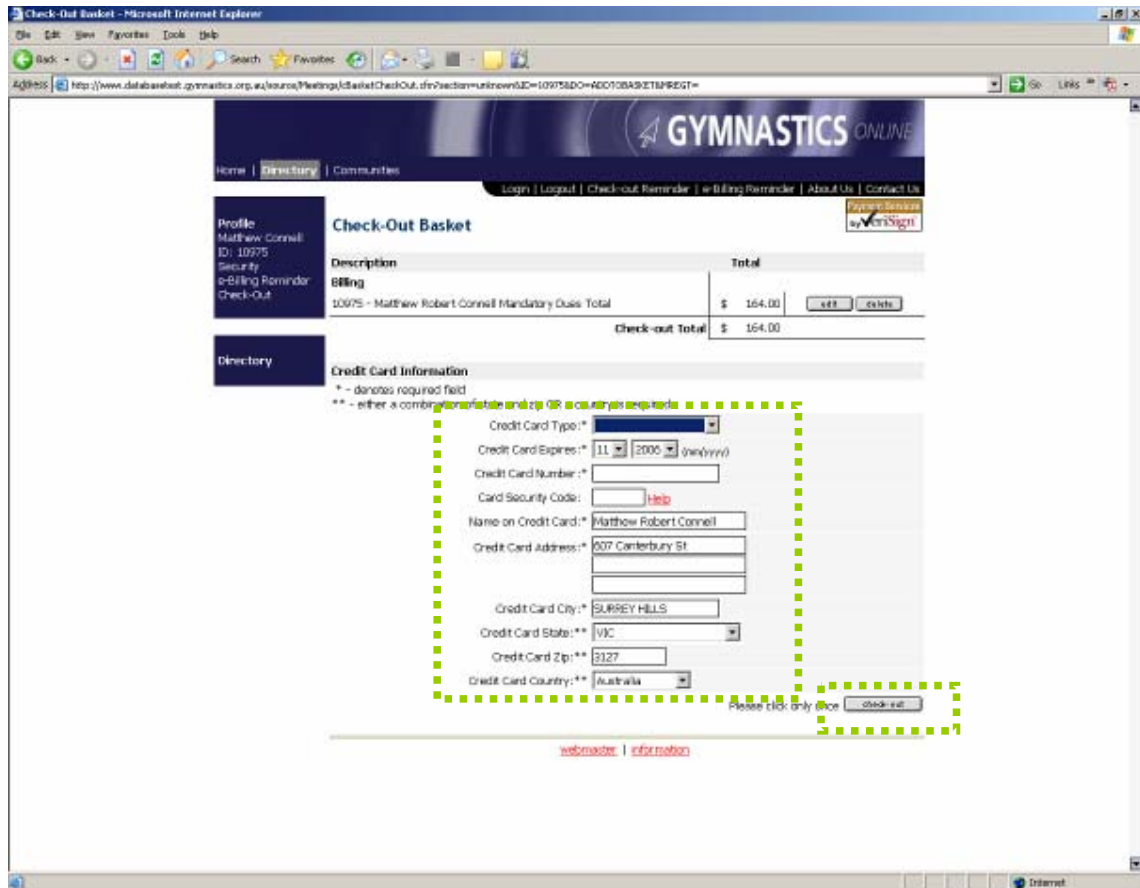


To progress with your payment click the 'add to basket' button (bottom right).

7.2 This will take you to the Check-Out Basket screen, where you will enter your payment details and submit your Technical Membership Renewal, via a secure payment gateway.

Please take time to carefully read the details on the screen.

Your Technical Membership Fee is set and cannot be changed. (See above 7.1)



Please complete the following fields as required:

Credit Card Type: Select the type of Credit Card you will be using to make payment
Please note: Only MasterCard and VISA are accepted

Credit Card Expires: Enter your Card's expiry date

Credit Card Number: Enter your Credit Card number

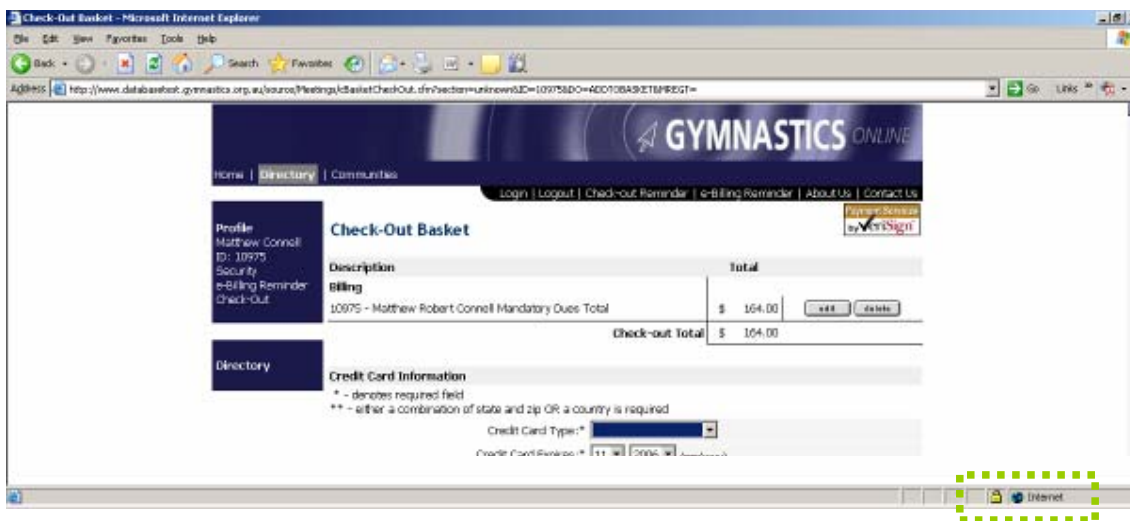
Card Security Code: This is optional:
If you do not know what this is, click the 'Help' hyperlink for an explanation

The balance of the fields will be auto-filled based on your Personal Contact Details.
Please edit these fields as required.

Once you have completed all fields, please double check they are correct.

When correct, please click the 'check-out' button (bottom right) **ONCE ONLY** to submit your payment.

Your payment is now sent through a secure payment gateway. This can be verified by a small security symbol located in the bottom right of your screen.



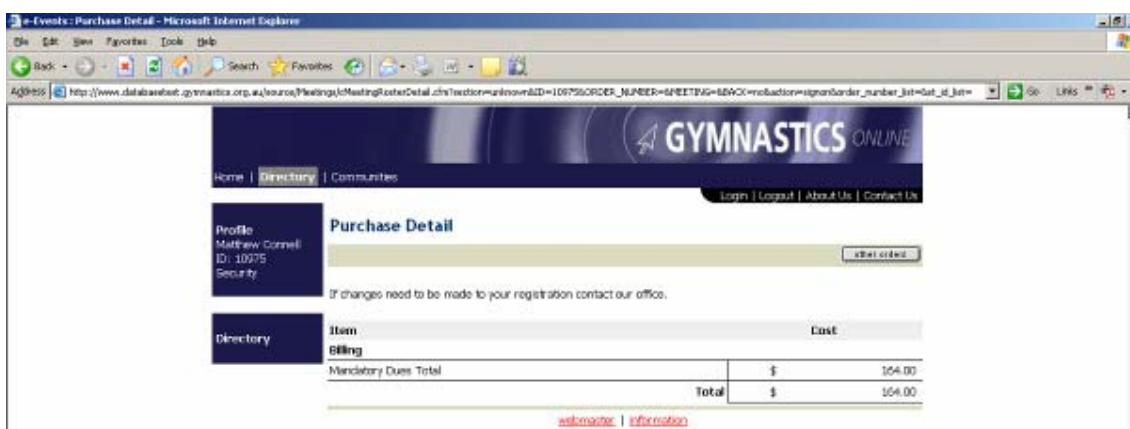
The speed at which your payment is sent and processed is dependent upon the speed of your internet connection and the traffic at the payment gateway.

Please be patient and **DO NOT** click the 'check-out' button more than once.

7.3 Once payment has been processed you will be taken to a Purchase Detail screen.

You will also be sent an email (to the address listed in your Personal Contact Details) titled 'Purchase Confirmation' which confirms your payment details.

IMPORTANT: Please print this screen, along with the email titled 'Purchase Confirmation' and staple to your Technical Membership Renewal Form (Hard copy received). These print outs should be retained for your own records.



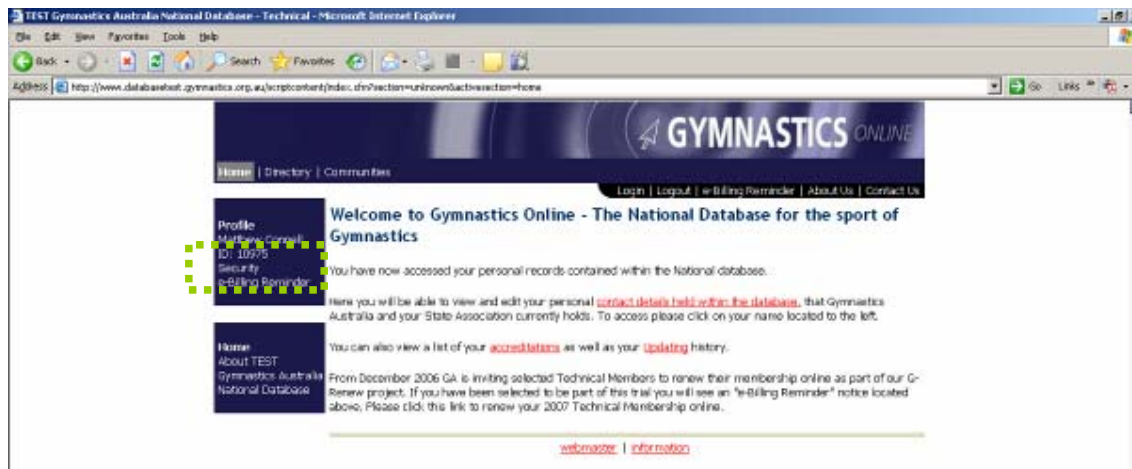
You have now successfully renewed your Technical Membership. Your Technical Membership Benefit pack will be sent from the GA Office.

Please Note: *Owing to the Christmas break, Technical Membership Benefit Packs will be distributed from the week beginning January 10th 2011.*

Step 8 Changing your Gymnastics Online Password

From your Personal Contacts Details screen, you can change your password.

8.1 Click the 'Security' link located in the sidebar (left).



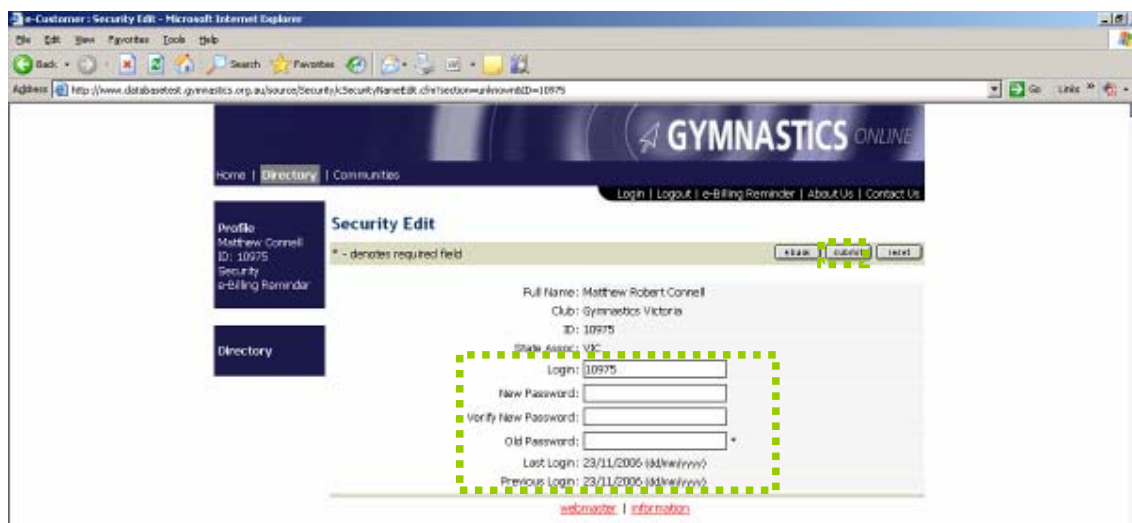
8.2 This will bring up a Security Edit screen where you can change your password.

New Password: Enter your new password in this field

Verify New Password: Re-enter your new password in this field

Old Password: Enter your old password in this field

Note: This is originally set to be your Surname and Year of Birth



To make the changes please click the 'submit' button.

DO NOT click the 'reset' button.

If you have any queries or difficulties please contact (03) 9271 0500 or email membership@gymnastics.org.au.



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