Registration and Login Instructions (for those not used to the internet!)

STEP 1: Find the Login Screen

• Click on **Login/Register** on the **Home screen** (this is the big red button in the middle of the page).



- This will take you to the **Login screen** (shown below).
- Click **Create an Account** if you are new and you want to join, OR login with your details if you have already joined. If you have forgotten your password click **here**.



STEP 2: Register an Account

- This is the next screen you come to.
- Click in each field in turn. You can use the <tab> key to go between fields easily.

- Pull down the menu to reveal account types: Standard (\$25), Concessional (\$15) and "Friend of the MCAA" (non-alumni) (\$25). Select the appropriate one for you.
- Fill in the boxes being careful to choose a password that *you will remember*. (It has to be more than 8 characters.) *Confirm* (repeat) the password in the next box.

	Register an Account	Already a member?	
	Account Details		
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0	Country/Region *	Select your Country	
	Phone Number		
	Mobile Number		

STEP 3: Complete your Profile (see over the page)

- Complete your profile now, making sure to add your birthdate Australian-style (day/month/year: add a "0" if single digits, e.g., "03" is the third day or March)
- The silhouette will change to male/female depending on sex chosen.
- *Profile Picture:* Adding a photo of yourself might be something you need help with. Ask a younger member of the family to assist you here. It should be a **clear head and shoulders photo**. Don't be too fussy. You can change it any time later by going to **Edit Profile** (under **Profile** on the Home screen). You can change it as often as you want to.
- *Old Picture:* (optional) Add a photo of how you looked at school (you might need some help here too). *Remember, we all change and people might not recognise you now!*
- Add the years you STARTED at Mordi, and when you LEFT the school.
- "Feeder" school is the primary school you went to. Express this fully, e.g., "Aspendale Primary School", not "APS" (which could be Ascotvale Primary School).
- If you were a former or are a current teacher at the school select "Yes" for this or otherwise leave it as "No"

Now write your bio. This can be as brief or as detailed as you like. Don't just say what you do for a living—a bio is not a CV. People don't really want to read a work history. Tell a story about where life has taken you. *Don't be too personal:* "I have three kids" (*Not:* my kids are Francis, James and Bec and they all live at 4 James Street Aspendale"). You can edit and change any details later on by clicking on Edit Profile under Profile on the Home screen.

	Profile Details		
	Gender	O Male O Female	
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	Old Picture 0	Upload a protie picture	
	Commencing Year *	First year at school, e.g. 1965	
	Last year at school *	Last year at school, e.g. 1971	
	Feeder School *	e.g., Aspendale Primary School	
	I am a former/current teacher at the school	No	•
	Personal Bio *		
		Need more space for your bio? Use the mouse to drag the box down at the lower- right corner.	1

STEP 4: Memorabilia and Newsletters (see over the page)

- Now tell us if you have photos or other Mordi memorabilia that you wish to share. If you say "Yes" to this we will be in touch. Otherwise leave it as default, "No".
- Now tell us how you want to receive the newsletter: by email or by post. (Keep in mind that every newsletter costs us around \$2 to produce and \$1.40 to mail to you—excluding labour. That's a total of \$13.60pa. This is barely covered by your membership fees.) The more we can save, the more we can give back to public education. But it is your choice.

I have school memorabilia I want to share	No		•
I would like to receive the newsletter via Email		How do vou want vour	
I would like to receive the newsletter via Post (A4)		newsletter? Email costs us less.	
I would like to receive the newsletter via Post (A3)			
I'd like to help out the alumni association	No		•

STEP 5: Social Media and Completing Registration

- Now add your social media addresses (if you want to). This means people can contact you or "friend" you. For security reasons, this is not possible via the MCAA website. You may like to leave this empty and not be contactable. That's fine. If you don't have a Facebook, Linkedin or Google+ account, just ignore this section.
- **IMPORTANT:** Now read the disclaimer and tick the box if you accept it. *If you do not accept our terms you cannot join the MCAA.*
- Click **Register**.



STEP 6: Paying Up Time (See over page)

Now your membership needs to be paid. There are two options:

- 1) Ignore the next steps and **pay by cash or cheque or direct credit** to our bank account. (The details are: Bendigo Bank, BSB: 633-000. Account Number: 152914982. Address: PO Box 5121, Mordialloc 3195)
- These options will mean at least 2-3 weeks' delay in processing your membership. You will also need to remember the anniversary of your membership and go through the same process all over again.
- 2) Pay by credit card/debit card via PayPal. This is the industry standard in secure online transactions. This will make your account active immediately. You will not need to remember to renew as it will be automatically deducted from your card each year NOTE: You can *cancel* this at any time via your PayPal account. PayPal is entirely separate from the MCAA. *They* receive your funds and pass it on to *us*.

If you choose Option 1: Close the window you have open now and arrange payment as soon as possible. Be sure to make your **given name** and **surname** clear in the payment details. (We will get many payments so we need to know who is who!)

If you choose Option 2: After a moment or two this screen will appear:

• If you already have a PayPal account, click Log In.

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- *If you do not already have a PayPal account* you will need to set one up (see next page).
 - This will only take a few moments if you have a credit or debit card handy (If you do not have a card, you will need to pay by *Option 1.*)

this).

- Click "Pay using your Credit or Debit Card" (above) and this takes you to another screen (see below).
- It will be automatically selected to: "I need to create a PayPal account" (see red arrow)
- Now you fill in your credit card details, address, and other information. (You can type <tab> to go between fields quickly without using the mouse.)
- Complete the security check that proves you are a human being ("JSRgh" in this example).
- Be sure to put in your correct card number, the year of EXPIRY, and the CVV number (usually 3 or 4 digits on the front or back of your card: Click "What's this?" For an explanation).
- Do not use spaces in entering your credit/debit card number.
- Click **Continue** once you have completed all fields
- The final stage is reviewing your payment and adding a donation (if you wish) to help us support public education. *This is optional but very welcome.*
- **All done!** Now check you email for confirmation (it may be in your "spam" folder).
- WELCOME TO THE MCAA COMMUNITY.

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