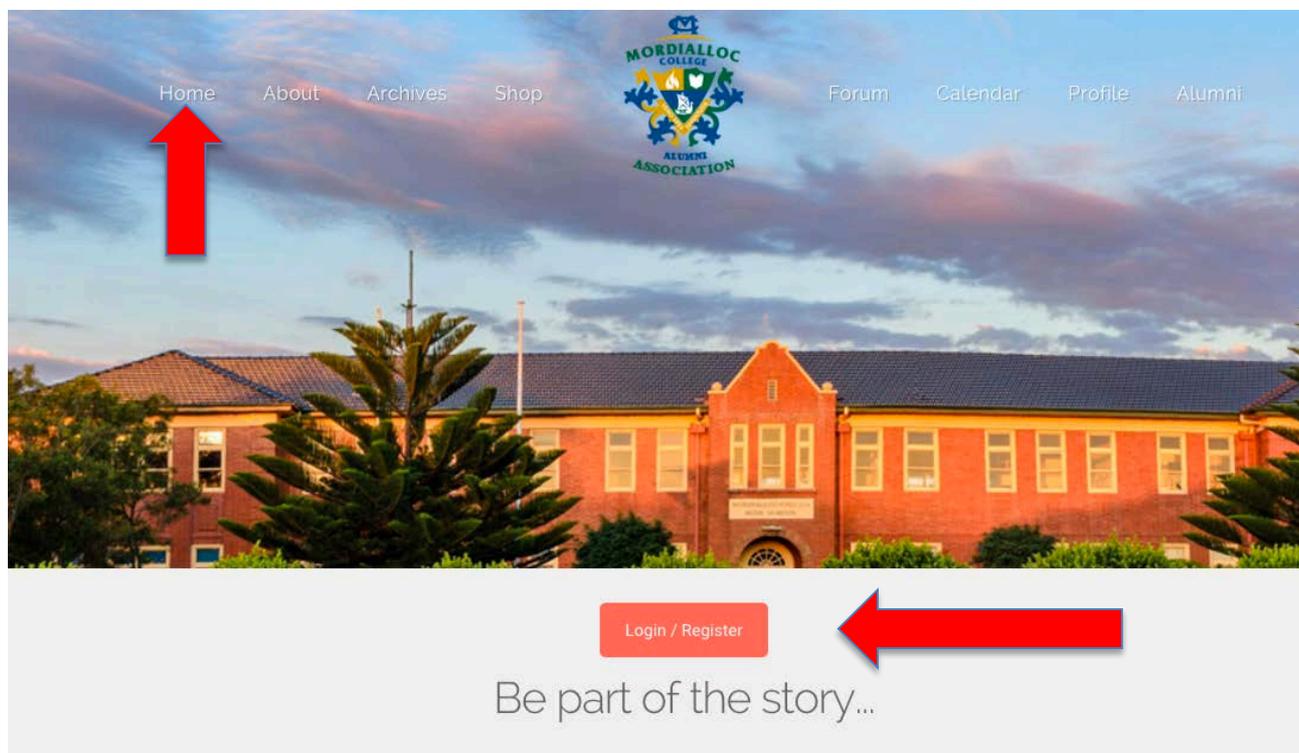


Registration and Login Instructions (for those not used to the internet!)

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

Account Type * 

First Name *

Last Name *

Previous Name

 E-mail Address *

 Password *

Confirm your Password *

Password Strength

Street Address *

Suburb *

State *

postcode *

 Country/Region *

Phone Number

Mobile Number

Pull down the arrow here to reveal membership types and **select one**

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 Male Female

Date of Birth ⓘ

Profile Picture * ⓘ 

Old Picture ⓘ

Commencing Year * ⓘ

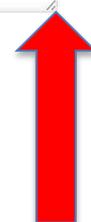
Last year at school * ⓘ

Feeder School * ⓘ

I am a former/current teacher at the school

Personal Bio * ⓘ

Need more space for your bio? Use the mouse to drag the box down at the lower-right corner.



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

I would like to receive the newsletter via Email

I would like to receive the newsletter via Post (A4)

I would like to receive the newsletter via Post (A3)

I'd like to help out the alumni association



How do you want your newsletter? Email costs us less.

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**.

Social Media

Facebook Page

LinkedIn Page

Google+

Click here to agree



By completing registration, you have read and agree to the following terms and conditions: All Personal details will be treated confidentially and retained by Mordialloc College Alumni Association Inc (MCAA). Personal details will **not be passed on to third parties, advertisers, or other alumni**. Details will be maintained on a secure server and used **only for the purposes on contacting alumni about MCAA news and events**. By applying for membership you consent to the MCAA publishing your Bio details and/or any photos submitted on the MCAA website and/or in the alumni newsletter. Bios, for example, may be published as an Alumni profile as a part of a “Where are they Now?” feature. Contact details, address, email, etc., will never be published.

Register



Click here to finalise registration

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:

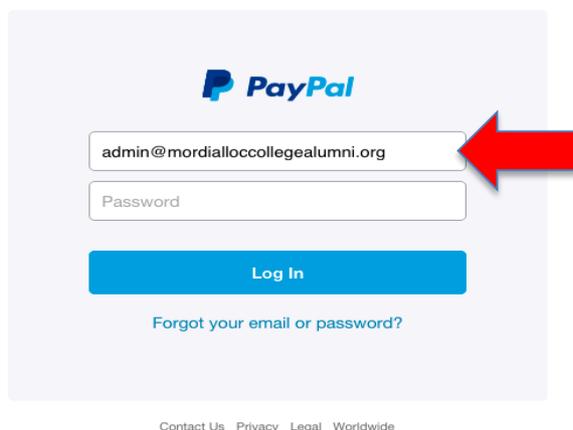
- If you already have a PayPal account, click **Log In**.



If you already have a PayPal account, clicking **Log In** above will take you to the **security challenge screen** below: enter the letters in the box to prove you are a human being and not a malicious software. (Make sure you type in CAPITALS and lower case letters exactly: e.g., “BGmu” as in this example. No spaces if there are no spaces. If you can’t read the letters, click “refresh” until you can.)



Then you are taken to the PayPal login screen. **Enter your PayPal details** which you should already know. (Your login will typically be your email address, like this).



- 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.)

- 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.**

You need a PayPal account for this purchase.

- PayPal** I already have a PayPal account.
- I need to create a PayPal account (where available). [Learn more](#)

Country

*Country: Australia

Personal and Card Information

*First Name:
(as it appears on card)

Middle Name(s):

*Last name:
(as it appears on card)

*Date of Birth: DD / MM / YYYY Why?

*Card Type: Select Card

*Card Number:

*Expiry Date: 01 2015

*CVV:  [What's this?](#)

Address

*Address line 1:
This must be your residential address. (We can't accept PO Boxes.)

Address line 2:

*Suburb:

State/Territory:

*Postcode:

*Is this your mailing address? Yes, it is the same as my mailing address
 No
 No postage is required

Contact Information

This information will only be used to contact you regarding your payment, if needed.

*Email Address:

*Home Telephone

[Privacy](#)

Security Check

Type characters as shown in the box. [Help](#)

*Enter the code as shown below:



Don't have a credit or debit card? Click "cancel and return to MCAA" and pay using Option 1. Otherwise complete all details and click "continue"

[Cancel and Return to Mordialloc College Alumni Association Inc](#)

Continue