

# RSSA Members Area - User's Manual

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Please note that this document forms part 1 of a series of user manuals for RSSA Members Services Sites. Part 2 covers registering at, and using the RSSA Webforum. It can be found at the forum itself ([www.steinerz.com/forum](http://www.steinerz.com/forum)) or directly from [www.steinerz.com/help](http://www.steinerz.com/help)

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# 1 Introduction

## 1.1 What is the RSSA Members Area?

The RSSA Members Area is an integrated website and database which allows individuals working in RSSA Member Organisations to register their details with the RSSA. This allows them to access the RSSA's online Members Services Sites such as:

- The RSSA Documents Area ([www.steinerroz.com/documentsarea](http://www.steinerroz.com/documentsarea))
- The RSSA Shop ([www.steinerroz.com/shop](http://www.steinerroz.com/shop))
- The RSSA Webforum ([www.steinerroz.com/forum](http://www.steinerroz.com/forum)) - please note the forum requires an extra registration and separate username and password.

## 1.2 Why Register?

Registering allows you to gain access to documents from the Documents Area, buy RSSA publications from the shop (with discounts for Members), and keep in contact with others via the forum.

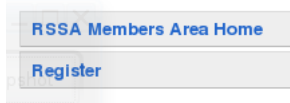
It also allows the RSSA to contact you from time to time with important announcements and newsletters etc.

# 2 Registering

## 2.1 On the Home Page

To register your detail in the RSSA Members Area database, begin by clicking the 'Register' button on the menu to the right of the page.

Menu



## 2.2 The Registration Form

This will take you to a page where you can enter your details. Follow the instructions on this page to fill in the form correctly. Note that fields marked with an asterisk (\*) are compulsory. You must also provide at least one contact phone number.

### 2.2.1 Your Positions

The Members Area database is designed to keep an accurate record of people working in RSSA member organisations and their roles. This enables the RSSA to facilitate Professional Development Groups, e.g. Teachers, Educational Managers, Business Managers and Governors.

Tick the boxes which indicate your formal role within your Member Organisation or the RSSA itself.

### 2.2.2 Your Referee

At the bottom of the form is a section which asks you to provide details of someone who can verify your information. This person must be either the Educational Manager or Business Manager of your school. If neither of these options are available to you, then office staff at your school may also serve as referees.

Your registration will be processed more quickly if you provide an email address for your referee, than if you provide only a phone number.

## 2.3 Reviewing and Continuing

The site will now check to see that all the required fields have been filled in correctly. If it finds a field missing, you will be shown an error message and asked to return to the form using your browser's 'back' button.

## Whoops!

You seem to have left out some required fields

Use your browser's back button to go back to the form.

Note that depending on your browser's settings you may need to re-enter some information when you do this.

If you have filled out the form correctly, you will be taken to a page where you can review the details you have entered and check that they are correct.

## OK!

Please confirm your details below.

If any details are not correct, please use your browser's 'back' button to return to the form.

[Confirm and Continue](#)

## Your Details:

Name: Test User

Email: test@test.com

Member Organisation: Other e.g. RSSA Staff

Home Phone: 0000000000

Work Phone:

Fax:

Mobile:

Street Address:

Suburb:

State: TAS

Use your browser's 'back' button to return to the form and correct any details which are incorrect. Note that depending on your browser's settings, you may need to re-enter some details when you do this.

If you are satisfied that all the information you entered is correct, click 'Confirm and Continue' to finish your registration. You will be taken to a page which confirms your registration and tells you what will happen next.

## What next?

Your registration is almost complete. Your details now have to be confirmed. You will be contacted by email once this has happened.

Once your details have been confirmed with your referee, your account will be activated and you will be able to log in to the RSSA Members Area.

You will also be able to use your details to log in to the RSSA Webforum, RSSA Documents Area, and RSSA Members Shop.

For now, use the menu on the right or above, to find where you want to go.

Your registration is now complete. You will receive an email notifying you that your registration has been received, and another email once it has been processed and confirmed. Please note that should an administrator receive information from your referee which contradicts what you have applied for, he or she may alter your account to reflect the more accurate information. You may be contacted if this happens.

Once you've received your confirmation email, don't forget to register at the Webforum ([www.steinerroz.com/forum](http://www.steinerroz.com/forum)) so you can participate in discussions and join the community. See the instructions at the Webforum for more information.

## 3 Other Ways of Registering

If you are unable, for whatever reason, to fill in your own registration, you can request that an account be created for you. To do this, send an email to the site administrator (currently [evan@steinerroz.com](mailto:evan@steinerroz.com)) who will help you with your registration.

## 4 Logging In

Once your account has been approved after your details have been confirmed by your referee, you will be able to log in to the account and update your details.

### 4.1 On the Home Page

To log in, enter your email address and password into the 'User Login' form on the menu to the right of the page. Click 'Login' to continue.

User Login:

Already registered? [Login here.](#)

Email Address

Password

Your details will now be checked. If you have entered them incorrectly, you will be shown an error message and asked to re-enter your details. There is no limit to how many times you may re-enter the login details.

User Login:

Already registered? [Login here.](#)

Email Address

Password

Login Failed. Your username or password was incorrect.

If you have entered you username and password correctly, you will be taken to the User Home Page.

## 5 The User Home Page

On the User Home Page, you will be presented with a list of things to do, such as updating your details or visiting other RSSA Members Services Sites.

### 5.1 Logging Out

The menu on the right now shows what email address you have used to log in, and gives you a button you can use to log out if you want (note that closing your browser window will also log you out of the site).

#### Menu

Need help?

For assistance, please [Click Here](#) to send a support email.

**Logged in as:** [evan@steinerroz.com](#)

## 5.2 Other Members Services Sites

At the top of the User Home Page is a section which contains links to other RSSA Members Services Sites. Use the links to visit them.

Member's Area

### Member Services

- [RSSA Members Shop \(with members discounts\)](#)

### Online Professional Development

- [RSSA Documents Area](#)
- [Webforum](#)

Note that you may have to log in to these sites to use them. The RSSA Shop and Documents Area allow you to use your Members Area password to log in as well as your school's password. The Webforum requires a separate initial registration process and password. See the instructions on the Webforum itself for more information.

## 6 Updating Your Details and Password

### 6.1 On the User Home Page

To update your details (including your password), click on the 'Update my Details' link under the 'My Details' section on the User Home Page.

My Details:

[Update My Details](#)

### 6.2 Changing Details

This will take you to a page where you can edit the information in your account.

View and Update My Details:

Currently editing the profile of **Evan Sanders**

[Cancel](#)

Please note: the same rules apply here as with your initial registration. Fields marked with an "\*" are required.

Name:\*   
Email Address:\*

Note: fill this in only if you need to change your password. You will be able to use your new password immediately next time you log in. As a reminder, you will get a copy of your new password by email.

New Password:

Please note, changing your Member Organisation will mean your account is reconfirmed by an Administrator. This will not affect your access unless there is a problem.

Current Member Organisation:

Change Member

On this page, details will only be updated if you alter them. To change your password for example, simply type a new password into the text-box. If you leave this field blank, your password will remain unchanged.

Once you have finished, click the 'submit' button at the bottom of the page.

To cancel at any time, click the 'Cancel' button shown, or click 'User Home' in the menu on the right of the page. You will be taken to a page showing success.

Success.

You have successfully updated your details.

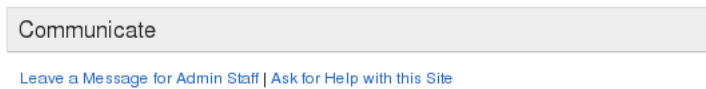
Click 'User Home' in the menu on the right of the page to return to the User Home Page.

## 7 Leaving Messages

The User Home Page also allows you to leave messages for the administration staff of the site. Leave messages if you are having trouble, or have found a problem with the way the site operates. Please note that this system is for contacting administrators of the Members Area only, it is not intended for contacting RSSA Staff in general.

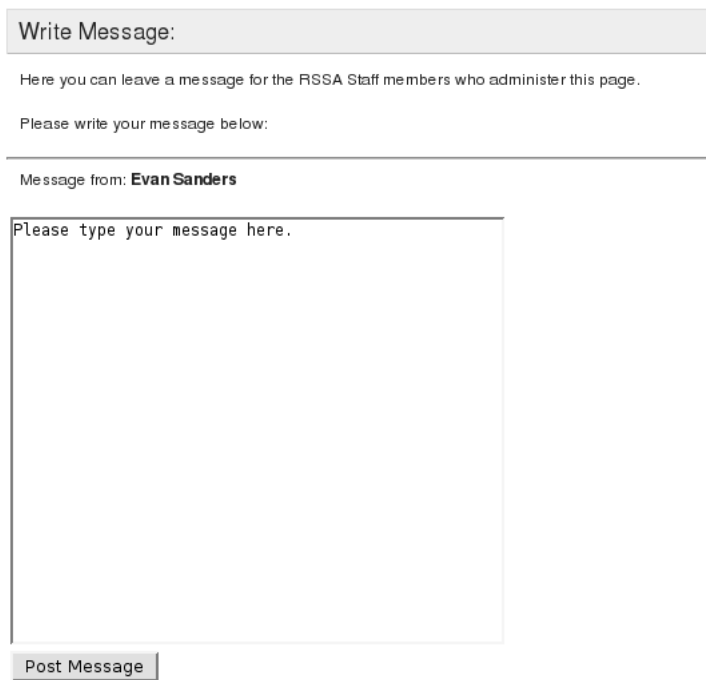
### 7.1 On the User Home Page

To leave a message, click the 'Leave a message for admin staff' link in the 'Communicate' section of the User Home Page.



### 7.2 Writing the Message

This will take you to a screen where you can type the text of the message you want to leave.



Type the text of your message into the text-box provided. Once you are finished, click the 'Post Message' button. To cancel at any time, click 'User Home' in the menu on the right of the page.

Your message will be posted to the database and will be viewed by administration staff when they log in. You will be taken to a screen showing success.



## 8 Asking for Help

In addition to leaving messages, you can also email the site administrator directly. To do this, click the 'Ask for Help with this Site' link in the 'Communicate' section of the User Home Page.

## Communicate

[Leave a Message for Admin Staff](#) | [Ask for Help with this Site](#)

This will open your computer's default email program (e.g. Outlook) in order to send an email. If this does not work, you may need to check your computer's settings.

## 9 Additional Information

### 9.1 Administrators Updating Accounts

From time to time, an administrator may update the details of your account. This may occur because they have received information from your school or organisation which is more up to date than what is currently in the database, or because you yourself have requested the change.

This is in the interests of keeping the Members Area database as up to date as possible. You will be notified every time this occurs. In addition to this email, you will also receive another email if your password has been changed. This second email will tell you your new login details for the Members Area and other sites.

### 9.2 What to do if You Forget Your Password

If you forget your password, use the link in the 'Help' section in the menu on the right of the Home Page to send an email to the site administrator, who can give you a new password.

Please note that for security reasons, passwords cannot be retrieved as they are encrypted, they can only be changed.

## Help

Login not working? Don't know your password?

For login help and general assistance with this site, please [Click Here](#) to send a support email.