

ANZAP Member Website User Guide

Update Membership Details

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- 2. Enter your username (email address) and password. Use the forgot links if required.

Australian & New Zealand Academy of Periodontists		Sign Up	Cart	Sign in	f in	৹
Sig						
	Username					
	Username					
	Password					
	Password					
	Sign In					
	Forgot username? Forgot password?					
	Create a new account					

3. Click on your Member Name, then select MY ACCOUNT from the dropdown menu.



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	Dr A Lead Pe Perio Su	NZAP Test Memk eriodontist urgery on Main	oer 🖉			
	Membe	r since 24/05/2023 Typ	e Full Members	ship Aus P	aid through	31/12/2023
About Me My Partici	ipation	ANZAP Member Details	Preferences	Practice	Invoices	

4. Your Member Account will open to the **ABOUT ME** tab. You'll first notice the Profile information which displays your Profile Picture, Full Name, Position/Title, Organisation Name, Member Since, Membership Type and Paid Through date.

The 'member since' date may not reflect your original join date. Please add this in the About Me section for historical records.

✓ Upload your photo Click on the pencil icon next to the profile picture, then click SELECT to upload your photo from your files, Save & Close. To change your photo, click delete current profile picture and select your new one.

1	Update profile picture	×
	Upload picture	
	Allowed file formats are .GIFJPGPNGBMP	
	The maximum file size allowed is 2 MB	
	Delete current profile picture	
	Save & Close	Cancel

 Update your profile information by clicking the pencil icon next to your name the fields below (disregard designation) Click Save & Close.

cor	mp	lete

dit					Ċ	×
Prefix	First name	Middle	Last name	Suffix		
Dr	✓ ANZAP		Test Member	~		
Designatio	on	Title				
Add or select	t designations	Lead Peri	odontist			
Informal n	ame	Full name				
ANZAP		Dr ANZAR	P Test Member			
Primary or	rganization					
Perio Sur	ge					
Organizati	ion display name	Cours		anaol		
Perio Sur	rgery c	Save	a close Save	Caricer		
Mobile ph	one					
0418 456	6 987					

5. **About Me – Member Description** displays your Email Address (username), Work Phone (main contact number), Mobile Phone, Website, *Gender, *Date of Birth (*required only for statistical purposes) and an 'About' section where you can enter any relevant information such as your original join date, extra-curricular activities etc. To change any information, click the pencil icon.

If you need to **change your main email address/username**, click on the Change Email button to send an email to the Secretariat, include your full name and new email address/username. You will receive a confirmation email when details have been updated.

Australian & Academy of	New Zealand Periodontists			Cart 👤	Dr ANZAP	P Test Member +	f in	৭
	Dr ANZAP Tes Lead Periodontist Perio Surgery on Main Member since 24/05	st Member 🖋 /2023 Type Full Membe	rship Aus P	aid through	31/12/20	23		
About Me My Pa	rticipation ANZAP Mem	ber Details Preferences	Practice	Invoices		Change y	our main e sername	email
Member Descri	ption					Provide y address by c	our new e	mail e button
Member Type Profile	Full Membership Aus	Paid Through	31/12/202	23	× A	Chai	below nge Email	
Email anzap5@mailinator	<u>com.au</u>	Work Phone	0418 456	987		Changing Pra	actice Infor /Update de	rmation etails on
Mobile Phone	0418 456 987	Website www.anzap.org.au				the PR Step 2. Click	ACTICE tak	o. d email
Gender About Enter relevant infor Founding Member of	Female mation here example: of ANZAP	Date of Birth	29/08/19	50		your full nam update the F Search Ale	e to alert a ind a Perio 1 Directory rt Admin	admin to odontist v.

About Me – My Postal Address and Social Profiles

- ✓ ANZAP will send any mail correspondence to your Postal Address.
- ✓ Note your Practice address is updated via the PRACTICE tab.
- ✓ Click the pencil icon to update your postal address and to add your Social Media Profiles
- ✓ Connect with ANZAP on Facebook, Linked In and Instagram

My Postal Address		
Postal Address		
2 Test Drive Testville, NSW 2000 AUSTRALIA		1
Social profiles	/	
There are no social profiles defined.		

6. My Participation displays everything that you have participated in; current membership fees, any open/outstanding invoices, statement, communities and committees (this will be expanded upon in the future), Communications – any email that has been sent to you will be listed here, simply click to open, you'll never miss an email again!! Upcoming Events that you are registered for, CPD CERTIFICATES for events you have attended (from May 2023 onwards), recent transactions and invoices. Click on the arrow I to display more details.

	of Periodont	ists				Cart 👤	Dr ANZAP Te
	Dr AN Lead Perio Perio Surg	ZAP Test odontist Jery on Main	t Mem	ber 🖉			
About Ma Mar	Member s	ince 24/05/2	2023 Ty	pe Full Membe	ership Aus P	aid through	31/12/2023
Current mem	bership fees	ANZAP Memb		Preferences	Practice	Invoices	A
ltem	Amount	Payment	Balance	<u>Begin</u> Date	<u>Paid</u> Through	<u>Payment</u> Date	
Full Membershi Australia 12 Mo	ip 281.82 onth	281.82	0.00	1/06/2023	31/12/2023	24/05/202	23
Full Membershi Australia 12 Mo GST	ip onth 28.18	28.18	0.00	1/06/2023	31/12/2023	24/05/202	23
pen invoices							
Pay Inv	voice Date	Descript	ion	Due Date	Amount	Balanc	e Due
There are n	o open invoices	at this time.					
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communities is person has not	joined any com	munities	(Committees	5		
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7. **ANZAP Member Details** displays registration information, employment type, industry association, Qualifications and Honours and Awards.

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	Dr ANZAP Test M Lead Periodontist Perio Surgery on Main Member since 24/05/2023	ember 🖉	nin Aus P	aid through	31/12/2023
About Me My Partic	ipation ANZAP Member De	tails Preferences	Practice	Invoices	0171272020
Individual Details				/	
Registered as an AU Specialist	Yes	AHPRA Number	123456		
Registered as a NZ Specialist	No	NZDC Number			
Current Employment	Mainly Private Practice	Industry Association Australian Dental Asso of Periodontology	ociation, Au	stralian Socie	ety
Member Directory	Yes				
Nominating Name	Nominator 1	Nominating Second	Nominator	r 2	
Updated On	24/05/2023	Created On	24/05/202	23	

Qualifications and Honours & Awards click the PLUS icon to add records, the Pencil icon to edit records and X to delete records.

Qualifcations						+
Qualification Nar	me <u>Issuing</u>	<u>Authority</u> <u>Gr</u>	aduation Year	Туре		
BDSc	UWA	5/	12/2006	Degree	ø	×
FRACDS(Perio)	RACDS	5 5/	12/2006	Degree	ø	×
MDSc	UWA	5/	12/2006	Degree	ø	×
Honours and Awa	ards					+ 🔺
	onours and Award	<u>s Details</u>	Date Awarde	ed		

	Honours and Awards Details	Date Awarded			
Awards	ANZAP Medallion Award	4/05/2020	ø	×	
Honours	1st in class	15/05/2000	ø	×	

8. My Preferences is an important page to review as this lists your communication preferences, and your Opt-In preferences. Please do not unsubscribe from ANZAP Communications as this is our main source of communication. If you unsubscribe you will not receive any emails apart from membership renewal invoices. We want to stay in-touch with you!!

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R	Dr Al Lead Pe Perio Su	NZAP Test Mem riodontist irgery on Main	ber 🖉			
About Me	Membe My Participation	r since 24/05/2023 Typ	Preferences	hip Aus Pa	aid through	31/12/2023
Commur	nication preferen	ces				
	iike to receive: Positions Vacant / Pra NZAP Communication nvitations to education	actices for Sale ons - please do not opt out onal opportunities	as this is our ma	in form of cc	omms.	ĺ
Unsub: You may t Save	scribe from all unsubscribe from the Cancel	se communications at any	time.			

Please review your Preferences below:

- Membership Directory references your Postal address and displays your full name, email address, suburb, country and all information from the ANZAP Member Details Page. If you would like your details displayed on the Member Search Directory, please mark your preference as YES, if you do not want your details listed, mark NO.
- ✓ **ANZAP Emails** we request that you do not exclude yourself from receiving ANZAP emails.
- ✓ Data Sharing From time to time ANZAP will provide its membership list to various organisations. ANZAP will only provide this list to organisations who are involved with us in a positive way. If you do not want your name and address to be given out by ANZAP, please indicate by selecting "yes, opted out of having data shared". Or if you are in agreement to share your data, select "no to opting out". Click on the pencil icon for changes.

Account settings		
Would like to be listed in the member directory	Yes	
Exclude me from receiving ANZAP emails	No	
Opted out of having data shared	No	

Automatic Payment Options

For future use – further details will be provided in due course.

Change Password click the link to change your password. A reset password link will be sent to your email address/username listed below:

Change your password							
Current username is ANZAP5@MAILINATOR.COM.AU							
Change password							

5pm

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9. **Practice** displays your Practice information for the "Find A Periodontist" search directory. Add additional Practices by clicking the plus icon. Edit and delete Practices via the Pencil and X icons.

The following fields are displayed to the public; Practice Name, Member Name, practice address, email, website, practice hours (if no hours are entered the default will be 9am – 5pm Mon – Fri). The practice address is mapped, therefore accurate details required. (this is a public directory, do not enter any personal information).

For changes to be replicated on the separate ANZAP Consumer Website, please send a quick email to the Secretariat <u>admin@anzap.org.au</u> with the subject displayed as "Update My Practice Details" and include your full name. We'll take it from there.

Au Ac	stralia adem	an & Ne iy of Pei	w Zeala riodontis	nd sts				С	art (Dr Al	NZAP Te
	35		Dr ANZ Lead Perioo Perio Surge Member si	ZAP Tes dontist ery on Main nce 24/05	st Mer /2023 1	nber 🖌 Type Full M) Iembership A	Aus Pa	id throu	ıgh 31/1	2/2023
About N	Ve N	My Particip	ation A	NZAP Mem	ıber Detail	ls Prefer	ences Pra	actice	Invoice	es	
(note: the pract of the pract o	tice In tice In tice I e ery I ain	formatio Practice Address Line1 125 Main Street	n Practice Address Line2	Practice Address Line3	Practice Suburb Mainsvi Ile	onal information <u>Practice</u> <u>State</u> NSW	e Practice Postcode 2000	Prac Phor 02 9687 1256	tice <u>I</u> ne <u>I</u> 7 <u>I</u> 5 I	+ A Practice Email DSSm@g mail.co n	
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<u>ce</u> ess Pra Su	<u>actice</u> burb	<u>Practic</u> <u>State</u>	<u>e Pract</u> Posto	ice Pra code Ph	one	<u>Practice</u> Email	<u>Practice</u> <u>Website</u>	<u>Role</u>	<u>Work</u> Days		
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Slide the toolbar across to see the rest of the page.

10. Invoices Click on the invoice number to display, then click PRINT to download your Tax Invoice.

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	About Me	My Participation	ANZAP Memb	er Details Pre	ferences	Practice	Invoices	
	Recent	transactions						
	Order N	umber	Order Date	Туре	Amo	unt	Balance	
	There a	re no records.						
	Invoice	S						
	Invoice Number	Date	Description			Amour	<u>nt Balan</u>	ce
	<u>51</u>	24/05/2023	Membership fe 2023 through 3	ees for the period 31 Dec 2023	from 01 Jun	310.0	0 0.0	00
Invoice	e Summary Prin	it						
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Invoic Descr Memb throug	e date 2 ription bership fees for the gh 31 Dec 2023	24/05/2023 2 period from 01 Jun 2023						

Bill to	Dr ANZ 2 Test I Testville AUSTRA	AP Test Member (1562) Drive e, NSW 2000 ALIA	Ship to	Dr 2 T Tes AU	Dr ANZAP Test Member 2 Test Drive Testville, NSW 2000 AUSTRALIA				
Produ	ct		Quantity	Unit	Evt				
Code		Description	Shipped	Price	Price	Payment	Balance		
MFAU	12	Full Membership Australia 12 Month	1	281.82	281.82	-281.82	0.00		
MFAU	12_GST	Full Membership Australia 12 Month GST	1	28.18	28.18	-28.18	0.00		
						Invoice total	310.00		
						Payments	310.00		
						Balance	0.00		