

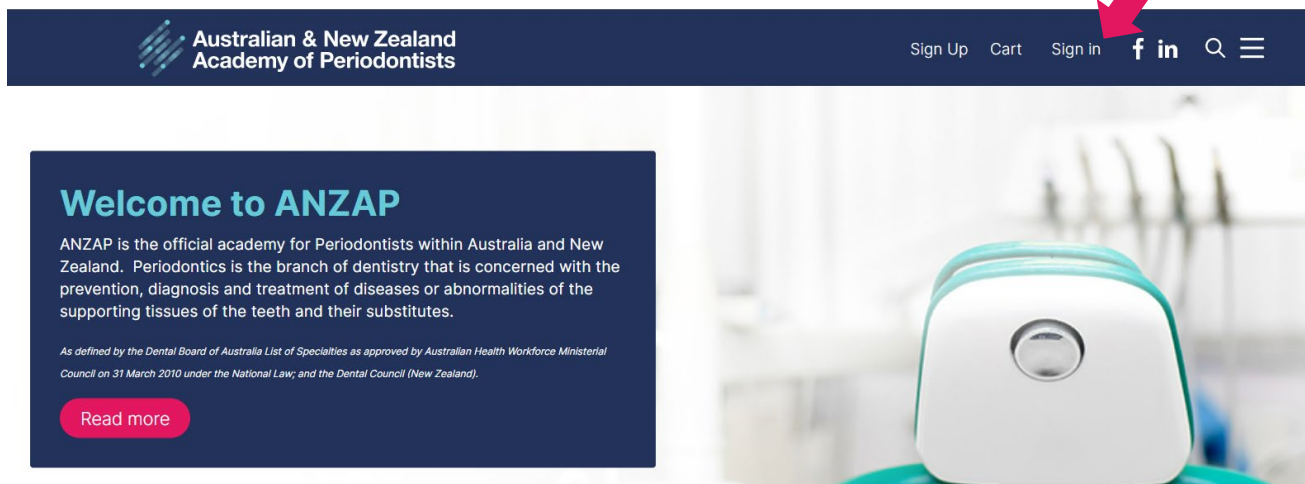


# Australian & New Zealand Academy of Periodontists

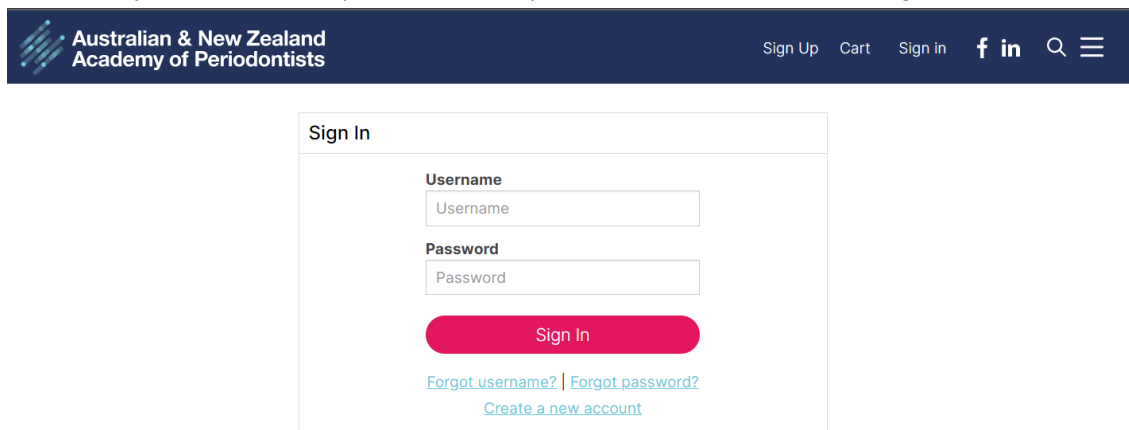
## ANZAP Member Website User Guide

### Update Membership Details

1. Home Page: Click on **Sign in**

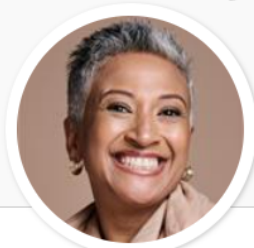



2. Enter your username (email address) and password. Use the forgot links if required.



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





**Dr ANZAP Test Member** 

Lead Periodontist  
Perio Surgery on Main

**Member since** 24/05/2023    **Type** Full Membership Aus    **Paid through** 31/12/2023

About Me

My Participation


ANZAP Member Details

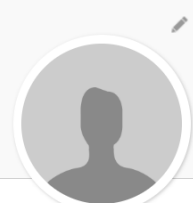
Preferences

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.



**Update profile picture** ✕

Upload picture

Select

Allowed file formats are .GIF,.JPG,.PNG,.BMP

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  complete the fields below (disregard designation) Click **Save & Close**.

Edit
🔄 □ ✕

<b>Prefix</b>	<b>First name</b>	<b>Middle</b>	<b>Last name</b>	<b>Suffix</b>
<input style="width: 100%;" type="text" value="Dr"/>	<input style="width: 100%;" type="text" value="ANZAP"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Test Member"/>	<input style="width: 100%;" type="text"/>
<b>Designation</b>	<b>Title</b>			
<input style="width: 100%;" type="text" value="Add or select designations"/>	<input style="width: 100%;" type="text" value="Lead Periodontist"/>			
<b>Informal name</b>	<b>Full name</b>			
<input style="width: 100%;" type="text" value="ANZAP"/>	<input style="width: 100%;" type="text" value="Dr ANZAP Test Member"/>			
<b>Primary organization</b>				
<input style="width: 100%;" type="text" value="Perio Surge..."/>				
<b>Organization display name</b>				
<input style="width: 100%;" type="text" value="Perio Surgery c"/>				
<b>Mobile phone</b>				
<input style="width: 100%;" type="text" value="0418 456 987"/>				

Save & Close

Save

Cancel

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.

The screenshot shows the ANZAP member profile for 'Dr ANZAP Test Member'. The 'About Me' tab is selected, indicated by a red arrow. The profile details include:

- Member since:** 24/05/2023
- Type:** Full Membership Aus
- Paid through:** 31/12/2023
- Member Description:** Full Membership Aus, Paid Through 31/12/2023
- Profile:**
  - Email:** anzap5@mailinator.com.au
  - Work Phone:** 0418 456 987
  - Mobile Phone:** 0418 456 987
  - Website:** www.anzap.org.au
  - Gender:** Female
  - Date of Birth:** 29/08/1950
- About:** Enter relevant information here example: Founding Member of ANZAP

Two callout boxes are present:

- Change your main email /username:** Provide your new email address by clicking the button below. Includes a 'Change Email' button.
- Changing Practice Information:** Step 1. Add/Update details on the PRACTICE tab. Step 2. Click below and email your full name to alert admin to update the Find a Periodontist Search Directory. Includes an 'Alert Admin' button.

### 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


#### 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  to display more details.

Australian & New Zealand Academy of Periodontists
Cart  Dr ANZAP Test Member




**Dr ANZAP Test Member** 

Lead Periodontist

Perio Surgery on Main

Member since 24/05/2023    Type Full Membership Aus    Paid through 31/12/2023

About Me    My Participation    ANZAP Member Details    Preferences    Practice    Invoices

**Current membership fees** 

Item	Amount	Payment	Balance	Begin Date	Paid Through	Payment Date
Full Membership Australia 12 Month	281.82	281.82	0.00	1/06/2023	31/12/2023	24/05/2023
Full Membership Australia 12 Month GST	28.18	28.18	0.00	1/06/2023	31/12/2023	24/05/2023

**Open invoices**

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
There are no open invoices at this time.						

View Statement


**Communities**

This person has not joined any communities


**Committees**

**Communications**


Date	Type	Subject	Owner
▶ 24/05/2023 8:08:42 PM	Email	<a href="#">Welcome to ANZAP!</a>	MANAGER
▶ 24/05/2023 2:02:53 PM	Email	<a href="#">Thank you for your ANZAP membership application</a>	MANAGER

**Upcoming events** 


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**CPD Certificates** 

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**Recent transactions** 

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**Invoices** 

Invoice Number	Date	Description	Amount	Balance
<a href="#">51</a>	24/05/2023	Membership fees for the period from 01 Jun 2023 through 31 Dec 2023	310.00	0.00



7. **ANZAP Member Details** displays registration information, employment type, industry association, Qualifications and Honours and Awards.

Australian & New Zealand Academy of Periodontists
Cart Dr ANZAP Te

**Dr ANZAP Test Member**

Lead Periodontist  
Perio Surgery on Main

**Member since** 24/05/2023 **Type** Full Membership Aus **Paid through** 31/12/2023

About Me
My Participation
ANZAP Member Details
Preferences
Practice
Invoices

**Individual Details**

<b>Registered as an AU Specialist</b>	Yes	<b>AHPRA Number</b>	123456
<b>Registered as a NZ Specialist</b>	No	<b>NZDC Number</b>	
<b>Current Employment</b>	Mainly Private Practice	<b>Industry Association</b>	Australian Dental Association, Australian Society of Periodontology
<b>Member Directory</b>	Yes		
<b>Nominating Name</b>	Nominator 1	<b>Nominating Second</b>	Nominator 2
<b>Updated On</b>	24/05/2023	<b>Created On</b>	24/05/2023

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

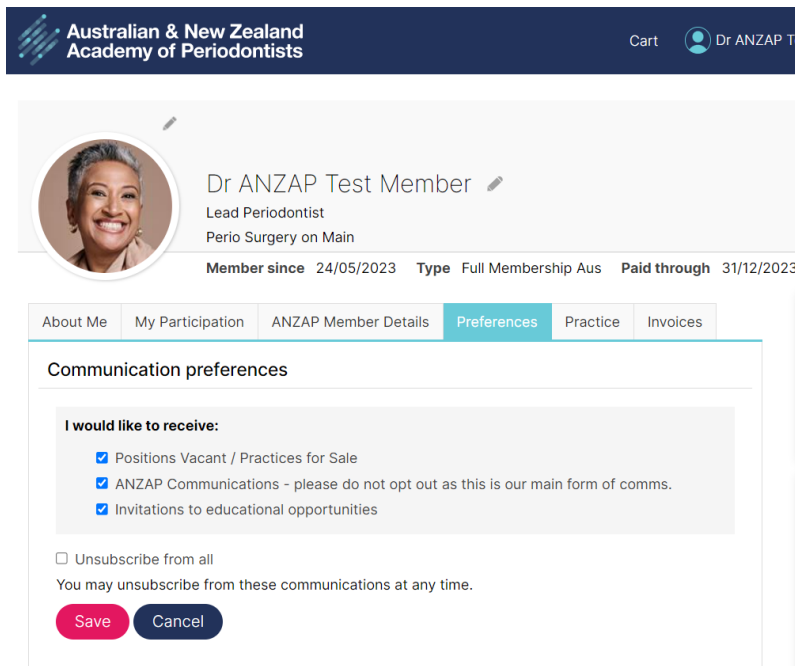
**Qualifications** +

Qualification Name	Issuing Authority	Graduation Year	Type		
BDS	UWA	5/12/2006	Degree		
FRACDS(Perio)	RACDS	5/12/2006	Degree		
MDS	UWA	5/12/2006	Degree		

**Honours and Awards** +

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

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!!



**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.

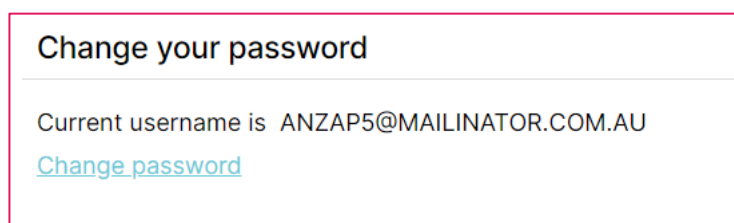
**Account settings**

- 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:

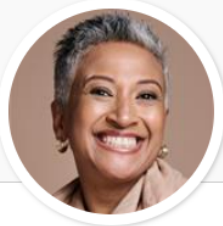



9. **Practice** displays your Practice information for the “Find A Periodontist” search directory. Add additional Practices by clicking the plus icon. Edit and delete Practices via the Pencil and X icons.

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 [admin@anzap.org.au](mailto:admin@anzap.org.au) with the subject displayed as “Update My Practice Details” and include your full name. We’ll take it from there.





**Dr ANZAP Test Member** 

Lead Periodontist  
Perio Surgery on Main

**Member since** 24/05/2023   **Type** Full Membership Aus   **Paid through** 31/12/2023

- About Me
- My Participation
- ANZAP Member Details
- Preferences
- Practice
- Invoices

Enter your practice information to be displayed on the Public Search Directory.

Use the plus "+" to add a new practice  
*(note: this area is visible to the public - do not enter personal information)*

**Practice Information** + ▲

Practice Name	Practice Address Line1	Practice Address Line2	Practice Address Line3	Practice Suburb	Practice State	Practice Postcode	Practice Phone	Practice Email
Perio Surgery on Main	125 Main Street			Mainsville	NSW	2000	02 9687 1256	<a href="mailto:psm@gmail.com">psm@gmail.com</a>



**Practice Information** + ▲

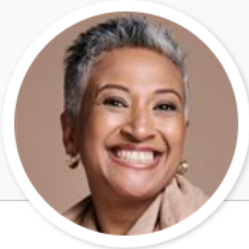
Practice Suburb	Practice State	Practice Postcode	Practice Phone	Practice Email	Practice Website	Role	Work Days
Mainsville	NSW	2000	02 9687 1256	<a href="mailto:psm@gmail.com">psm@gmail.com</a>	<a href="http://www.psm.com.au">www.psm.com.au</a>	Lead Periodontist	Mon - Fri 8am - 5pm




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.

**Australian & New Zealand Academy of Periodontists** Cart  Dr ANZAP Te



**Dr ANZAP Test Member** 

Lead Periodontist

Perio Surgery on Main

**Member since** 24/05/2023 **Type** Full Membership Aus **Paid through** 31/12/2023

- About Me
- My Participation
- ANZAP Member Details
- Preferences
- Practice
- Invoices

**Recent transactions**

Order Number	Order Date	Type	Amount	Balance
There are no records.				

**Invoices**

Invoice Number	Date	Description	Amount	Balance
<a href="#">51</a>	24/05/2023	Membership fees for the period from 01 Jun 2023 through 31 Dec 2023	310.00	0.00



Invoice Summary
Print

**Invoice**

<b>Invoice number</b>	51	<b>Due date</b>	24/05/2023
<b>Invoice date</b>	24/05/2023		

**Description**  
Membership fees for the period from 01 Jun 2023 through 31 Dec 2023

**Billing/Shipping**

<b>Bill to</b> <a href="#">Dr ANZAP Test Member (1562)</a>	<b>Ship to</b> <a href="#">Dr ANZAP Test Member</a>
2 Test Drive Testville, NSW 2000 AUSTRALIA	2 Test Drive Testville, NSW 2000 AUSTRALIA

**Invoice lines**

Product Code	Description	Quantity Shipped	Unit Price	Ext Price	Payment	Balance
MFAU12	Full Membership Australia 12 Month	1	281.82	281.82	-281.82	0.00
MFAU12_GST	Full Membership Australia 12 Month GST	1	28.18	28.18	-28.18	0.00
<b>Invoice total</b>						310.00
<b>Payments</b>						310.00
<b>Balance</b>						0.00

