

Landcare NSW

Member Groups' Guide to Accessing the Members Only Portal on the Landcare NSW Website



July 2020

For queries, please contact:
Landcare NSW Communications Team
communications@landcarensw.org.au

OR

Landcare NSW Member Services Officer
memberships@landcarensw.org.au

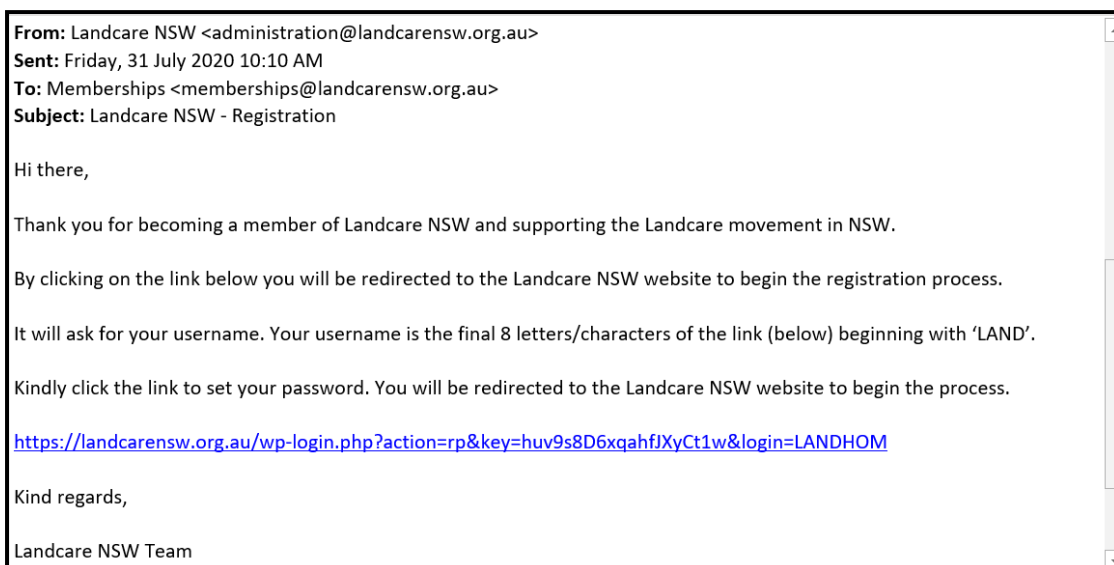
Welcome

As a valued Landcare NSW member group, your membership provides you with access to an exclusive members-only portal on the Landcare NSW website www.landcarensw.org.au

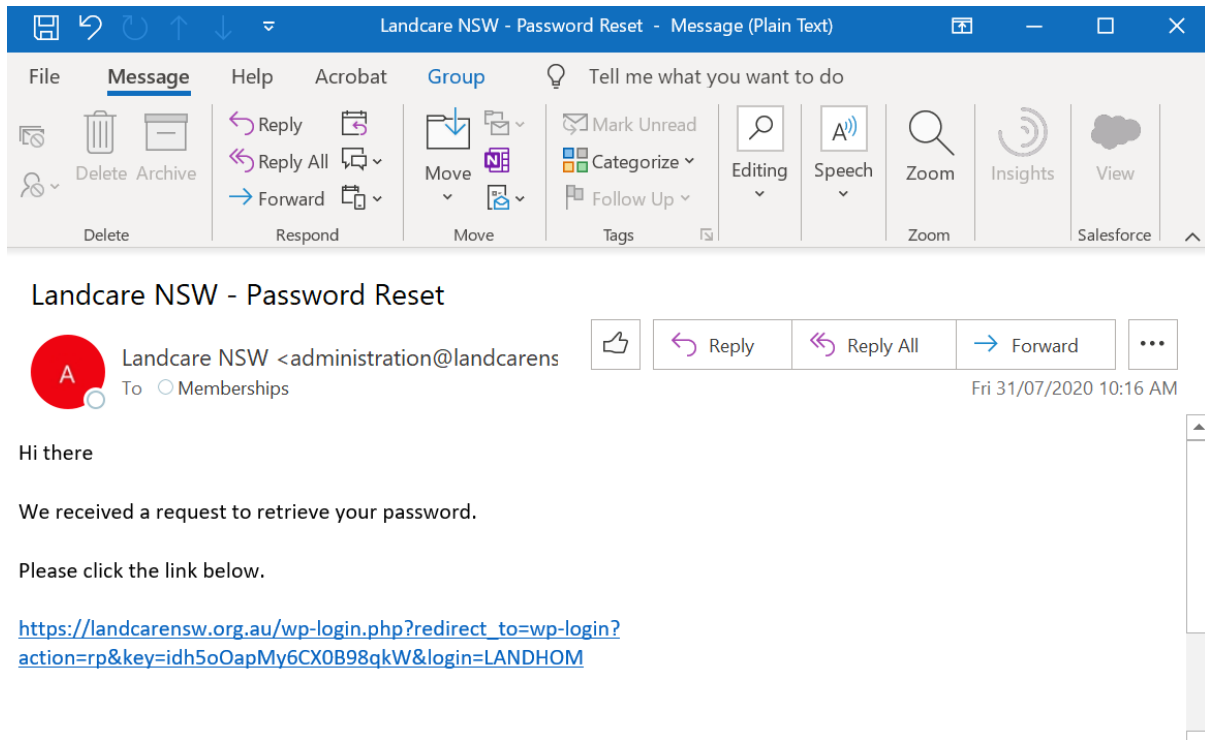
This portal will give you access to resources such as guidelines, policy templates and exclusive members-only funding opportunities.

Setting up your group's username and password

The **email account registered as the primary contact** for your Landcare NSW member group will receive an email outlining your username and providing a link to set your password. See below



After up to 10 minutes, kindly check your email, then click the link provided to reset the password (example below).



Note: In the event that you do not find the email in your inbox, kindly look for it in your Junk or Spam folder. In most cases the email account used to register your group is the email address for your group’s primary contact for membership and insurance issues. If you would like to check which email address was used to register your group, please email memberships@landcarens.org.au.

PICK A NEW PASSWORD

Lorem ipsum dolor sit amet, consectetur adipiscing elit

New password

Repeat new password

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ;).

Reset Password

Who is
Landcare

Every single one of us has a connection to the land around us, whether it's our home, our livelihood, our recreation or our escape. Ultimately, the way we treat the land becomes the way we treat ourselves.

Fill in your password.

Click > **Reset Password** button.

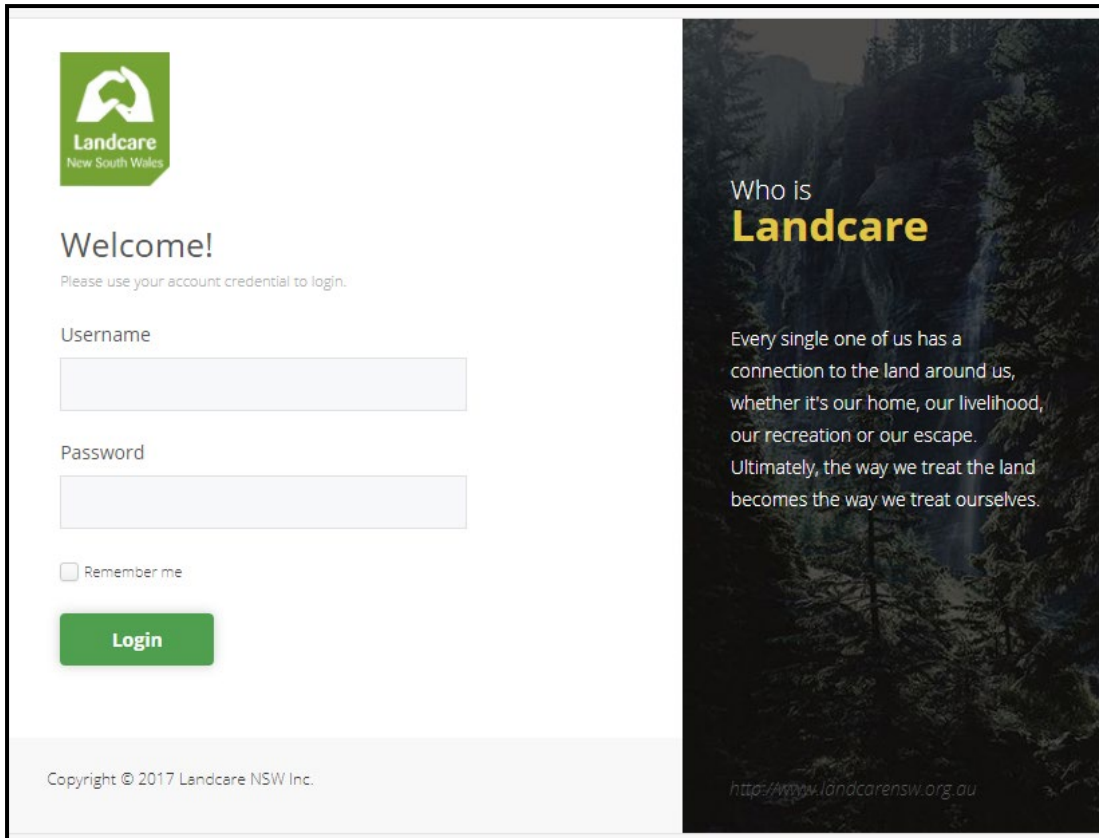
Note: By default the password length is 12 characters but this can be changed/reduced.

Wordpress Website

User can now log in using the account credentials.

Fill in the username and password.

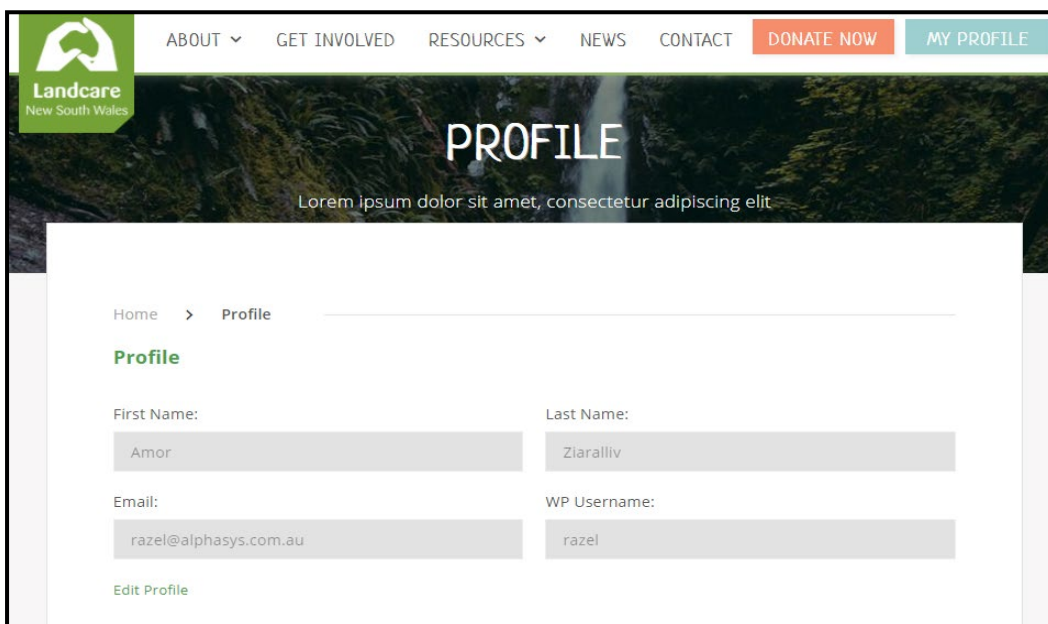
Click > **Login** button



You will then be redirected to your profile.

Editing your Profile in Wordpress

After logging in, your profile is displayed. If you wish to edit the registered email address, simply click > **Edit Profile** all other information is pre-filled and cannot be changed.



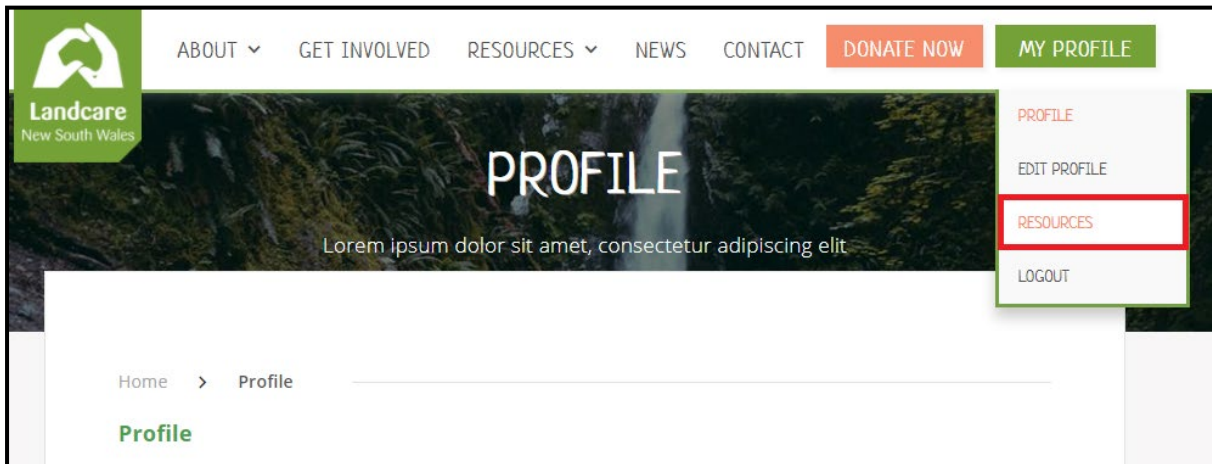
You can proceed with the changes you wish to make. Then click > **Update Profile** button.

Accessing the Members-Only Resources

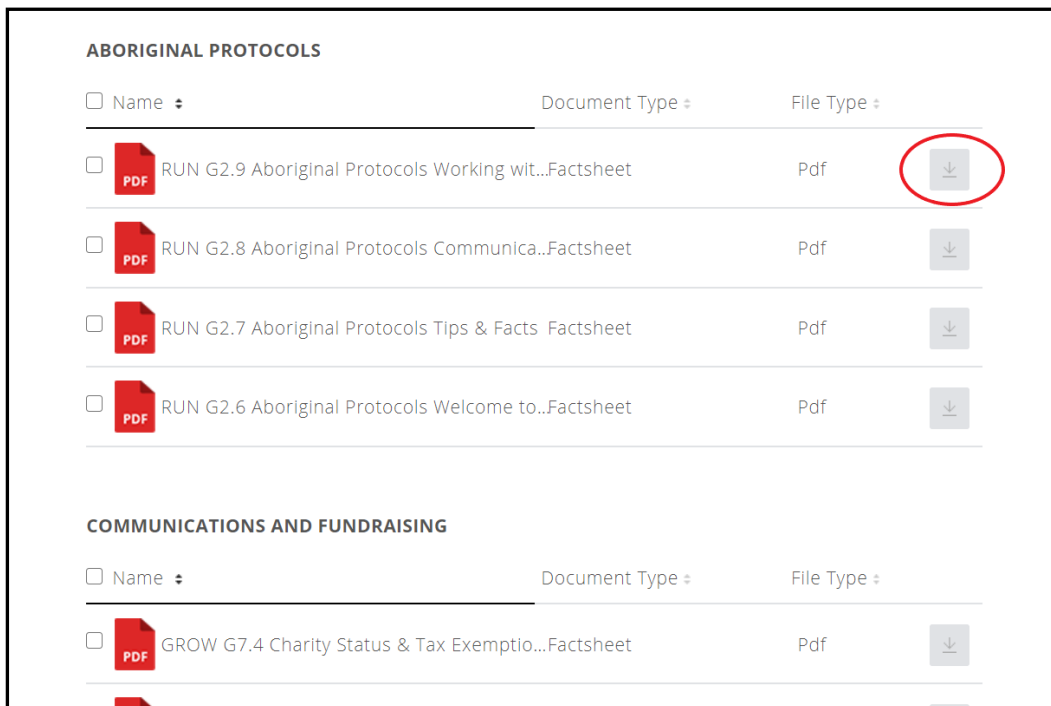
This is where all resources for members are listed and can be downloaded.

Click > **My Profile**









Select > **Resources** from the drop down menu




To download a certain resource file, simply click the download button at the right end side of the specific file.



The screenshot shows a list of resources under the heading 'ABORIGINAL PROTOCOLS'. The list is organized into a table with columns for Name, Document Type, and File Type. Each row includes a checkbox, a PDF icon, the document name, the document type, and the file type. A red circle highlights the download button (a grey square with a white downward arrow) for the first resource. Below the 'ABORIGINAL PROTOCOLS' section, there is another section titled 'COMMUNICATIONS AND FUNDRAISING' with a similar table structure. The first resource in this section is 'GROW G7.4 Charity Status & Tax Exemptio...Factsheet'.




<input type="checkbox"/>	Name	Document Type	File Type
<input type="checkbox"/>	 RUN G2.9 Aboriginal Protocols Working wit...Factsheet		Pdf 
<input type="checkbox"/>	 RUN G2.8 Aboriginal Protocols Communica...Factsheet		Pdf 
<input type="checkbox"/>	 RUN G2.7 Aboriginal Protocols Tips & Facts Factsheet		Pdf 
<input type="checkbox"/>	 RUN G2.6 Aboriginal Protocols Welcome to...Factsheet		Pdf 

<input type="checkbox"/>	Name	Document Type	File Type
<input type="checkbox"/>	 GROW G7.4 Charity Status & Tax Exemptio...Factsheet		Pdf 

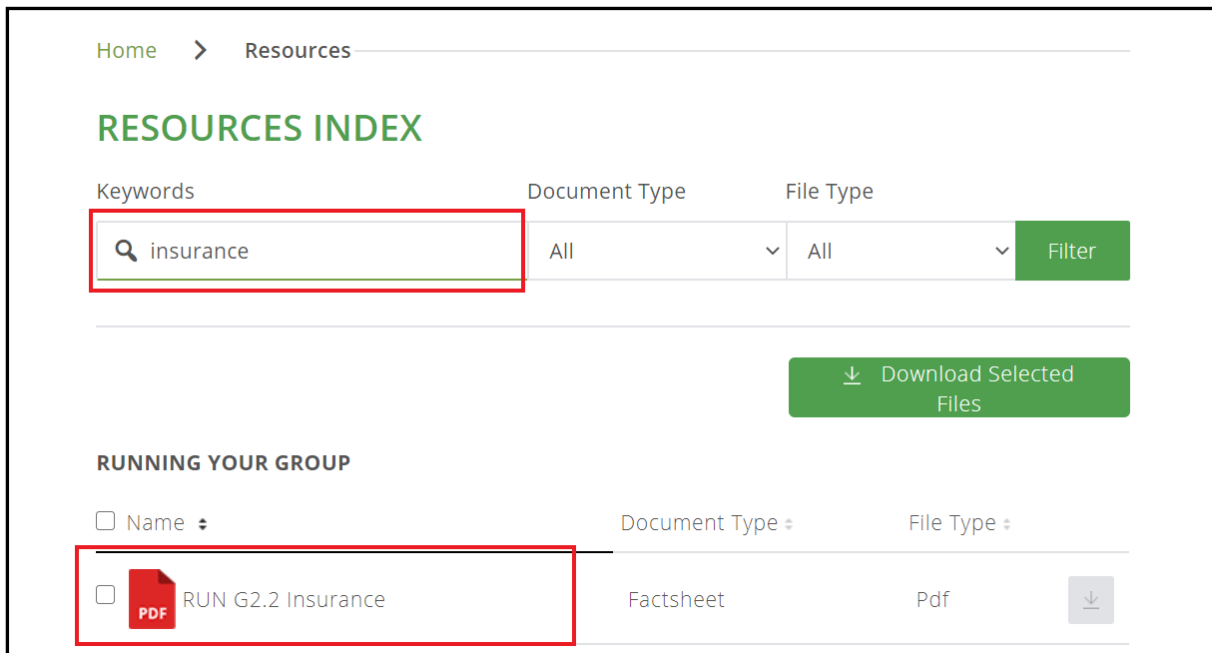
In case you wish to download multiple files, you can do so by selecting the files, then click > **Download Selected Files** button.

All All

ABORIGINAL PROTOCOLS

<input type="checkbox"/> Name	Document Type	File Type	
<input checked="" type="checkbox"/>  RUN G2.9 Aboriginal Protocols Working wit...Factsheet		Pdf	<input type="button" value="Download"/>
<input checked="" type="checkbox"/>  RUN G2.8 Aboriginal Protocols Communica...Factsheet		Pdf	<input type="button" value="Download"/>
<input type="checkbox"/>  RUN G2.7 Aboriginal Protocols Tips & Facts Factsheet		Pdf	<input type="button" value="Download"/>
<input type="checkbox"/>  RUN G2.6 Aboriginal Protocols Welcome to...Factsheet		Pdf	<input type="button" value="Download"/>

You can also search a specific file using the filter, fill in the **resource file name**, select the **document type** and **file type**.



Then select > **Filter** button

Sample Resource names were edited to make searching / filtering realistic. You can filter using the resource names with document type.

Navigating the Members-Only Resources

If you do not have a specific resource in mind, you can also search for resources that are relevant to your areas of interest or your group's circumstances. For your convenience, there are two tags assigned to each resource to assist you in navigating the files:

1. **Phase** – relates to the three phases of a Landcare group:
 1. Start Your Group – addresses the issues you will need to consider when setting up your group, such as roles and responsibilities, incorporation and your constitution.
 2. Run Your Group – covers the basic topics involved in the day-to-day operations of your group, including workplace health and safety, finance and governance.
 3. Grow Your Group – provides guidance on growing the impact and reach of your group through communications and fundraising.
2. **Category** – relates to more specific areas of interest such as finance, communications and employment tools.

Please refer to the table below for a full list of the tags assigned to each resource.

Tag 1: Phase	Tag 2: Category
Phase 1: Start Your Group	1. Starting a group
Phase 2: Run Your Group	2. Running a group
	3. WHS & Risk Management
	4. Finance Tools
	5. Employment & Workplace Tools
Phase 3: Grow Your Group	6. Governance
	7. Communications and Fundraising