ARMS Member's Portal Operational Guide

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1. BACKGROUND

The Society launched a fully integrated website and portal on the 12ᵗʰ of March 2020. A much needed overhaul of the existing system was required to enable a more streamlined integration of our accounting system and e-way, our communication platform and the integration of a Learning Management System (LMS) as we start to transition more accreditation and professional development offerings online.

The new website provides greater ease of navigation for members. The website can be accessed at: www.researchmanagement.org.au

Long term ARMS members will notice that the **new portal** will have a very different look and feel. In order to get the most out of the new website and member's portal, we suggest that you keep it **open in the background** to ensure that you receive latest announcements, news and information on upcoming events.

The Executive Office has prepared this **"Member's Portal Operational Guide"** to assist you in navigating through the portal. It will provide you with instructions on how to:

- Join as an Individual member
- Become a Corporate Member
- Join an existing Corporate Membership
- How to join a Chapter
- How to join a Special Interest Group/Network

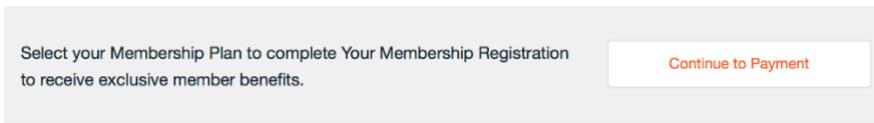For details on different membership options, please visit the website at: https://www.researchmanagement.org.au/arms-membership

2. BECOMING AN INDIVIDUAL MEMBER

1. Navigate to the **ARMS Website** > Membership > Membership Types.
2. Click the 'Individual Membership' option.
3. Click 'Select Membership' next to Individual.
4. Fill in the required fields and click register (this creates your website account).
5. You should now receive an email with your username and password.
6. Click the first link in the email to set a new password for your account, once you have set a new password click 'change password and login'.
7. You will now be taken to your user account home page where you will complete your registration.
8. Complete the following steps:

Tell us your speciality, other societies you blong to and your chapter where you are located.	Create	Fill in the required fields
Please provide supporting employment details. This is mandatory to continue with membership registration.	Create	Fill in the required fields
Tell us which regions are relevant to you.	View Regional Interest Groups Dismiss	This field is optional, click dismiss if you do not wish to complete this
To subscribe to our Communications please update your preferences now.	Update Here Dismiss	This field is optional, click dismiss if you do not wish to complete this

9. Once you have completed this click 'Continue to Payment'.

Select your Membership Plan to complete Your Membership Registration to receive exclusive member benefits.   Continue to Payment

10. Click 'Add to Cart' next to Individual.
11. Now you have the option to 'Checkout Now'.
12. Confirm your details and click 'Next'.
13. Carefully review your details before clicking 'Place Order'.

3. JOINING AN EXISTING CORPORATE MEMBERSHIP

1. Navigate to the **ARMS Website** > Membership > Membership Types.
2. Scroll to the bottom of the page and click 'Sign up for an account to connect'.
3. Fill in the required fields and click register (this creates your website account).
4. You should now receive an email with your username and password.
5. Click the first link in the email to set a new password for your account, once you have set a password click 'change password and login'.
6. You will now be taken to your user account home page where you will complete your registration.
7. Complete the following steps:

Tell us your speciality, other societies you blong to and your chapter where you are located.	Create	Fill in the required fields
Connect to your Business.	Connect Now	Search your organisation name and click 'Request Link'
Tell us which regions are relevant to you.	View Regional Interest Groups	This field is optional, click dismiss if you do not wish to complete this
	Dismiss	
To subscribe to our Communications please update your preferences now.	Update Here	This field is optional, click dismiss if you do not wish to complete this
	Dismiss	
Connect to your Business.	Connect Now	Once you have completed the above click 'Connect Now'

8. The business lead will receive an email that you a requesting to be connected to the business, they will either confirm or deny the request.
9. Once confirmed you will receive an email advising that you have gained membership benefits on behalf of the business which holds the membership. (There may be a delay in receiving this email as corporate memberships need to be approved by your corporate lead)

4. BECOMING A COPORATE MEMBER

1. Navigate to the **ARMS Website** > Membership > Membership Types.
2. Click the 'Corporate Membership' option.
3. Click 'Select Membership' next to Corporate.
4. Fill in the required fields and click register (this creates your website account).
5. You should now receive an email with your username and password.
6. Click the first link in the email to set a new password for your account, once you have set a password click 'change password and login'.

7. You will now be taken to your user account home page, click 'Create Business'.
8. You will be taken to create new business page, where you will complete your corporate business detail and click Save.
9. You will now be taken back to your user account home page, click 'Create'.
10. This will take you to the page to answer the question about the number of individual members, click Save.
11. Once you have completed this click 'Continue to Payment'.
12. Click 'Add to Cart' next to Corporate.
13. Now you have the option to 'Checkout Now'.
14. Confirm your details and click 'Next'.
15. Carefully review your details before clicking 'Place Order'.

If you wish to join as a Small Corporate Member or experience any difficulties joining, we advise that you contact our Management Accountant, Brett Dobson in the first instance – email Brett.Dobson@flinders.edu.au

5. REGISTERING FOR AN EVENT OR PROFESSIONAL DEVELOPMENT PROGRAM, SUCH AS THE ACCREDITATION PROGRAM OR PD SESSIONS @ ZOOM

1. Navigate to the **ARMS Website** > Events > Accreditation Module Events.
2. Click the module you are interested in.
3. Click 'Purchase Module'.
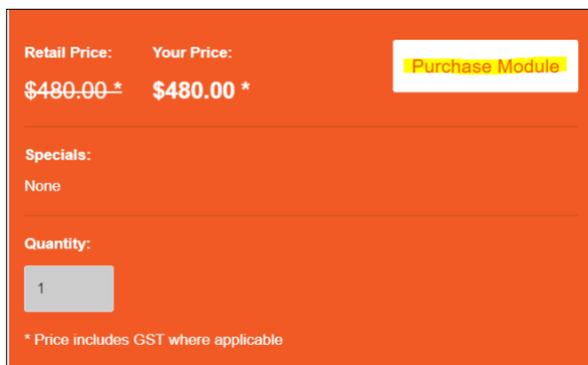
4. Enter your email address to search for your details.
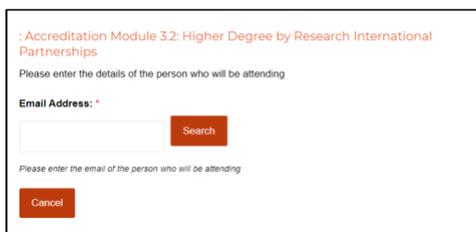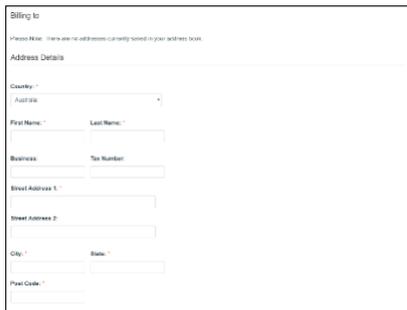

5. Fill in the required fields and click 'add to cart' or 'add to cart and purchase another' (You now have the option to purchase another module, 'Checkout Now' or 'View Cart').
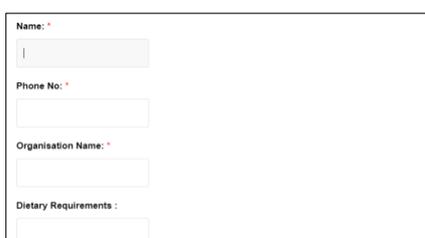
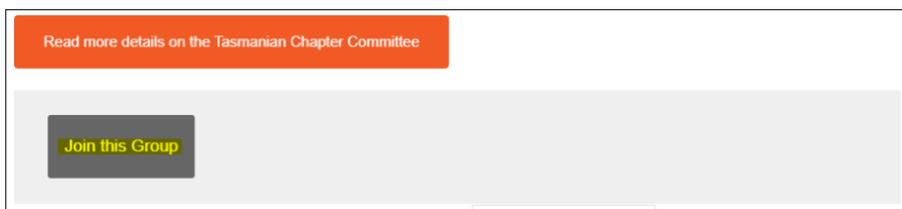6. In the checkout fill in the required fields and click next.

7. Confirm your details and click 'Place Order'.

Please note that you will receive two (2) emails once you have registered for your event, an invoice and an event confirmations.

6. JOINING A CHAPTER GROUP

1. Navigate to the **ARMS Website** > Chapter > Select a chapter.
2. Click 'Join this Group'.

3. Confirm you wish to join the chapter group.

7. JOINING A SPECIAL INTEREST GROUP (SIG)/NETWORK

1. Navigate to the ARMS Website > About Us > Special Interest Groups.
2. Select the SIG you wish to join (Please note that some interest groups are by invitation only).

3. Click 'Join this Group'.

4. Confirm you wish to join the Special Interest Group.
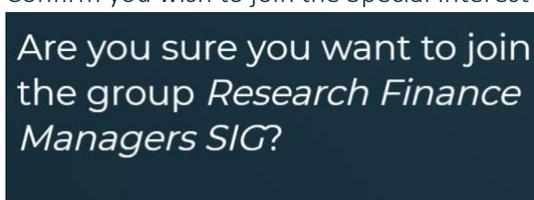
8. LOGGING INTO THE PORTAL FOR THE FIRST TIME?

When you login for the first time we strongly recommend **you thoroughly check and update your details. You will be able:**

✓ To change your personal address - In the left menu of My Member Portal, choose Addresses.
✓ To change your name or phone number - In the left menu of My Member Portal, choose Personal Details.
✓ Login details lets you edit your email address used to login and also the password.

9. NEEDING FURTHER ASSISTANCE?

Please email any concerns to the ARMS Executive Office, arms.adminofficer@flinders.edu.au