

# Quick Guide to Renewing Online

## Step 1 Login to your Personal Records – Gymnastics Online

The Gymnastics Online Login page, <http://database.gymnastics.org.au>, Login to retrieve your Personal Records. To Login you will require your Member ID number which is printed on the top left hand corner of your Technical Membership Renewal Form.

Your Login and Password for access to your Personal Records has been initially set by GA. Your password can be changed once you have logged in.

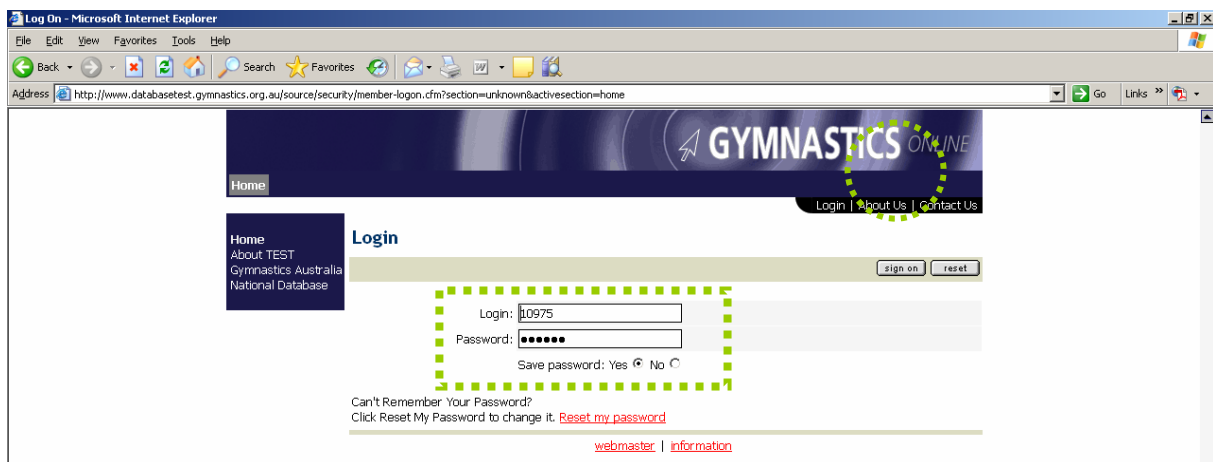
In the 'Login' field, enter your Technical Member ID

In the 'Password' field, enter the combination of your Surname and Year of Birth (no spaces)

Click the 'sign on' button to continue

For example, Jane Citizen, born in 1975, with a Technical Member ID of 1234, login as:

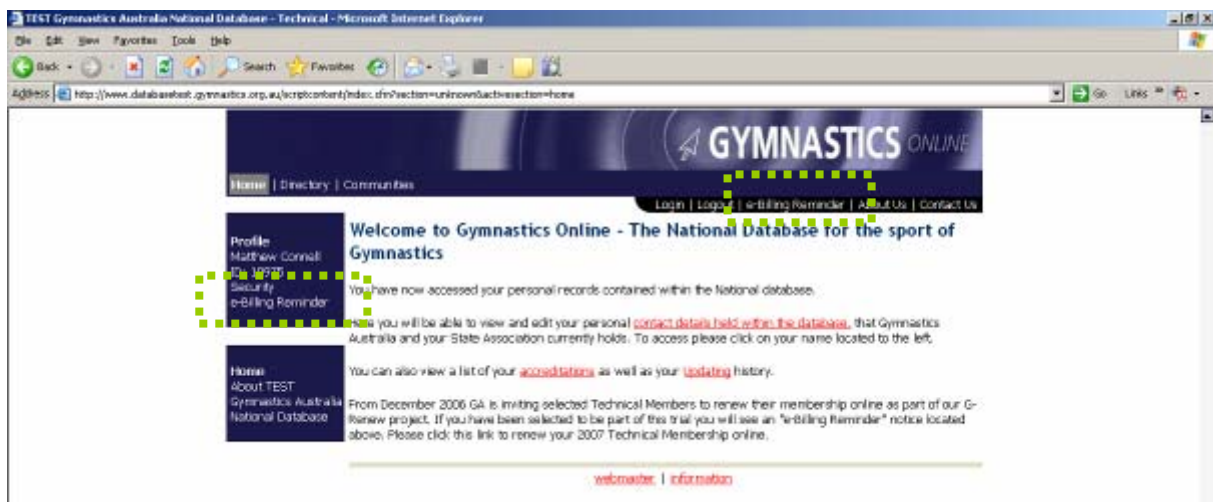
Login: 1234 (Technical Member ID)  
Password: Citizen1975 (Surname in lowercase & Year of Birth)



## Step 2 Paying your Technical Membership Fee

From your Personal Contacts Details screen, you can pay your Technical Membership Renewal Fee.

2.1 Click the 'e-Billing Reminder' link located in the menu (top right) or the sidebar menu (left).



2.2 This will display your Technical Membership Renewal Bill.

Please take time to carefully read the details on the screen.

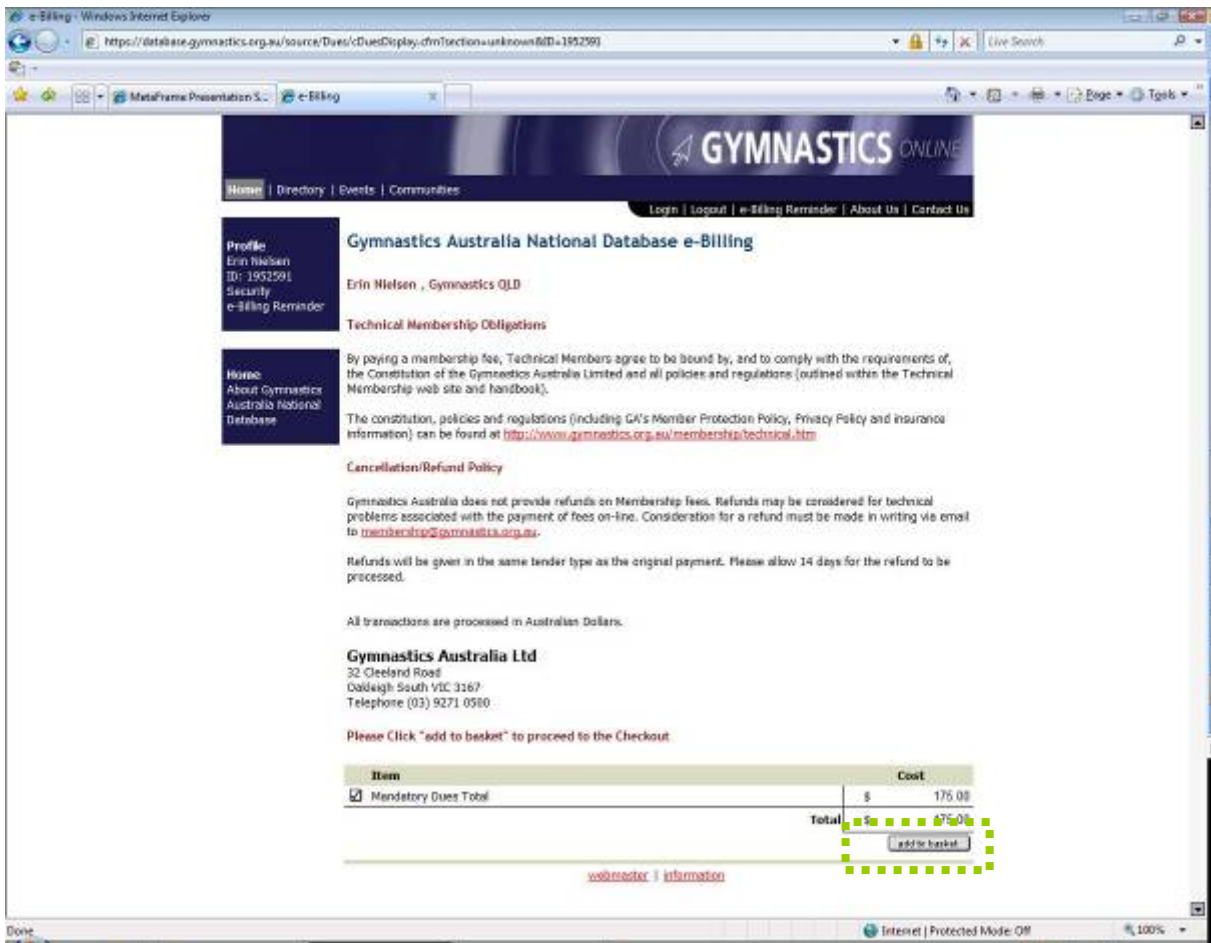
**Your Technical Membership Fee is fixed and cannot be changed.**

If for some reason you believe the fee to be incorrect, please contact the Gymnastics Australia Membership Department on (03) 9271 0500 or email [membership@gymnastics.org.au](mailto:membership@gymnastics.org.au).

**Please Note:** *By progressing past this screen and making payment of your Technical Membership Fee, you agree to be bound by the Constitution, policies and regulations of Gymnastics Australia Inc including the Member Protection Policy.*

The Constitution and all policies and regulations (including GA's Member Protection Policy and National Risk Protection Programme) can be found at:

**[www.gymnastics.org.au](http://www.gymnastics.org.au)**



To progress with your payment click the 'add to basket' button (bottom right).

2.3 This will take you to the Check-Out Basket screen, where you will enter your payment details and submit your Technical Membership Renewal, via a secure payment gateway.

Please take time to carefully read the details on the screen.

**Your Technical Membership Fee is set and cannot be changed. (See above 7.1)**



Please complete the following fields as required:

Credit Card Type: Select the type of Credit Card you will be using to make payment

**Please note:** Only MasterCard and VISA are accepted

Credit Card Expires: Enter your Card's expiry date

Credit Card Number: Enter your Credit Card number

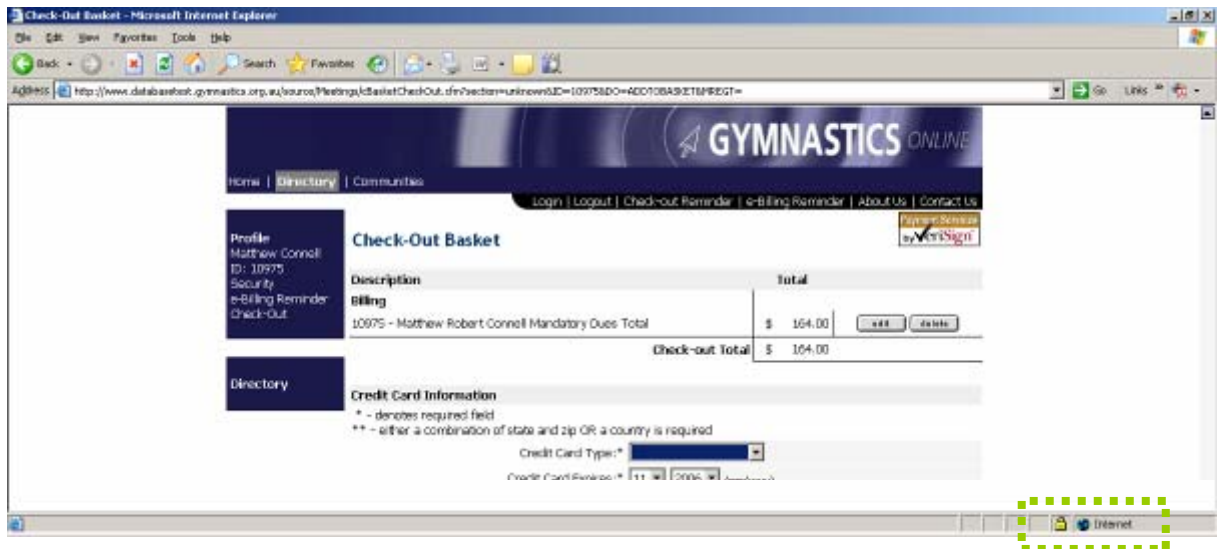
Card Security Code: This is optional:  
If you do not know what this is, click the 'Help' hyperlink for an explanation

The balance of the fields will be auto-filled based on your Personal Contact Details. Please edit these fields as required.

Once you have completed all fields, please double check they are correct.

When correct, please click the 'check-out' button (bottom right) **ONCE ONLY** to submit your payment.

Your payment is now sent through a secure payment gateway. This can be verified by a small security symbol located in the bottom right of your screen.



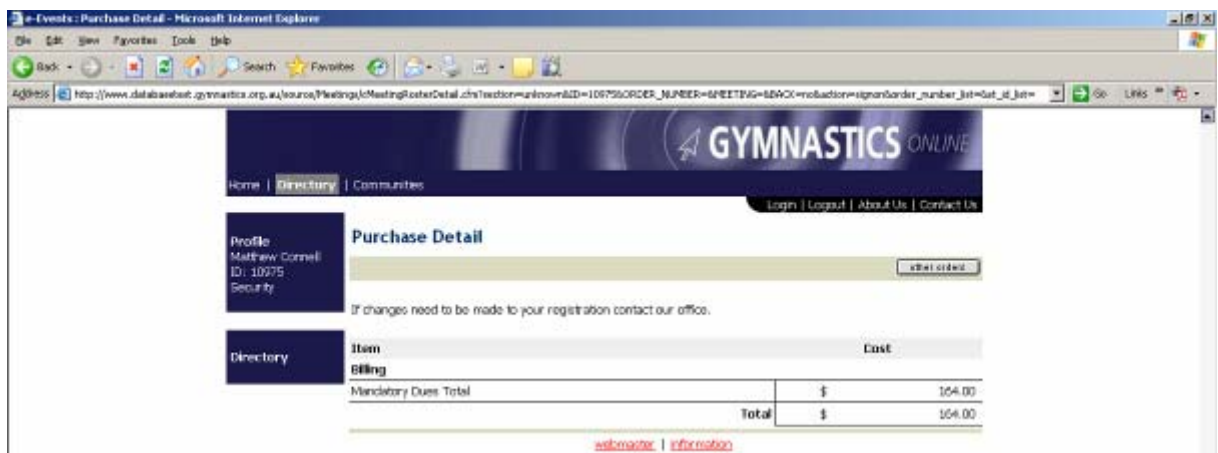
The speed at which your payment is sent and processed is dependent upon the speed of your internet connection and the traffic at the payment gateway.

Please be patient and **DO NOT** click the 'check-out' button more than once.

2.4 Once payment has been processed you will be taken to a Purchase Detail screen.

You will also be sent an email (to the address listed in your Personal Contact Details) titled 'Purchase Confirmation' which confirms your payment details.

**IMPORTANT:** Please print this screen, along with the email titled 'Purchase Confirmation' and staple to your Technical Membership Renewal Form (Hard copy received). These print outs should be retained for your own records.



You have now successfully renewed your Technical Membership. Your Technical Membership Benefit pack will be sent from the GA Office.

**Please Note:** Owing to the Christmas break, Technical Membership Benefit Packs will be distributed from the week beginning January 10<sup>th</sup> 2012.