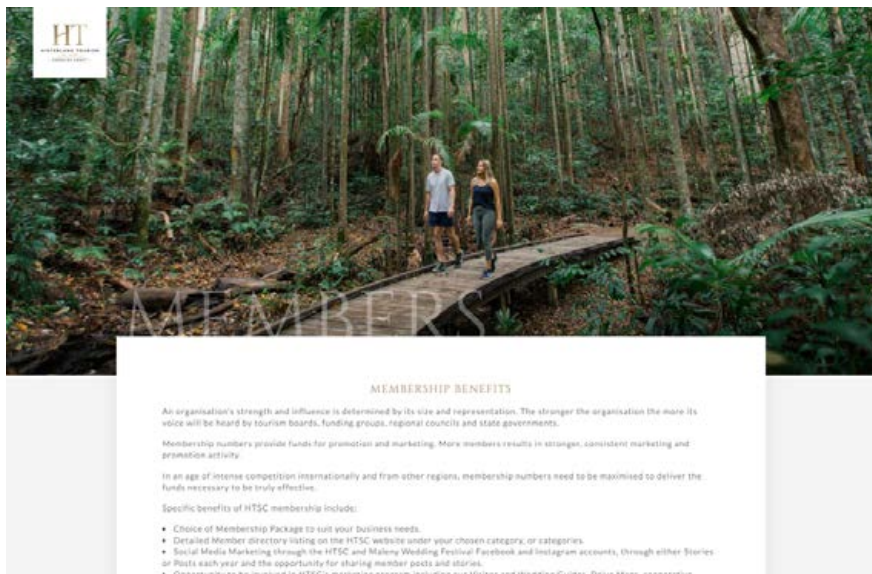


Membership Activation Guide

When you access the new website registration page via the link - <https://visitsunshinecoasthinterland.com.au/members/> - you will reach the Membership page and once you start scrolling down, you will see a Pop-up box with instructions on how to register your new account or renew your membership. Once you have read the pop-up, close the pop-up box and commence your member registration.



NEW / RENEWING MEMBERS

Follow these steps if you are a new member or renewing your membership through Hinterland Tourism Sunshine Coast.

Some files are required during the application process so it is advised the process is completed on a PC or laptop. Please have the following information ready:

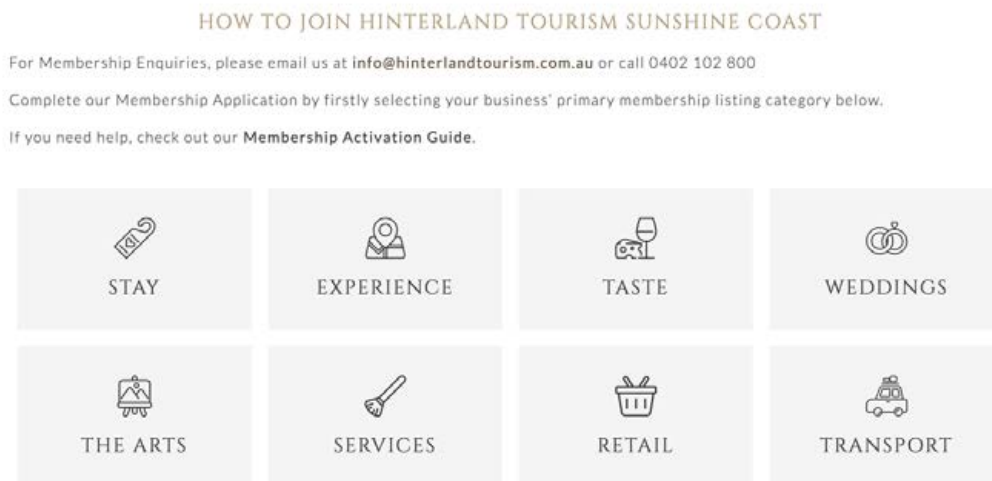
- ✓ Public Liability Insurance Certificate of Currency in PDF, jpeg or png form
- ✓ Council Approval to operate your business (Eg. License) in PDF, jpeg or png form (if applicable to your business)
- ✓ Transitory Accommodation general rate in PDF, jpeg or png form (if applicable to your business)
- ✓ Images to upload to your listing. Images can include logo, cover photo and gallery images (less than 512KB each)
- ✓ Debit/Credit Card for Membership Payment

BEGIN APPLICATION

- 1 Click on the category that best suits your business
- 2 Choose your Membership Package
- 3 Complete all the required fields in the form and submit your listing
- 4 Complete the payment details to activate your membership

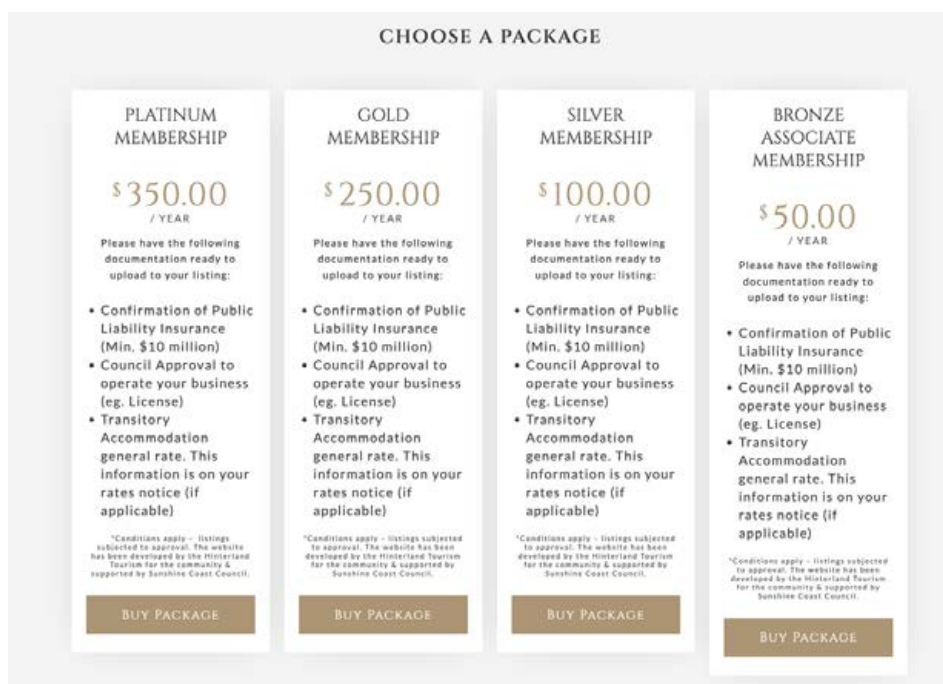
CLOSE GUIDE

- 1. Choose your Primary Listing Category** - Please choose your primary member listing category up front by clicking on one of the boxes as below....



- 2. Choose your Membership Package** - please see the [Membership Prospectus](#) for all inclusions for the packages:

- Bronze – \$50 (Associate Member - no website listing)
- Silver - \$100 (1 Category/1 Image)
- Gold - \$250 (Up to 2 Categories / Up to 3 Images)
- Platinum - \$350 (Up to 3 Categories / Up to 6 Images)



3. **Register Your New Account** - As you don't currently have an account or login to the website, you will need to choose '**REGISTER**'. When you choose 'Register', the form changes to be an email field. So far you haven't entered a password at this point in the process. Once you register you will receive a welcome email from the system which explains about your dashboard and has a link to set your password for the first time. Please note down your password at this point.

The diagram illustrates the transition from a login/register form to a registration form. On the left, a form has a 'SIGN IN' button and a 'REGISTER' button (circled in red). Below the buttons are fields for 'Username' and 'Password', a 'SIGN IN' button, a 'Remember me' checkbox, and a 'Forgot password?' link. A blue arrow points to the right, where the 'REGISTER' button is now highlighted in brown and circled in red. The form fields are now 'Email' and a 'SIGN UP' button. A privacy notice is displayed: 'Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).'

4. **Listing Details** - Now you are taken to your Listing Details where you will complete each of the sections required to register and set up your Member Listing on the website. You will need your images and copy/text for your listing.

The screenshot shows the 'YOUR LISTING DETAILS' form. On the left is a sidebar with a logo for 'HT HIGHLAND TOURISM' and a menu with items: General, Applicant Information, Business Information, Contact Information, Images, Social Media, Opening Hours, Categories, Extras, and Legal Information. The main form is titled 'YOUR LISTING DETAILS' and contains two main sections: 'APPLICANT INFORMATION' and 'BUSINESS INFORMATION'. The 'APPLICANT INFORMATION' section includes fields for 'Email Address', 'Mobile', 'Primary Contact Position', 'Primary Contact First Name', and 'Primary Contact Last Name'. The 'BUSINESS INFORMATION' section includes fields for 'Business Name' and 'Company Name (if different from above) (optional)'. Below these is a text area for 'About Business' with a rich text editor toolbar.

- Legal Information** – You will need to have your Public Liability Insurance certificate of currency on hand as a PDF document to upload at the time of registering, as this is a required document. Alternatively, if you don't have it on hand, please email through afterwards to info@hinterlandtourism.com.au

If you have council approvals or licences that are relevant for your business, these can also be uploaded at this point or emailed later.

LEGAL INFORMATION

Public Liability Insurance Certificate of Currency Min. \$10 million

Maximum file size: 512 MB.

Council Approval to operate your business (optional) Eg. License

Maximum file size: 512 MB.

Terms & Conditions

I/We hereby apply for membership of the Hinterland Tourism Sunshine Coast and in doing so agree to abide by the Model Rules of the Association of the Hinterland Tourism Sunshine Coast. I/we hold all necessary licences and/or approvals to operate the business.

Yes

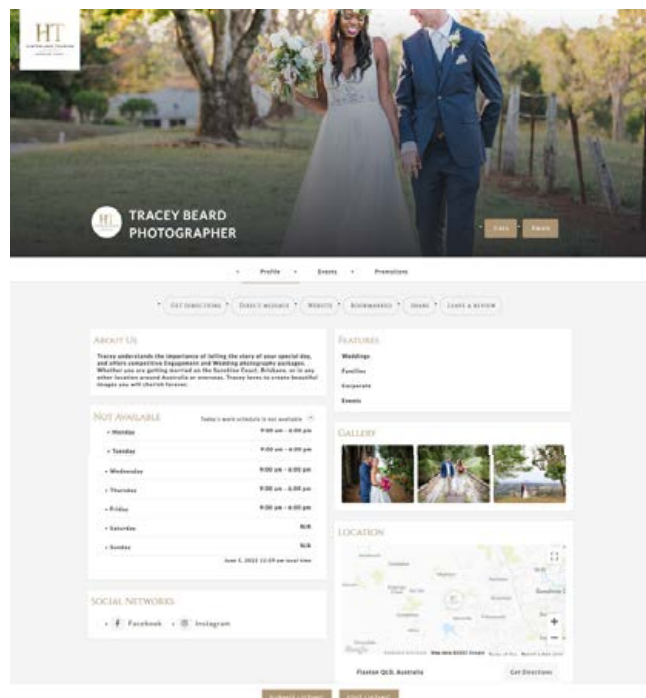
Date Application Date

Click here to select date...

PREVIEW

SUBMIT LISTING

- Preview your Listing** – preview how your member listing will look on the website. You can go back and forth to Edit if you wish.



- Submit your Listing and Pay Membership** – Click on ‘Submit Listing’ which takes you to the payment page or Check-out and will request your billing details. You may pay for your membership with either a credit or debit card, or with Direct Bank.

If you choose Direct Deposit, please click ‘Sign Up Now’ and you will be taken to the Order Page with our HTSC bank details.

BILLING DETAILS

First name * Last name *

Tracey Beard

Company name (optional)

Tracey Beard Photographer

Country/Region *

Australia

Street address *

6 Carramar Court

Apartment, suite, unit, etc. (optional)

Suburb *

Direct bank transfer

Make your payment directly into our bank account. Please use your Order ID as the payment reference. Your member listing won't be active until the funds have cleared in our account.

Credit Card

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

SIGN UP NOW

- Order Page** – The Order page which details your membership payment via Credit Card or Direct Transfer. Please use your Order Code as your Reference when paying via Direct Bank Transfer. Your listing will remain pending until the membership funds are received by HTSC.

You can then click through to your Membership Dashboard – ***Go To Dashboard***

CREDIT CARD ORDER

ORDER RECEIVED

Thank you. Your order has been received.

ORDER NUMBER: 1740 DATE: June 5, 2022 TOTAL: \$250.00 PAYMENT METHOD: Credit Card (Stripe)

Tracey Beard Photographer has been submitted successfully and will be visible once approved.

[Go to Dashboard](#)

View the status of your subscription in YOUR ACCOUNT.

ORDER DETAILS

Product	Total
Gold Membership x 1	\$250.00
Subtotal:	\$250.00
Payment method:	Credit Card (Stripe)
Total:	\$250.00

RELATED SUBSCRIPTIONS

Subscription	Status	Next payment	Total
#1741	Active	June 5, 2023	\$250.00 / year

[View](#)

DIRECT BANK TRANSFER ORDER

Order received

Thank you. Your order has been received.

ORDER NUMBER: 6418 DATE: July 29, 2022 TOTAL: \$100.00 PAYMENT METHOD: Direct bank transfer

Make your payment directly into our bank account. Please use your Order ID as the payment reference. Your member listing won't be active until the funds have cleared in our account.

OUR BANK DETAILS

HINTERLAND TOURISM SUNSHINE COAST:

BANK: Bendigo Bank ACCOUNT NUMBER: 183807981 BSB: 633 000 BIC: BENDAU3B

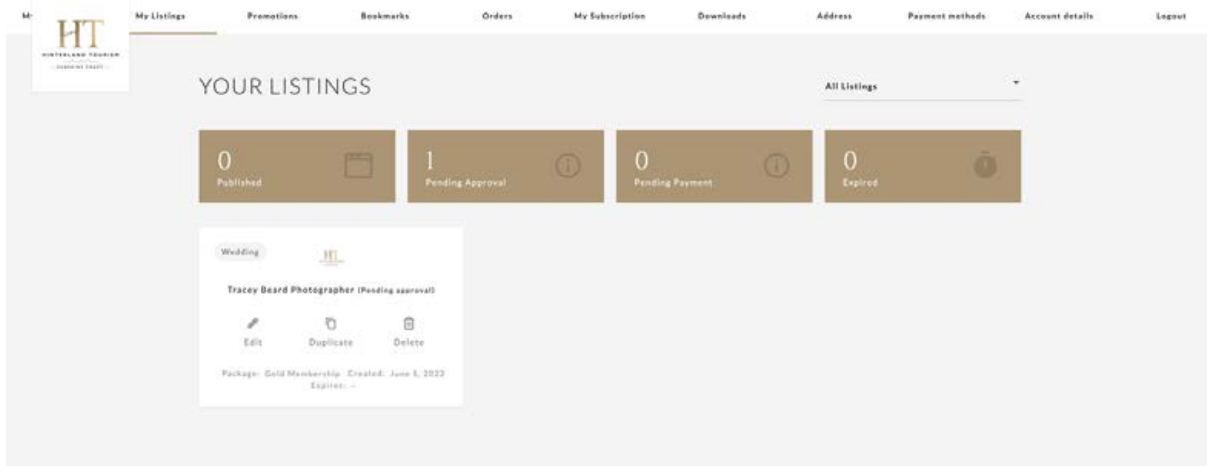
Your subscription will be activated when payment clears.

View the status of your subscription in YOUR ACCOUNT.

ORDER DETAILS

Product	Total
Silver Membership x 1	\$100.00
Subtotal:	\$100.00

- Member Dashboard** - This is where you can Edit your listing, change your business details and add Promotions and Events for your business. You will see that your Listing is **Pending Approval** by the HTSC Committee. Once approved (which will only take a day or two), your listing will be sitting in the **Published** box.



- Log out** - You can then Logout of your Dashboard and the website in the top right-hand corner of the page or remain logged in if you wish.
- To log back into your account to amend your listing at any time, you will need to go to the **Members page** and **scroll to the bottom of the page**, then click the '**MEMBER PORTAL LOGIN**' button as below, possibly twice.

MEMBER PORTAL LOGIN

- If you aren't already signed into your Member Account, choose '**Sign in**' and enter your Username and Password (as below). You will then be taken to your Member Dashboard.

SIGN IN REGISTER

Username
info@hinterlandtourism.com.au

Password
●●●●●●●●

SIGN IN

Remember me

[Forgot password?](#)

Any questions, please contact Tracey Beard at info@hinterlandtourism.com.au