



ONLINE COMMITTEE PORTAL INSTRUCTIONS

This document contains details on how to access and modify items within the Committee Portal. To access the Online Committee Portal go to: <http://pgwamembership.com.au> The following list is covered within this document:

- 1 - How to get log in details
- 2 - How to log into the Playgroup WA Committee Portal
- 3 - Update Playgroup Details
- 4 - Update Committee Details
- 5 - Update Session Details
- 6 - Adding a Family or Volunteer
- 7 - Making Payment

Please note: you **do not** need to complete and send in a Membership Renewal or Update Report if you process your memberships online. An email is sent through to our office summarising the families who have paid and the payment details once the payment batch is completed and saved.

1. How to get log in details

Please note: Only Committee Members that have been advised to PGWA can complete this step. You will receive an email containing your User ID and Password which you can then use to log into the membership website.

- 1.1 Open the website: <http://pgwamembership.com.au>
- 1.2 Click on “**I would like to administer my PG**”
- 1.3 Enter your playgroup ID number and click “register”
- 1.4 Select your name from the list of contact

2. How to log into the Playgroup WA Committee Portal

- 2.1 Open the website: <http://pgwamembership.com.au>
- 2.2 Enter the user name and password sent by email
- 2.3 Click on “**Login**”

3. Update Playgroup Details

- 3.1 Click on “**Playgroup Details**”
- 3.2 Please complete the diversity information boxes (if known)
- 3.3 Website: Please enter the full playgroup web address including the <http://> or <https://> - we suggest copying and pasting the address. If you don't have a web address, you may prefer to enter your Facebook page address.
- 3.4 Check all of the information listed under this tab is correct. Change information as needed. To change the Playgroup Name, Venue and Address details please send the updated information to hotline@playgroupwa.com.au
- 3.5 Click on “**Save**”



4. Update Committee Details

When doing Committee handover please ensure that the **last** task is to change your record because you will instantly lose access to the system.

4.1 Click on **“Contacts”**

4.2 If replacing a committee member click on **“Add a new contact for this role”**, enter details and click **“save”**

4.3 If updating a current committee member’s details click **“Edit this contacts details”**, update details and click **“save”**

Please note: The Enrolment Officer will have their email address as the contact on the Playgroup WA website. If they do not wish for this to happen please update the enrolment officer one contact to **hotline@playgroupwa.com.au**

5. Update Session Details

5.1 Click on **“Sessions”**

5.2 If adding a new session

- a. Click on **“Add a session”**, then enter session details
- b. Click on **“Save”**

5.3 If updating a current session

- a. Click on **“Edit this session’s details”** next to the session to be updated
- b. Make relevant changes
- c. Click on **“Save”**

5.4 If the playgroup is not accepting referrals or the session is full

- a. Click on **“Edit this session’s details”** next to the session to be updated
- b. Under **“Session closed”** click on **“Don’t accept new attendees”**
- c. Click on **“Save”**

6. Adding a Family or Volunteer

6.1 Click on **“Families”**

6.2 **Adding a New Family**

- a. Click on **“Add family/volunteer/paid elsewhere”**
- b. Select the member type **“A family who has paid”**
- c. Select the member’s fee type – Family, Playgroup Plus (for concession card holders) or Family Day Carer
- d. Complete all fields including child’s details and session attended. (**Please note:** All fields must be completed except Country of Birth, Parent’s Date of Birth and Mobile Number)
- e. Click on **“save”**

6.3 **Adding a Family Who Has Paid at Another Playgroup**

- a. Click on **“Add family/volunteer/paid elsewhere”**
- b. Select the member type **“A family who has paid elsewhere”**
- c. Enter member’s ID number and click **“Add member”**
- d. Select the member’s fee type – Family, Playgroup Plus (for concession card holders) or Family Day Carer.
- e. Update any details that have changed and ensure the session attended is selected (**Please note:** All fields



must be completed except Country of Birth, Parent's Date of Birth, Mobile Number and Email address)

f. Click on "save"

6.4 Adding a Volunteer

a. Click on "Add family/volunteer/paid elsewhere"

b. Select the member type "Add Volunteer"

c. Enter Volunteer details and the session they attend (**Please note:** All fields must be completed except Country of Birth, Parent's Date of Birth and Mobile Number)

d. Click on "Save"

6.5 Updating a Current Family Member

a. Click on "Families"

b. Click on "Edit Details" next to the family being updated

c. Make relevant changes

d. Click on "Save"

6.6 Renewing a Current Family Member

a. Click on "Families"

b. Click on "Edit Details" next to the family being updated

c. Update the member Fee Type

d. Click "Save"

6.7 Updating a Current Family Member to Inactive (non-renewing)

a. Click on "Families"

b. Click on "Edit Details" next to the family being updated

c. Select "Inactive"

d. Click "Save"

7. Making Payment

7.1 Click on "Payments"

7.2 Click on "Add a Payment Batch"

7.3 Select "Payment Type", eg Cheque, Money Order, EFT etc

Cheque Payments: Please complete the cheque number, BSB, Account Number and Account Name fields.

Cash Payments: Please hand deliver to the PGWA Head Office in North Perth, please do not send via the mail.

7.4 Complete "Sent Date" field (**Please note:** This field must be completed with the date that the payment is being paid/sent to Playgroup WA (Inc)

7.5 Click on "Payment Note" field (**Please note:** This field can be used for any additional information including Receipt Number and date payment was made for EFT payments.

7.6 Complete Payment Breakdown (Please note: Click on tick box next to each family you wish to pay for)

7.7 Click on "Save" (**Please note:** A summary of the payment and the list of the families relating to this payment will automatically be sent to the Playgroup WA office once this is saved.

Please note: There is an option to print the payment page and we advise you do this so you have a copy of the payment for your records.

7.8 Promptly send payment by EFT, Cheque or Money Order.

If you have any queries please do not hesitate to contact the Administration Team on **1800 171 882** or **08 9228 8088**.



Tips and advice for managing your playgroup

General tips for new members

- ☀️ Ensure you fill in all the information required as prompted in the Committee Portal for each family member.
- ☀️ To be covered by insurance all families need to be members of Playgroup WA. Families can attend up to two (2) visits prior to paying the Playgroup WA fee and still have insurance cover.

Membership Fees

The Playgroup WA membership runs from 1 January to 31 December each year. Each year, members are required to pay the membership fee to be eligible for the Playgroup WA member benefits. The types of membership fees are detailed below:

- ☀️ **Family (F):** Families who attend playgroup pay a Family membership fee of \$35.00 incl GST.
- ☀️ **Playgroup Plus (PGPL):** Families who have a current health care or pension card receive a reduced fee of \$15.00 inc GST. A current card must be sighted by the Enrolment Officer.
- ☀️ **Volunteers (V):** Volunteers are defined as attending a Playgroup WA family playgroup *without* children. Volunteers are not required to pay a membership fee but must be listed on your Application/Membership Report as a member to be covered by insurance. Playgroup Committee Members do not come under this category. Currently, people who volunteer with playgroups without children are required to have a Working with Children Check.
- ☀️ **Family Day Carer (FDC):** Family Day Carers attending a community playgroup will be required to pay a FDC membership fee of \$35.00 incl GST. Family Day Carers will need to hold a current licence that must be sighted by the playgroup to be eligible for this concession. The decision to allow Family Day Carers to attend a community playgroup will remain at the individual playgroup's discretion, taking into account the ratio of adults to children, size of venue, practical and safety issues.
- ☀️ **Paid Elsewhere(PE):** If a family has paid their membership fee to another playgroup, please ask them for their membership number and enter their details as Add Family/Volunteer/Paid Elsewhere selecting a Family who paid elsewhere and entering the Family ID number.

When collecting fees please note:

- ☀️ Each family pays only one membership fee per year regardless of the number of playgroups attended and the number of children in the family. It's a good idea to check that families haven't paid their Playgroup WA fees through another playgroup
- ☀️ As new members join through the year, please ensure you forward these fees within the month of receipt so families can begin to enjoy their Playgroup WA member benefits as soon as possible.
- ☀️ Playgroup WA is unable to give refunds on membership fees. However, membership is transferable between states.

Families who have paid elsewhere:

- ☀️ Families who have paid their membership fee to another playgroup need to provide their membership number so you can record their family ID number when entering them as a Family who has paid elsewhere.
- ☀️ If a family has paid their Playgroup WA membership at another playgroup but have no membership number, please ask them to follow it up with the playgroup they paid and contact Playgroup WA.
- ☀️ Do not add families who have paid their Playgroup WA membership at another playgroup until you can enter their family ID number in the Family ID box.