

What is Babel ?

Babel is The Queensland Living History Federation's (QLHF) membership database.

ALL individual members of QLHF are required to be registered for the following reasons:

- Event of Emergency
- Insurance
- Representation to Public and Private sectors (numbers involved)
- Member benefits
- Event Planning

It is an invoice driven system – members generate their own invoices and can refer back to past invoices on-line. Only when a member has generated an invoice will they be able to pay their membership.

Dependants

Dependants are catered for, but this is purely for family and legal guardian situations

What is needed to utilise Babel ?

- A Computer
- A working internet connection
- Web browsing software
- A VALID – and working - email address (any other email addresses will be deleted)

Security

The QLHF membership database (Babel) uses industry standard SSL for data encryption between the it and the member's browser. This provides confidential and tamper-proof communication on par with financial institutions.

The database information is secured against unauthorised use by several methods such as password hashing and role based access restrictions.

Privacy

As required, the details of membership will be verified with nominated membership groups.

All details are taken as confidential.

Responsibility

Individuals are responsible for:

- Your Registration onto the system
- Raising your invoice
- Payment of your invoice
- Keeping your details up to date

Groups are responsible for:

- Raising of Group Invoice
- Payment of Group Invoice
- Maintaining Group Details
- Processing Prospective Members Claiming Membership of the Group
- Supporting Prospective Members through Babel Registration and Use (Basic Issues)
- Producing member lists for Event Organisers (as required)

QLHF is responsible for:

- Reconciliation of Member Payments
- Reconciliation of Group Payments
- Support of Advanced Database Issues (after Group Administrators' have reviewed)

How the process works:

NOTE:

You only ever have to register ONCE

If you think you have made a mistake please contact your Group Administrator and request a correction to your entry.

PLEASE DO NOT CREATE ANOTHER ENTRY.

NEW USER / FIRST TIME REGISTRATION

- Step 1: Prospective Member registers on Babel with all required details
- Step 2: Prospective Member claims membership of their intended QLHF Member Group
- Step 3: The QLHF Member Group confirms that the Prospective Member is indeed part of the group
- Step 4: Member raises an invoice and pays the applicable fee(s).
- Step 5: Member logs off.

Example:

- 1) John Doe completes the member [registration](#) and claims membership as a new member of a group. He then logs out and waits for the Group Administrator to process their membership.
- 2) The Group Administrator logs in and confirms that John Doe is a member.
- 3) John Doe logs in as an existing member, raises an invoice and pays membership.

RETURNING USER / ALREADY REGISTERED - RENEWALS

- Step 1: Member logons to Babel using the details they specified on First time Registration
- Step 2: Member ensures all information is up to date (personal details, group membership details, etc)
- Step 3: Member raises an invoice and pays the applicable fee(s).

Example:

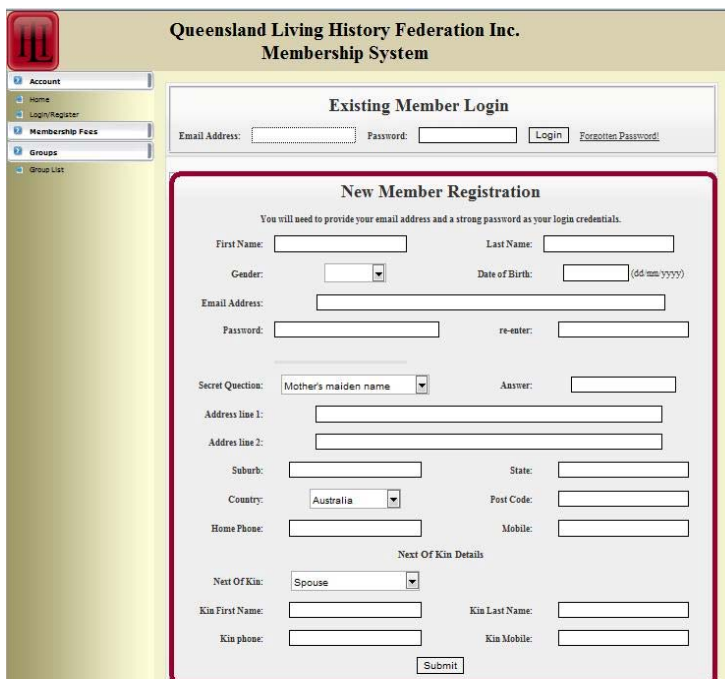
- 1) John Doe logs on.
- 2) John Doe check the record details and amends where needed.
- 3) John Doe raises an invoice and pays membership.
- 4) John Doe logs off

PROBLEMS / ISSUES

If difficulties or problems are experienced, the sequence of advice and support are:

- a) Your Group Administrator (please advise them of any error messages or other information)
- b) If your Group Administrator cannot assist, they will refer to QLHF
- c) QLHF will then escalate where required.

NEW USER / FIRST TIME REGISTRATION



**Queensland Living History Federation Inc.
Membership System**

Existing Member Login
Email Address: Password: [Login](#) [Forgotten Password](#)

New Member Registration
You will need to provide your email address and a strong password as your login credentials.

First Name: Last Name:
 Gender: Date of Birth: (dd/mm/yyyy)
 Email Address:
 Password: re-enter:
 Secret Question: Answer:
 Address line 1:
 Address line 2:
 Suburb: State:
 Country: Post Code:
 Home Phone: Mobile:
 Next Of Kin Details
 Next Of Kin:
 Kin First Name: Kin Last Name:
 Kin phone: Kin Mobile:

NEW USER / FIRST TIME REGISTRATION

- 1) **First Name:** Your FULL Legal First Name.
- 2) **Last Name:** Your Legal Surname
- 3) **Gender:** OPTIONS: Male / Female
- 4) **Date of Birth:** in dd/mm/yyyy format MUST be 01/02/1980.
- 5) **Email Address:** This will become your Login and the way that QLHF will be able to correspond with you directly.
NotE
- 6) **Password:** Alpha Numeric combination known only to you. This is encrypted and is not stored.
- 7) **Re-enter:** Verifies that your password data entry.
- 8) **Secret Question:** This is used with the Forgotten Password Process.
OPTIONS: "Mother's maiden name" / " First dog's name" / "First cat's name" / "Favourite Animal"
- 9) **Answer:** This is defined by the member who registers to assist with the Forgotten Password process.
- 10) **Address line 1:** Free Text Field for address.
- 11) **Address line 2:** Free Text Field for address.
- 12) **Suburb:** Free Text Field for Suburb.
- 13) **State:** Free Text Field for State. It is not a drop down list on purpose, as we have some international members.
- 14) **Country:**
OPTIONS: Australia / New Zealand / England
- 15) **Post Code:**
- 16) **Home Phone:** Text Field No Parameters defined.
- 17) **Mobile:** Text Field No Parameters defined.
- 18) **Next of Kin:**
OPTIONS: Spouse / Partner / Family / Guardian / Friend
- 19) **Kin First Name:** Your emergency contact's First Name.
- 20) **Kin Last Name:** Your emergency contact's Surname Name.
- 21) **Kin phone:** Your emergency contact's phone.
- 22) **Kin mobile:** Your emergency contact's mobile.
- 23) **Submit:** Checks the data supplied and save the registration. Then [Submit].

RETURNING USER / ALREADY REGISTERED - RENEWALS

- Step 1: Member logs on to Babel using the details they specified on First time Registration
- Step 2: Member ensures all information is up to date (personal details, group membership details, etc)
- Step 3: Member raises an invoice and pays the applicable fee(s).

Example:

- 1) John Doe logs on.
- 2) John Doe check the record details and amends where needed.
- 3) John Doe raises an invoice and pays membership.
- 4) John Doe logs off

Open your internet web browser and go to <https://www.qlhf.org.au/Membership/index.php?>

In the section titled "Existing Member Logon", logon to Babel using the details you specified on First time Registration – your email address and the password you set (if you cannot recall your password you can request a new password by clicking "Forgotten password" on the far right of the section):

Queensland Living History Federation Inc. Membership System

Existing Member Login

Email Address: Password: [Forgotten Password?](#)

New Member Registration

You will need to provide your email address and a strong password as your login credentials.

First Name: Last Name:

Gender: Date of Birth: (dd/mm/yyyy)

Email Address:

Password: re-enter:

Secret Question: (Mother's maiden name) Answer:

Address line 1:

Address line 2:

Suburb: State:

Country: (Australia) Post Code:

Home Phone: Mobile:

Next Of Kin Details

Next Of Kin: (Spouse)

Kin First Name: Kin Last Name:

Kin phone: Kin Mobile:

You will then be presented with a screen similar to this - your name and the groups you have been confirmed as being a member will be in the respective areas:

NOTE: This screenshot shows a person that has already paid fees – please always note the Membership Instructions as if you are not financial these will be red or yellow depending if an invoice has been raised or not.

The screenshot displays the 'Member Status' page of the Queensland Living History Federation Inc. Membership System. The page has a light yellow background and a dark header. On the left, there is a navigation menu with four main sections: 'Account', 'Membership Fees', 'Groups', and 'Groups'. The 'Account' section includes 'Home', 'My Profile', and 'Logout'. The 'Membership Fees' section includes 'Pay Membership' and 'Invoice History'. The 'Groups' section includes 'Register a New Group', 'My Groups', 'Group Invoicing', and 'Group List'. The main content area is titled 'Member Status' and contains the following information:

Member:	
Member Status:	Financial Member
Member Expiry:	1 July, 2013
Dependents:	No Dependents registered. You can add dependent members from your profile before initiating the fee payment process if required.
Groups:	
Membership Instructions:	Your membership is current with no action from you required at this time.
Fees Pending:	No Fees Pending
Invoice Pending:	No Open Invoices.

In the left hand corner (under the QLHF logo) you will find your menu options (details under groups may differ but if not on the Committee of your group, don't worry about them):

This image is a close-up of the navigation menu from the screenshot above. It shows the 'Account', 'Membership Fees', and 'Groups' sections. The 'Account' section includes 'Home', 'My Profile', and 'Logout'. The 'Membership Fees' section includes 'Pay Membership' and 'Invoice History'. The 'Groups' section includes 'Register a New Group', 'My Groups', 'Group Invoicing', and 'Group List'.

To check your details, please click on "My Profile" and ensure all is correct (Personal Details, Membership of Groups, etc):



Queensland Living History Federation Inc. Membership System

Profile Groups Password Dependents Weapons Licensing

My Personal Details

First Name: Last Name:

Gender: Date of Birth: (dd/mm/yyyy)

Email Address:

Address line 1:

Address line 2:

Suburb: State:

Country: Post Code:

Home Phone: Mobile:

Next of Kin

Next Of Kin:

Kin First Name: Kin Last Name:

Kin phone: Kin Mobile:

Profile **Groups** Password Dependents Weapons Licensing

Groups

QLHF Groups:

Group	Group Status	Group Role	Group Membership Status	
Army Group South	Approved	Committee Member	Claimed	Leave Group
Banner Of Tripoli	Approved	Committee Member	Claimed	Leave Group
Condottieri Incorporated	Approved	Committee Member	Confirmed	Leave Group
Knights Order of Lion Rampant	Approved	Ordinary Member	Claimed	Leave Group

To renew your membership, click on "Pay Membership"



Note: You will be presented with a checklist and you will be required to tick all the boxes before you can raise the invoice (The underlined words in the checklist are hyperlinks to the corresponding section in the database)

Pay Membership	
Please click EACH checkbox below to confirm that all steps have been completed prior to generating invoice. When all check boxes are ticked then the generate invoice button will appear. You should also read the terms and conditions too.	
<input type="checkbox"/>	<u>Personal Details</u> up to date.
<input type="checkbox"/>	<u>Groups</u> up to date.
<input type="checkbox"/>	<u>Weapons licences</u> if any are up to date.
<input type="checkbox"/>	<u>Dependents</u> if any up to date.
<input type="checkbox"/>	<u>Dependents</u> if any groups are up to date.
<input type="checkbox"/>	<u>Dependents</u> if any weapon licences up to date.
<input type="checkbox"/>	I'm ready to generate my membership fees invoice.
<input type="checkbox"/>	I accept QLHF's <u>terms and conditions</u> .

An invoice will then appear with the amount owing – PLEASE CHECK THE AMOUNT – If you believe this is incorrect, DO NOT PAY. Take a note of the invoice number and the amount and email those details and why you believe it is incorrect to qlhf@qlhf.org.au . Then logout and wait to be contacted by QLHF



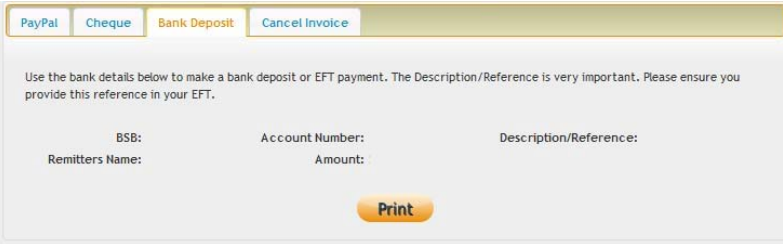
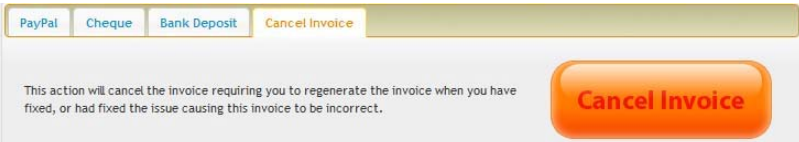
Pay Membership			
		Queensland Living History Federation	
Tax Invoice No:	1000...	Queensland Living History Federation PO Box 10692 Adelaide Street Brisbane Queensland 4000	
		Document Date: 28 March, 2010	
Invoiced To:			
Code	Product	Member	Amount
NAM	New Adult Member (Over 18 years of age)		\$40.00
Includes \$0.00 GST.			Total: \$40.00

PAYING THE INVOICE

NOTE:

PAYPAL IS THE PREFERRED METHOD AND YOUR MEMBERSHIP IS CONFIRMED IMMEDIATELY

OTHER METHODS WILL BE DELAYED BY UP TO TWO (2) WEEKS

Screen Shot	Description
<p>Pay Pal:</p> 	<p>PayPal is a way to pay online without sharing your visa or master card details with QLHF. Click [Pay Now] to launch PayPal.</p>
<p>Cheque:</p> 	<p>[Print] a copy of the invoice and attach a cheque or money order and post to:</p> <p>Queensland Living History Federation PO Box 10692 Adelaide Street Brisbane Queensland 4000</p>
<p>Bank Deposit:</p> 	<p>Please note, if you are paying via EFT you can copy and paste the details for the Bank Deposit.</p> <p>It is very important that the reference is quoted – as this is what is used to reconcile the payments received by QLHF.</p>
<p>Cancel Invoice:</p> 	<p>If an invoice is raised and the details are incorrect or need to be reviewed – we have included a [Cancel Invoice] option</p>

HOW TO CHANGE A PASSWORD IN BABEL

- a) Go to <https://www.qlhf.org.au/Membership/index.php?>
- b) Logon
- c) On the left hand side of the screen under the white "Account" tab, click on "My Profile"
- d) On the right hand side there are a series of tabs above the "My Personal Details" heading
- e) Click on the "Password" Tab - The "Change Password" screen appears
- f) Type in your old password / the password you are changing
- g) Type in your new password
- h) Type in the new password again at the "Re-enter Password" field
- g) Click on "change Password"
- i) Your Password is now changed.

END

DEFINITIONS

Member Status & Member Instruction:			<p>Member Status summaries where your membership registration is up to.</p> <p>Currently the statuses are:</p> <ol style="list-style-type: none"> 1) Applied 2) Pending Payment 3) Active 4) Pending Renewal 5) Payment Failed 6) Expired 7) Declined <p>The details of the status message are displayed in the "Membership Instructions Section and is colour coded depending on the message, as detailed in the table displayed.</p>
Member Status	Member Instruction	Colour	
Applied	You have successfully registered with QLHF but still need to complete your profile by adding groups and dependents (if applicable) then pay your fees.	Red	
Pending Payment	Your profile has been processed and there is an invoice for your fees awaiting payment. Proceed to the Pay Membership option.	Orange	
Active	Your membership is current with no action from you required at this time.	Green	
Pending Renewal	Your membership renewal is pending.	Orange	
Payment Failed	Your payment has failed.	Red	
Expired	Your membership has expired.	Red	
Declined	Your membership application has been declined; please refer to your group in the first instance.	Red	

Fees Pending	Invoice Pending	Colour
Applied	You have successfully registered with QLHF but still need to complete your profile by adding groups and dependents (if applicable) then pay your fees.	Red
Pending Payment	Your profile has been processed and there is an invoice for your fees awaiting payment. Proceed to the Pay Membership option.	Orange
Active	Your membership is current with no action from you required at this time.	Green
Pending Renewal	Your membership renewal is pending.	Orange
Payment Failed	Your payment has failed.	Red
Expired	Your membership has expired.	Red
Declined	Your membership application has been declined; please refer to your group in the first instance.	Red