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Guide of symbols used.

| [Button] | A word contained in $\left[\text{square brackets} \right]$ is used to indicate a button on the database. |
|---------------|---|
| Menu>Sub Menu | The use of ">" Indicates the menu item on the right hand side and the sub menu |
| Underlined | A word or phrase underlined indicates a hyperlink to that section. |

Security

The QLHF membership database uses industry standard SSL for data encryption between the QLHF database 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. The database itself has been designed and built by a professional database specialist who designs and builds information systems for aviation authorities and tested by a software business analyst, a professional software tester and a network engineer who has implemented and maintained security systems for government, financial institutions and universities.

Privacy

The details of membership will be verified with nominated membership groups. A summary of individual's membership will be released to the Australian Living History Federation and our insurer. This is in the format of **First Name**, **Surname** and **Member Type**.

Responsibility Matrix

| | Individual | Group | QLHF Committee |
|--|------------|-------|----------------|
| Registration of Individual | N | | |
| Raising of Individual Invoice | M | | |
| Payment of Individual Invoice | N | | |
| Maintaining Individual Details (Phone, Address, Licences, etc) | N | | |
| Raising of Group Invoice | | Ŋ | |
| Payment of Group Invoice | | Ŋ | |
| Maintaining Group Details (Phone, Address, Training Location, etc) | | N | |
| Processing claimed Membership of Group | | N | |
| Supporting New Members on Registration Process of Group | | M | |
| Producing Member List for Events Organisers (as required) | | M | |
| Reconciliation of membership payments via online database | | | M |
| Support of Database bugs queries (after group has reviewed) | | | M |



How the process works



- Step 1: Member Claims Membership
- Step 2: Group Administrator Confirms their Member
- Step 3: Member logs in and pays fee.

Example:

- 1) John Doe completes the member <u>registration</u> and claims membership as a new member of a group. LOG OUT and waits for Group Administrator to process their membership.
- 2) The Groups Administrator logs in and confirms that John Doe is a member.
- 3) John Doe logs in as an existing member and pays membership.



Registration

| Ħ | Queensland Living History Federation Inc. Membership System |
|--|---|
| Account | |
| Hame Login/Register | Existing Member Login |
| Membership Fees | Email Address: Password: Login Forgotten Password |
| 0 Groups | |
| C Group List | New Member Registration Toe vill need to provide your email address and a strong password as your login credentials. First Name: Last Name: Gender: Date of Birth: Final Address: |
| | Secret Quection: Mother's maiden name Assuer: |
| | Country: Australia V Post Code: |
| | Home Phone: Mobile: |
| | Net Of Kin: Spouse |
| | Kin First Name: Kin Last Name: |
| | Kin phone: Kin Mobile: |
| | Submit |

New Member Registration

- 1) First Name: Your Legal First Name.
- 2) Last Name: Your Legal Surname
- 3) Gender:
 - **OPTIONS:** Male / Female
- 4) Date of Birth: in dd/mm/yyyy format. E.g. 01/02/1980 not 1st February 1980.
- 5) Email Address: This will become your Login and the way that QLHF will be able to correspond with you directly.
- 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].



| Screen Shot/ Statu | us Table | | Details |
|---|---|--|---|
| Home Page: | | | The "Member Status" home page summarised: |
| Image: Second | | Account>Home Items Displayed 1) Member: 2) Member Status: 3) Member Expiry: 4) Dependents: 5) Groups: 6) Membership Instructions: 7) Fees Pending: 8) Invoice Pending: | |
| Member: | | | Will display the member's name is "First Name" "Surname" format. |
| Member Status & | Member Instruction: | | Member Status summaries where your membership registration is up to. |
| Member Status | Member Instruction | Colour | Currently the statuses are: |
| 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 | Applied Pending Payment Active Pending Renewal Payment Failed Evaluated |
| Pending Payment | Your profile has been processed and there is an invoice for your fees awaiting payment. Proceed to the Pay Membership option. | Orange | a) Expired b) Expired b) Declined c) The details of the status message are displayed in the "Membership linetructions Section and is calcured. |
| Active | Your membership is current with no action from you required at this time. | Green | coded depending on the message, as detailed in the table displayed. |
| 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 | |



| Screen Shot/ Sta | itus Table | | Details |
|--------------------|---|--------|--|
| Dependants: | | | This summarises the Name and Surname of dependants recorded under your profile. |
| Groups: | | | This summarises the group(s) that you have claimed membership to. |
| Fees Pending & | Invoice Pending: | | Fees Pending summaries where your payment of fees is up to. |
| 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 | Currently the statuses are: 1) Applied 2) Pending Payment 3) Active 4) Pending Renewal |
| Pending Payment | Your profile has been processed and there is an invoice for your fees awaiting payment. Proceed to the Pay Membership option. | Orange | 5) Payment Failed 6) Expired 7) Declined |
| 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 | |
| | 1 | 1 | |





My Profile

| Screen Shot | Description |
|---|--|
| Account A | Located under the Accounts Header, my profile allows members to review and update their details. |
| Croups C | |
| Agister a New Group My Groups Group Invoicing | |
| | My Profile> My Personal Details |
| My Personal Details Queensland Living History Federation Inc. Nonhorship System | This tab summarises the details entered |
| Accesset Accesset Accesset Profile Concept Profile | on the registration page. It also allows you to update your details, should they change. |
| Pay Membership Cender: Pay Membership Cender: Defe of Bartho: Date of Bartho: | 5 |
| By droups Addres line 2: Group Enviroing Subords: Group Enviroing Subords: Country: Post Code: House Prope: Roble: | |
| Next of Kin Next Of Kin Kin First Nune: Kin List Nune: | |
| Kin phone: Kin Pobler: | |
| Groups Profile Groups Password Dependents Weapons Licensing | My Profile> Groups This tab summarises the group(s) that |
| Groups | you have registered with. |
| QLHF Groups: Knights Order of Lion Rampant Ordinary Member Join Group | Group: This is the list of the QLHF Ordinary Members |
| Group Group Status Group Renbership Status Army Group South Approved Committee Member Claimed Leave Group | 2) Group Status: (Administered by the OLUE Committee's Approisals) |
| Banner Of Tripoli Approved Committee Member Claimed Leave Group | Coordinator) |
| Knights Order of Lion Rampant Approved Ordinary Member Claimed Leave Group | Options: a) Proposed |
| | b) Appraisal |
| | d) Closed |
| | e) Declined f) Suspended |
| | 3) Group Membership Status: |
| | a) Claimed |
| | b) Confirmed c) In-Contest |
| | d) Rejected e) Expired |
| | f) Suspended |
| | 4) <u>Leave Group</u> |
| | |



| Scroon Shot | Description |
|---|--|
| | My Drofiles Change Dessword |
| Change Password | This is where you can react your |
| Profile Groups Password Dependents Weapons Licensing | naceword |
| Change Deserved | Fields to complete are: |
| | 1) Old Deseword |
| | 1) UIU Password |
| New Password: | 2) New Password Deeptered |
| | 3) New Password confirms the |
| ReEnter Password: | 4) [Undrige Password] contining the |
| Change Password | |
| | My Profile>Dependents |
| Dependants | Dependents is an option available to |
| Profile Groups Password Dependents Weapons Licensing | have multiple ordinary member on the |
| Dependents | one invoice. |
| First Name: | |
| Gender: Date of Birth: (dd/mm/yyyy) | Dependents do not have to be relatives to |
| Address line 1: | the member they are linked to, however |
| Addres line 2: | by allowing yourself to be added as a |
| Suburb: State: | aependent you are providing private |
| Country: Australia Post Code: | information to a third party. The QLHF |
| nome Phone: Mobile: | does not guarantee the privacy of the |
| Next Of Kin: Spouse | nitionitation that you have provided to that |
| Kin First Name: Kin Last Name: | person. It is recommended that if you are |
| Kin phone: Kin Mobile: | rogistor in your own right |
| Ada | |
| First Name Last Name Member Status | 1) First Name: Dependent's Level |
| | First Name |
| First Name Last Name Member Status | 2) Last Name: Dependent's |
| John Doe Applied <u>Amend Groups(0)</u> Weapons Licencing(0) Make Independent | Surname |
| | 3) Gender |
| | OPTIONS: Male / Female |
| | 4) Date of Birth. Dependent's date of |
| | brith in dd/mm/vvvv format. |
| | 5) Address line 1: Free Text Field |
| | for address. |
| | 6) Address line 2: Free Text Field |
| | for address. |
| | 7) Suburb : Free Text Field for |
| | Suburb. |
| | 8) State: Free Text Field for State. It |
| | is not a drop down list on purpose, |
| | as we have some international |
| | members. |
| | 9) Country: |
| | OPTIONS: Australia / New Zealand / |
| | England |
| | 10) Post Code: |
| | 11) Home Phone: Text Field No |
| | Parameters defined. |
| | 12) Mobile: Text Field No Parameters |
| | defined. |
| | 13) Next of Kin: |
| | OPTIONS: Spouse / Partner / |
| | Family / Guardian / Friend |
| | 14) KIN FIRST Name: Your emergency |
| | contact's First Name. |
| | 15) KIN Last Name: Your emergency |
| | contact's Surname Name. |
| | 16) KIN phone: Your emergency |
| | contacts phone. |
| | contact's mobile |
| | |



| Screen Shot | Description |
|--|--|
| Release Dependant Make Independent Make Member Independent This dialog allows your to remove this member from your dependents. Once actioned the member will be responsible for their own membership, account details and membership fees. | There is a "release dependant" feature where the main member can "release" the dependant. |
| You have two options. If you can enter their email address and provide an initial password for them then do so. If you can't but still want to make them remove them from your dependents list you may do so. First Name: John Last Name: Doe Can provide an email address and password for the dependent? Can't provide an email address and password for the dependent but still want to proceed? | |
| Option 1. I can provide an email address Make Independent | |
| Make Member Independent. This dialog allows your to remove this member from your dependents. Once actioned the member will be responsible for their own membership, account details and membership fees. You have two options. If you can enter their email address and provide an initial password for them then do so. If you can thut still want to make them remove them from your dependents list you may do so. First Name: John Last Name: Doe I can provide an email address and password for the dependent? Password: 2 re-enter: Release | |
| Option 2. I can't provide an email address | |
| Option 3. Email glhf@glhf.org.au and request to be released. You will be asked | |
| to verify your details. Weapons Licensing | If you are a member who has a fire arms' licence and use it for re-enacting – you are encouraged to record in the QLHF database. 1) Firearms Licence 2) Concealable Firearms Licence 3) Collectors Licence 4) Security Licences 5) Dealers 6) Armourers 7) Minors Licence 8) Miscellaneous Weapons Licence 9) Group Licences 10) Blank-fire Firearms Licence 11) Theatrical Ordnance Suppliers Licence 12) Firearms Licence (Instructor) |



Pay Member, Invoice and Payment Options

| Screen Shot | Description |
|--|---|
| | Membership Fees> Pay Membership |
| Account Accoun | When you are ready to pay membershi you will be required to ☑ all the boxes before you can raise the invoice. |
| Personal Details up to date. | I ne underlined words are hyperlinks to |
| Groups up to date. | corresponding section in the database. |
| Weapons licences if any are up to date. | |
| Dependents if any up to date. Dependents if any up to date. | |
| Dependents if any weapon licences up to date. | |
| Tm ready to generate my membership fees invoice. | |
| I accept QLHF's terms and conditions. | |
| Pay Membe | ership |
| | Queensland Living History Federation |
| Tax Invoice No: 1000010 | |
| | Queensland Living History Federation PO Box 10692 Adelaide Street Brisbane Queensland 4000 Document Date: 28 March, 2010 |
| Invoiced To: | |
| Michelle Apps | |
| Yeronga QLD 4104 | |
| Code Product | Member Amount |
| NAM New Adult Member (Over 18 years of age) | Michelle Apps \$40.00 |
| | |



| Screen Shot | Description |
|--|---|
| Pay Pal: PayPal Cheque Bank Deposit Cancel Invoice PayPar Pay Now | PayPal is a way to pay online without sharing your visa or master card details with QLHF. Click [Pay Now] to launch PayPal. |
| Cheque: PayPal Cheque Bank Deposit Cancel Invoice Print the invoice and send to Queensland Living History Federation with an attached cheque. Print | [Print] a copy of the invoice and attach a cheque or money order and post to: Queensland Living History Federation PO Box 10692 Adelaide Street Brisbane Queensland 4000 |
| Bank Deposit: PayPal Cheque Bank Deposit Cancel Invoice Use the bank details below to make a bank deposit or EFT payment. The Description/Reference is very important. Please ensure you provide this reference in your EFT. BSB: Account Number: Description/Reference: Remitters Name: Amount: Print | Please note, if you are paying via EFT you can copy and paste the details for the Bank Deposit. It is very important that the reference is quoted – as this is what is used to reconcile the payments received by QLHF. |
| Cancel Invoice: PayPal Cheque Bank Deposit Cancel Invoice This action will cancel the invoice requiring you to regenerate the invoice when you have fixed, or had fixed the issue causing this invoice to be incorrect. Cancel Invoice | If an invoice is raised and the details are incorrect or need to be reviewed – we have included a [Cancel Invoice] option |





Group Administration - Roles and Responsibilities

- The responsibilities of the Group's Committee member include:
- 1) Maintaining the Members Register
- 2) Maintaining the Ordinary Member/ Groups' details
- 3) Rasing the invoice for Ordinary Member/ Group's membership fee and picking the most appropriate way to pay the invoice.
- 4) 1st Level Support for any requires relating to the group that they are a Committee member of.

| Screen Shot | Description |
|---|--|
| Profile Groups Password Dependents Weapons Licensing | When a Committee member has |
| Groups | been selected when claiming |
| OI HE Groups | membership of a group, it will need |
| | to be processed by another |
| Group Group Status Group Role Group Membership Status | administration rights. If there isn't |
| Companie of Knights Bachelor Approved Committee Member Confirmed Leave Group | anyone appointed you can initially |
| | email glhf@glhf.org.au and verify the |
| | details against what was supplied in |
| | 2009/2010. |
| | |
| | Under Groups>My Groups you will |
| Account | have a list of the groups that you |
| a Home | have claimed membership to. |
| C My Profile | |
| Membership Fees | |
| Pay Membership Invoice History | |
| Groups | |
| Kegister a new Group My Groups | |
| Croup Invoicing | |
| Administrator Rights | If you are a group administrator, you |
| My Groups | will be given more rights and access |
| Join an Existing Group | to more information in the database. |
| Group Name Era Phone Email Address Admin Member Status Action Companie of Kniphts Bachelor Other companie@bipcoond.net.au Yes Confirmed Members Weapons | |
| | These rights are indicated by |
| | underlined hyperlinks. |
| | To start working within as an |
| | Administrator of a specific group |
| | you will need to click on the |
| | underlined option you are after. |
| Administrator Rights - Edit Group Details | To edit group details, you will need |
| Amend Group X | to click on the underlined Group |
| | Name – for this example Companie |
| Amend Group Details | of Knight Bachelor. |
| Group Name: Companie of Knights Bachelor | |
| Era: Other Postal Address: PO Box 15100 | The Group Administrators will be |
| Suburb: CITY EAST State: QLD | able to eait all fields that are white |
| Post Code: 4002 Phone: | (not greyeu out – e.g. EKA). |
| URL: | Once you have made the changes |
| Email Address: companie@bigpond.net.au | click on [Submit] to save. |
| TBA | |
| Training Location: | |
| Submit | |
| | |
| Print | |
| | l |



| Screen Shot | Description |
|--|---|
| Administrator Rights – Group membership My Groups Join an Existing Group Group Name Companie of Knights Bachelor 30 III Address Companie@bigpond.net.au Yes Confirmed Displaying 1 to 2 of 2 Groups | To review memberships, click on <u>Members</u> located under the Action Heading. |
| Administrator Rights – Group Membership – Members List Group Members Group Name: Companie of Knights Bachelor Era: Other Postal Address Suburb: CITY EAST State Post Code: 4002 Phone URL: VIRL VIRL | To process "Claimed' the membership status of a member, you will need to click on the underlined QLHF Member Id number – in the example <u>100003</u> From here you can also print/ export out a member list. |
| Insurance With QLHF: Yes Insurance Provider Name Of Insurer: Policy Not Group Purpose: Living History/Reenactment Group Status Rejection Reason: First Name Role Admin Status Financial 100003 Apps Michelle Committee Member Yes Claimed Active | Refer to <u>Administrator Rights –</u> <u>Groups – Print/ Export Reports on</u> <u>Members</u> for more details |
| Administrator Rights – Process/ Manage Group Membership Manage Group Membership Group name: Companie of Knights Bachelor First Name: Michelle Last Name: Apps Membership Status Claimed © Confirmed © In-Contest © Rejected © Expired © Suspend Group Role: Committee Member • Group Administrator: Save | Image: Second system The Group Administrators will have process the membership to one of the following 1) Claimed 2) Confirmed 3) In-Contest 4) Rejected 5) Expired 6) Suspended 7) Left If the member is a Committee member and is responsible for processing the group - ☑ the Group Administrator checkbox to turn on more functions in the database. Click on [Save]. |



Group Administration - Reports

| Screen Shot | | | | | | | Description |
|--|--------------|--------------------------|---|----------------|------------------|--|---|
| Administrator Rights – Weapons | | • | To review members who indicate that they have a weapons licence - click on <u>Weapons</u> under the beading Action | | | | |
| Join an Existing Group | | | | | | | |
| Group Name Era | Phone | Email Address | Admin | Member Status | Action | | notaing / otion |
| Companie of Knights Bachelor Other | | companie@bigpond.net.au | Yes | Confirmed | Members Weapons | | |
| 0, 30 ▼ 14 4 Page 1 | of1 🕨 🔰 | Displaying 1 to 2 of 2 G | roups | | | | |
| Administrator Rights | s – Weapons | Register for me | mbers | s of the G | roup | | On this screen the Group |
| Companie of Knights Bachelor Weap | ons Register | | | | | | Administrator will be able to see |
| Member ID First Name Last Name Lic | ence S | tate Expiry A B C | DEH | M R Conditions | | | limited details of weapon's licences |
| 100003 Michelle Apps Firearms Licence QLD 2010-01-01 X X MR1 | | | has nominated by the member. | | | | |
| | | | | | | | Specifically they will be able to see: |
| | | | | | | | 1) Member Id |
| | | | | | | | 2) First Name |
| | | | | | | | 3) Surname |
| | | | | | | | 4) Licence Type |
| | | | | | | | 5) Stato |
| | | | | | | | 6) Evpiny |
| | | | | | | | 0) Expliny |
| | | | | | | | 7) Categories |
| | | | | | | | 8) Conditions. |
| Administrator Rights | s – Groups – | Print/ Export Re | ports | on Memb | bers | | Group Administrators will be able to produce reports on their members |
| 🚜 🛰 🔍 30 👻 📢 4 Panel 1 of 1 🕨 🖉 Displaying 1 to 1 of 1 Licences | | | | | The options are: | | |
| | | | | | | | |
| | | | | | | | 🐠 🧏 |
| | | | | | | | Print |
| | | | | | | | - C - C - C - C - C - C - C - C - C - C |
| | | | | | | | This ison conde the details |
| | | | | | | | - This icon sends the details |
| | | | | | | | of the list to your printer. |
| | | | Export to Excel | | | | |
| | | | See. 1 | | | | |
| | | | - This icon sends the | | | | |
| | | | details of the list to over | | | | |
| | | | | | | | |
| | | | | | | | |



Ordinary Membership Fee

| Screen Shot | Description | | | | |
|--|---|--|--|--|--|
| Administrator Rights – Group Fee | The Group Administrator is able to | | | | |
| Administer Group Fees | raise the invoice to pay the Ordinary | | | | |
| Group Name Group Status Fee Due By Action | Membershin fee. To do this you | | | | |
| Companie of Knights Bachelor Approved Pay Fees Invoice History | need to elick on Day Food | | | | |
| 10 🔻 📢 Page 1 of 1 🕨 🕅 🗇 Displaying 1 to 1 of 1 Groups | need to click on <u>Pay Fees.</u> | | | | |
| | | | | | |
| Administrator Rights – Group Fee Checklist | You will be required to review all the | | | | |
| Group Name: Companie of Knights Bachelor | detail about the group. | | | | |
| Era: Other Postal Address: PO Box 15100 | | | | | |
| Suburb: CITYEAST State: QLD | In order to generate the invoice, you | | | | |
| Post Code: 4002 Phone: | need to review the statement and \square | | | | |
| URL . | the boxes confirming that you: | | | | |
| Even Advance approximite for the second set of t | the boxes comming that you. | | | | |
| The second secon | 1) I have the groups authority to | | | | |
| Iraining Location: 15A | Thave the groups authority to | | | | |
| Insurance With QLHF: Yes Insurance Provider: QLHF | initiate this process | | | | |
| Name Of Insurer: Policy No: | 2) I know about standard fees and | | | | |
| Group Purpose: Living History/Reenactment Group Status: Approved | the option of paying the higher | | | | |
| Rejection Reason: | fee which includes liability | | | | |
| insurance. | | | | | |
| ray Group Fee | 3) I want to initiate the process | | | | |
| You are about to generate an invoice to pay the annual group fees for the above group. You need to be acting under the authority of the group and have the authority to initiate this action. You need to know if your group takes the optional Directors and Officers Liability | now | | | | |
| Insurance or not. You need to read the statements below and check each box to acknowledge you have understood the statement then the Generate Invoice | now. | | | | |
| Button will appear. | | | | | |
| I have the groups authority to initiate this process | | | | | |
| I know about standard fees and the option of paying the higher fee which includes liability insurance. | | | | | |
| I want to initiate the process now. | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Administrator Rights – Group Fee Options on Membership Fee | | | | | |
| Pay Group Fee | Once ticked, you will need to pick | | | | |
| You are about to generate an invoice to pay the annual group fees for the above group. You need to be acting under the authority of the | the applicable option | | | | |
| group and have the authority to initiate this action. You need to know if your group takes the optional Directors and Officers Liability | [Generate Invoice for Standard | | | | |
| Insurance of not. You need to read the statements below and check each box to acknowledge you have understood the statement then the Generate Invoice | Ordinary Membership fee \$45] | | | | |
| Button will appear. | Or | | | | |
| I have the groups authority to initiate this process | Generate Invoice Including | | | | |
| I know about standard fees and the option of paying the higher fee which includes liability insurance. | Directors and Officers Insurance | | | | |
| I want to initiate the process now. | \$1201 | | | | |
| | φ120 <u>]</u> | | | | |
| Generate Invoice Standard \$45.00 Generate Invoice Including Directors and Officers Insurance \$120.00 | | | | | |



| Screen Shot | Description |
|--|---|
| Administrator Rights – Group Fee Invoice Raised | |
| Pay Group Fee | We have deliberately set up the |
| Queensland Living History Federation Tax Invoice No: 1000004 Queensland Living History Federation PO Box 10692 Adelaide Street Brisbane Queensland 4000 | Group's name in order to keep in separate from the individual. |
| Document Date: 18 May, 2010 Invoiced To: Companie of Knights Bachelor PO Box 15100 CITY EAST QLD 4002 Code Product Member Amount GRPIN Group Fee with Directors Insurance \$120.00 Includes \$0.00 GST. Total: \$120.00 | |
| Administrator Rights – Group Fee Invoice payment option - Pay Pal: PayPal Cheque Bank Deposit Cancel Invoice PayPar PayNow PayNow | PayPal is a way to pay online without sharing your visa or master card details with QLHF. Click [Pay Now] to launch PayPal. |
| Administrator Rights – Group Fee Invoice payment option - Cheque: PayPal Cheque Bank Deposit Cancel Invoice Print The invoice and send to Queensiand Living History Federation with an attached cheque. Print | [Print] a copy of the invoice and attach a cheque or money order and post to: Queensland Living History Federation PO Box 10692 Adelaide Street Brisbane Queensland 4000 |
| Administrator Rights – Group Fee Invoice payment option - Bank Deposit PayPal Cheque Bank Deposit Cancel Invoice Use the bank details below to make a bank deposit or EFT payment. The Description/Reference is very important. Please ensure you provide this reference in your EFT. BSB: Account Number: Remitters Name: Amount: | Please note, if you are paying via EFT you can copy and paste the details for the Bank Deposit. It is very important that the reference is quoted – as this is what is used to reconcile the payments received by QLHF. |
| Administrator Rights – Group Fee Invoice payment option - Cancel Invoice: PayPal Cheque Bank Deposit Cancel Invoice This action will cancel the invoice requiring you to regenerate the invoice when you have fixed, or had fixed the issue causing this invoice to be incorrect. Cancel Invoice | If an invoice is raised and the details are incorrect or need to be reviewed – we have included a [Cancel Invoice] option |





| Register a New Group | |
|--|--|
| Account Home My Profile Logout Membership Fees Pay Membership Invoice History Croups Register a New Group My Groups Group Invoicing Group List | Under Groups>Register a New Group is part of the new group registration process. This will be used in conjunction with your application to join QLHF. Once the QLHF Appraisals Coordinator receives your details – this makes up part of the overall process. |
| New Group Application New Group Application Complete and rubmit this application for a set group and QLHF will be in touch. Complete and rubmit this application for a set group and QLHF will be in touch. Complete and rubmit this application for a set group and QLHF will be in touch. Complete and rubmit this application for a set group and QLHF will be in touch. Complete and rubmit this application for a set group and QLHF will be in touch. Complete and rubmit this application for a set group and QLHF will be in touch. Complete and rubmit this application for a set group and QLHF will be in touch. Complete and rubmit this application for a set group and QLHF will be in touch. Complete and rubmit this application for a set group and QLHF will be in touch. Complete and rubmit this application for a set group and QLHF will be in touch. Complete and rubmit this application for a set group and QLHF will be in touch. Training Location: Croup Purpose: Croup Purpose: Submit Submit | The Application form requires the following information: 1) Group Name: 2) Era: 3) Postal Address 4) Suburb: 5) State: 6) Post Code: 7) Phone: 8) URL: 9) Email Address: 10) Training Location: 11) Insurance with QLHF: 12) Insurance Provider: 13) Name Of Insurer: 14) Policy No: 15) Group Purpose: Once you have completed the registration form click [Submit] |