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## Guide of symbols used.

- [Button]                      A word contained in [square brackets] 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.

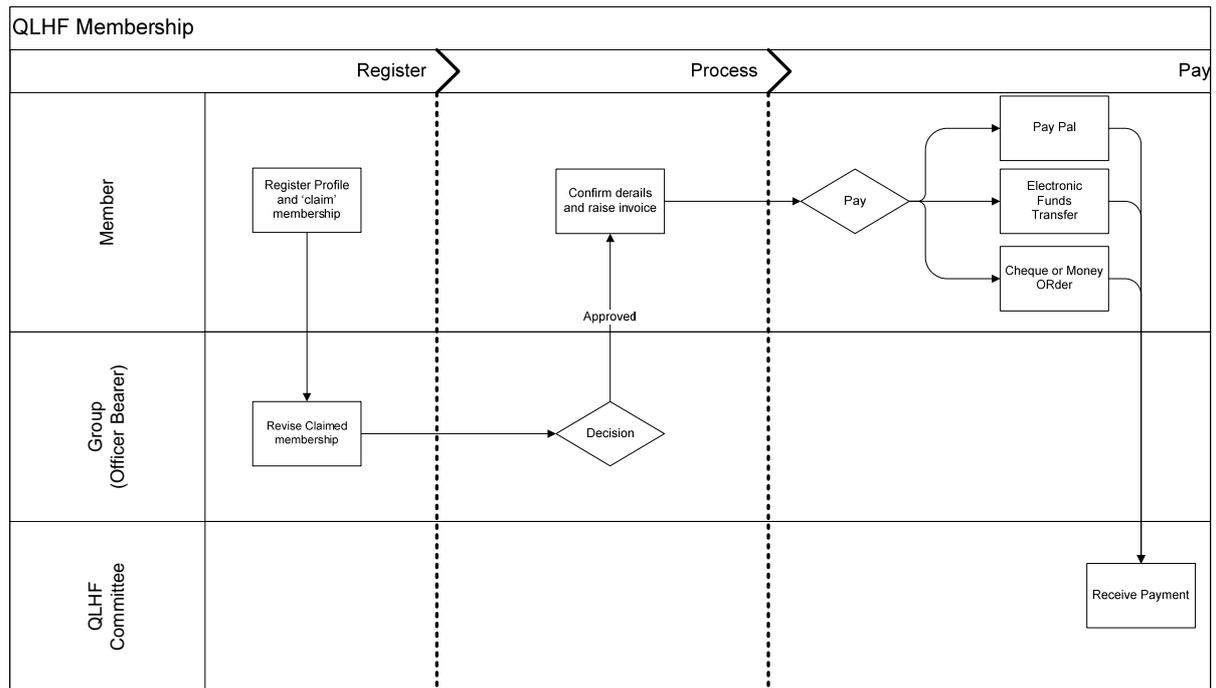
## Privacy

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	<input checked="" type="checkbox"/>		
• Raising of Individual Invoice	<input checked="" type="checkbox"/>		
• Payment of Individual Invoice	<input checked="" type="checkbox"/>		
• Maintaining Individual Details (Phone, Address, Licences, etc)	<input checked="" type="checkbox"/>		
• Raising of Group Invoice		<input checked="" type="checkbox"/>	
• Payment of Group Invoice		<input checked="" type="checkbox"/>	
• Maintaining Group Details (Phone, Address, Training Location, etc)		<input checked="" type="checkbox"/>	
• Processing claimed Membership of Group		<input checked="" type="checkbox"/>	
• Supporting New Members on Registration Process of Group		<input checked="" type="checkbox"/>	
• Producing Member List for Events Organisers (as required)		<input checked="" type="checkbox"/>	
• Reconciliation of membership payments via online database			<input checked="" type="checkbox"/>
• Support of Database bugs queries (after group has reviewed)			<input checked="" type="checkbox"/>

## How the process works

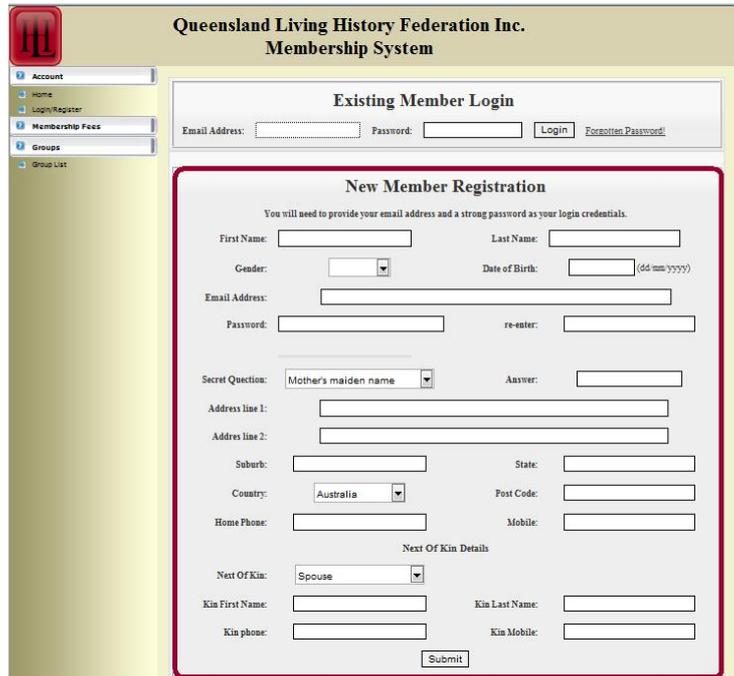


- Step 1: Member Claims Membership  
 Step 2: Group Administrator Confirms their Member  
 Step 3: Member logs in and pays fee.

### Example:

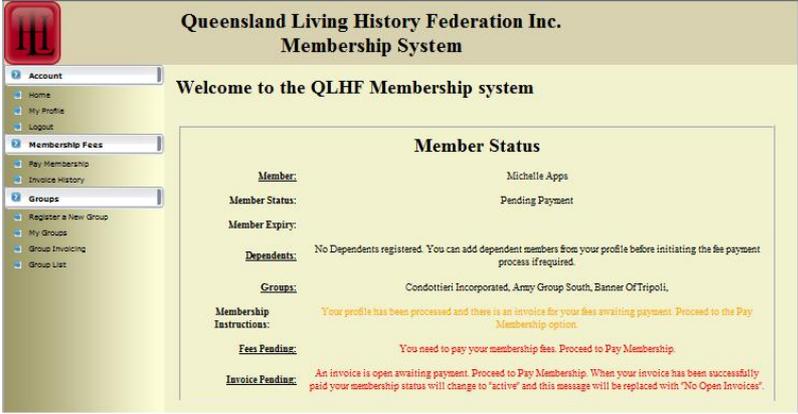
- 1) John Doe completes the member [registration](#) and claims membership as a new member of a group. LOG OUT and waits for Group Administrator to process their membership.
- 2) The Groups Administrator logs in and confirms that John Doe is a member.
- 3) John Doe logs in as an existing member and pays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

## Registration



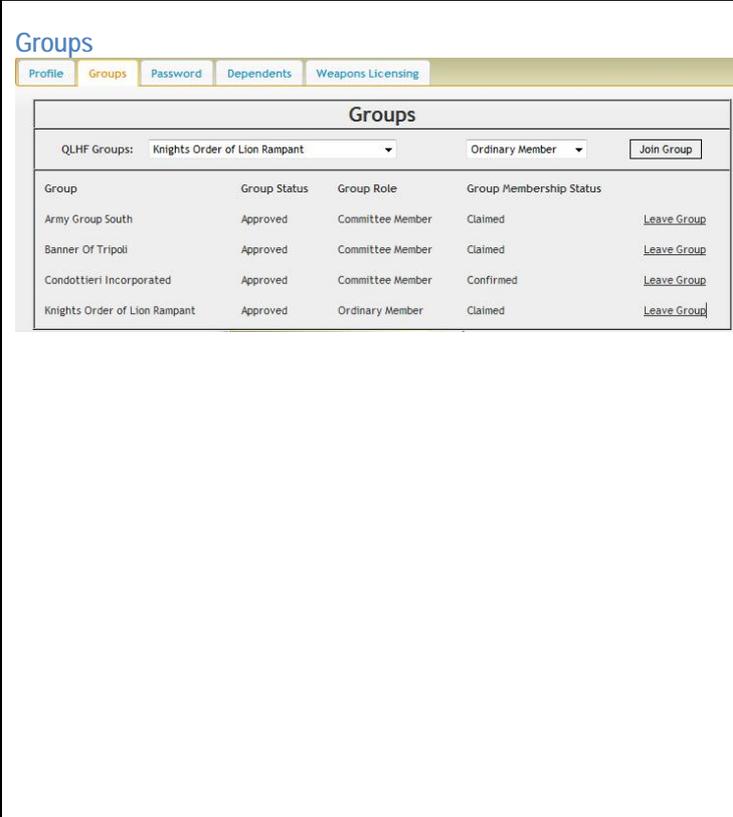
### New Member Registration

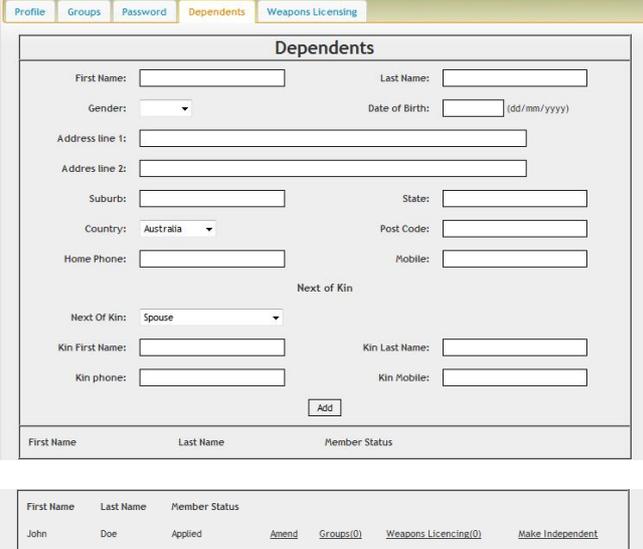
- 1) **First Name:** Your Legal First Name.
- 2) **Last Name:** Your Legal Surname
- 3) **Gender:**  
OPTIONS: Male / Female
- 4) **Date of Birth:** in dd/mm/yyyy format. E.g. 01/02/1980 not 1<sup>st</sup> February 1980.
- 5) **Email Address:** This will become your Login and the way that QLHF will be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

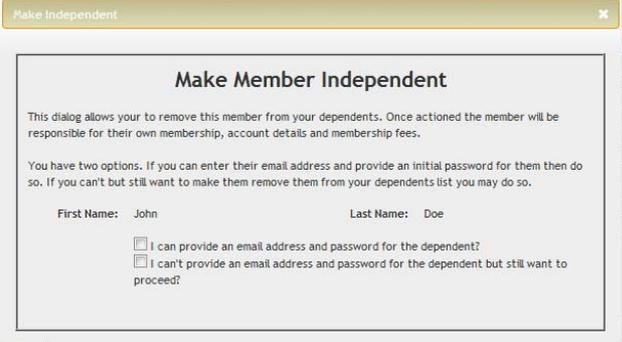
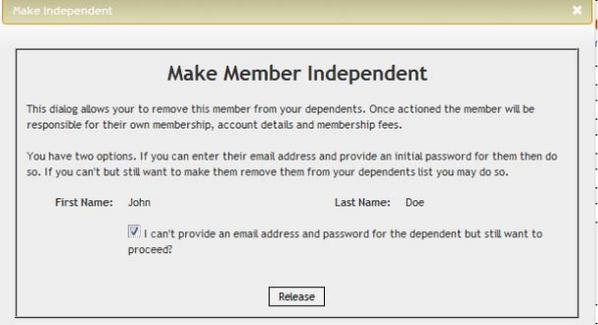
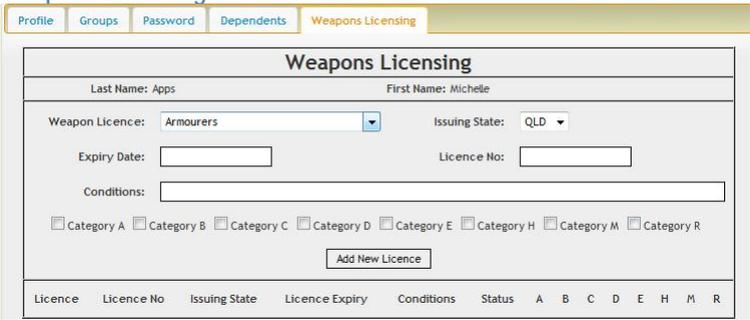
Screen Shot/ Status Table	Details																								
<p>Home Page:</p> 	<p>The "Member Status" home page summarised:</p> <p><b>Account&gt;Home</b> Items Displayed</p> <ol style="list-style-type: none"> <li>1) Member:</li> <li>2) Member Status:</li> <li>3) Member Expiry:</li> <li>4) Dependents:</li> <li>5) Groups:</li> <li>6) Membership Instructions:</li> <li>7) Fees Pending:</li> <li>8) Invoice Pending:</li> </ol>																								
<p>Member:</p>	<p>Will display the member's name is "First Name" "Surname" format.</p>																								
<p>Member Status &amp; Member Instruction:</p> <table border="1" data-bbox="191 996 965 1747"> <thead> <tr> <th>Member Status</th> <th>Member Instruction</th> <th>Colour</th> </tr> </thead> <tbody> <tr> <td>Applied</td> <td>You have successfully registered with QLHF but still need to complete your profile by adding groups and dependents (if applicable) then pay your fees.</td> <td>Red</td> </tr> <tr> <td>Pending Payment</td> <td>Your profile has been processed and there is an invoice for your fees awaiting payment. Proceed to the Pay Membership option.</td> <td>Orange</td> </tr> <tr> <td>Active</td> <td>Your membership is current with no action from you required at this time.</td> <td>Green</td> </tr> <tr> <td>Pending Renewal</td> <td>Your membership renewal is pending.</td> <td>Orange</td> </tr> <tr> <td>Payment Failed</td> <td>Your payment has failed.</td> <td>Red</td> </tr> <tr> <td>Expired</td> <td>Your membership has expired.</td> <td>Red</td> </tr> <tr> <td>Declined</td> <td>Your membership application has been declined; please refer to your group in the first instance.</td> <td>Red</td> </tr> </tbody> </table>	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	<p><b>Member Status</b> summaries where your membership registration is up to.</p> <p>Currently the statuses are:</p> <ol style="list-style-type: none"> <li>1) Applied</li> <li>2) Pending Payment</li> <li>3) Active</li> <li>4) Pending Renewal</li> <li>5) Payment Failed</li> <li>6) Expired</li> <li>7) Declined</li> </ol> <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>
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Declined	Your membership application has been declined; please refer to your group in the first instance.	Red																							

Screen Shot/ Status Table	Details																								
<p><b>Dependants:</b></p>	<p>This summarises the Name and Surname of dependants recorded under your profile.</p>																								
<p><b>Groups:</b></p>	<p>This summarises the group(s) that you have claimed membership to.</p>																								
<p><b>Fees Pending &amp; Invoice Pending:</b></p> <table border="1"> <thead> <tr> <th>Fees Pending</th> <th>Invoice Pending</th> <th>Colour</th> </tr> </thead> <tbody> <tr> <td>Applied</td> <td>You have successfully registered with QLHF but still need to complete your profile by adding groups and dependents (if applicable) then pay your fees.</td> <td>Red</td> </tr> <tr> <td>Pending Payment</td> <td>Your profile has been processed and there is an invoice for your fees awaiting payment. Proceed to the Pay Membership option.</td> <td>Orange</td> </tr> <tr> <td>Active</td> <td>Your membership is current with no action from you required at this time.</td> <td>Green</td> </tr> <tr> <td>Pending Renewal</td> <td>Your membership renewal is pending.</td> <td>Orange</td> </tr> <tr> <td>Payment Failed</td> <td>Your payment has failed.</td> <td>Red</td> </tr> <tr> <td>Expired</td> <td>Your membership has expired.</td> <td>Red</td> </tr> <tr> <td>Declined</td> <td>Your membership application has been declined; please refer to your group in the first instance.</td> <td>Red</td> </tr> </tbody> </table>	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	<p>Fees Pending summaries where your payment of fees is up to.</p> <p>Currently the statuses are:</p> <ol style="list-style-type: none"> <li>1) Applied</li> <li>2) Pending Payment</li> <li>3) Active</li> <li>4) Pending Renewal</li> <li>5) Payment Failed</li> <li>6) Expired</li> <li>7) Declined</li> </ol>
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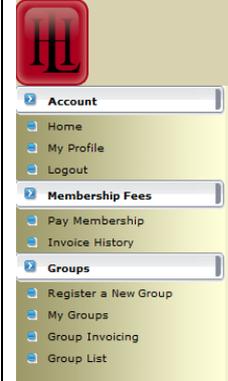
## My Profile

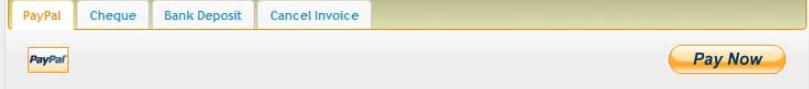
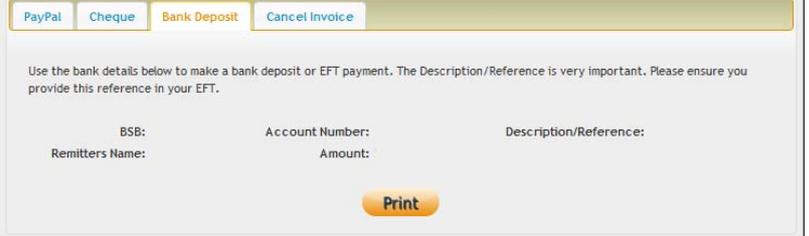
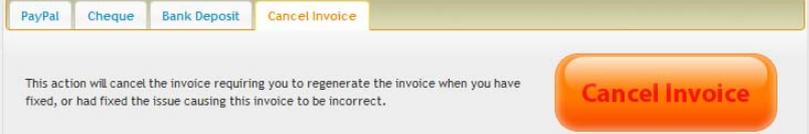
Screen Shot	Description
	<p>Located under the Accounts Header, my profile allows members to review and update their details.</p>
	<p><b>My Profile&gt; My Personal Details</b></p> <p>This tab summarises the details entered on the registration page. It also allows you to update your details, should they change.</p>
	<p><b>My Profile&gt; Groups</b></p> <p>This tab summarises the group(s) that you have registered with.</p> <ol style="list-style-type: none"> <li><b>Group:</b> This is the list of the QLHF Ordinary Members.</li> <li><b>Group Status:</b> (Administered by the QLHF Committee's Appraisals Coordinator) Options:             <ol style="list-style-type: none"> <li>Proposed</li> <li>Appraisal</li> <li>Approved</li> <li>Closed</li> <li>Declined</li> <li>Suspended</li> </ol> </li> <li><b>Group Membership Status:</b> Options:             <ol style="list-style-type: none"> <li>Claimed</li> <li>Confirmed</li> <li>In-Contest</li> <li>Rejected</li> <li>Expired</li> <li>Suspended</li> <li>Left</li> </ol> </li> <li><b>Leave Group</b></li> </ol>

Screen Shot	Description
	<p><b>My Profile&gt;Change Password</b> This is where you can reset your password. Fields to complete are:</p> <ol style="list-style-type: none"> <li>1) Old Password</li> <li>2) New Password</li> <li>3) New Password Reentered</li> <li>4) [Change Password] confirms the change.</li> </ol>
	<p><b>My Profile&gt;Dependents</b> Dependents is an option available to have multiple ordinary member on the one invoice.</p> <p>Dependents do not have to be relatives to the member they are linked to, however by allowing yourself to be added as a dependent you are providing private information to a third party. The QLHF does not guarantee the privacy of the information that you have provided to that person. It is recommended that if you are not related to that person that you register in your own right.</p> <ol style="list-style-type: none"> <li>1) <b>First Name:</b> Dependent's Legal First Name.</li> <li>2) <b>Last Name:</b> Dependent's Surname</li> <li>3) <b>Gender:</b> OPTIONS: Male / Female</li> <li>4) <b>Date of Birth:</b> Dependent's date of birth in dd/mm/yyyy format.</li> <li>5) <b>Address line 1:</b> Free Text Field for address.</li> <li>6) <b>Address line 2:</b> Free Text Field for address.</li> <li>7) <b>Suburb:</b> Free Text Field for Suburb.</li> <li>8) <b>State:</b> Free Text Field for State. It is not a drop down list on purpose, as we have some international members.</li> <li>9) <b>Country:</b> OPTIONS: Australia / New Zealand / England</li> <li>10) <b>Post Code:</b></li> <li>11) <b>Home Phone:</b> Text Field No Parameters defined.</li> <li>12) <b>Mobile:</b> Text Field No Parameters defined.</li> <li>13) <b>Next of Kin:</b> OPTIONS: Spouse / Partner / Family / Guardian / Friend</li> <li>14) <b>Kin First Name:</b> Your emergency contact's First Name.</li> <li>15) <b>Kin Last Name:</b> Your emergency contact's Surname Name.</li> <li>16) <b>Kin phone:</b> Your emergency contact's phone.</li> <li>17) <b>Kin mobile:</b> Your emergency contact's mobile.</li> </ol>

Screen Shot	Description
<p><b>Release Dependant</b></p>  <p><b>Option 1. I can provide an email address...</b></p>  <p><b>Option 2. I can't provide an email address...</b></p>  <p><b>Option 3. Email <a href="mailto:qlhf@qlhf.org.au">qlhf@qlhf.org.au</a> and request to be released. You will be asked to verify your details.</b></p>	<p>There is a "release dependant" feature where the main member can "release" the dependant.</p>
<p><b>Weapons Licensing</b></p> 	<p>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.</p> <ol style="list-style-type: none"> <li>1) Firearms Licence</li> <li>2) Concealable Firearms Licence</li> <li>3) Collectors Licence</li> <li>4) Security Licences</li> <li>5) Dealers</li> <li>6) Armourers</li> <li>7) Minors Licence</li> <li>8) Miscellaneous Weapons Licence</li> <li>9) Group Licences</li> <li>10) Blank-fire Firearms Licence</li> <li>11) Theatrical Ordnance Suppliers Licence</li> <li>12) Firearms Licence (Instructor)</li> </ol>

## Pay Member, Invoice and Payment Options

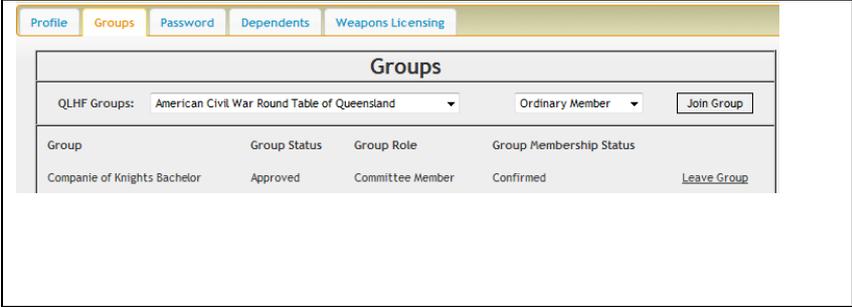
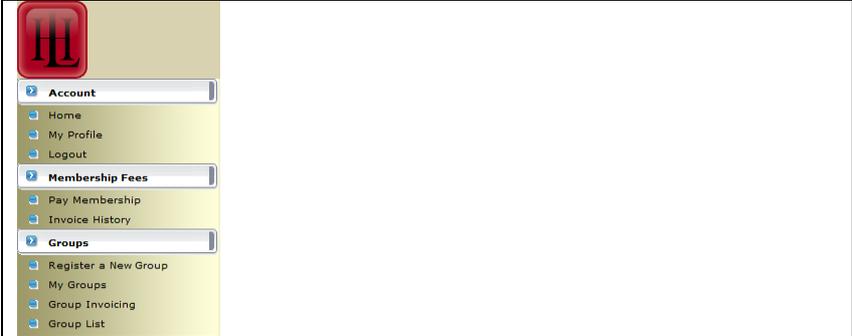
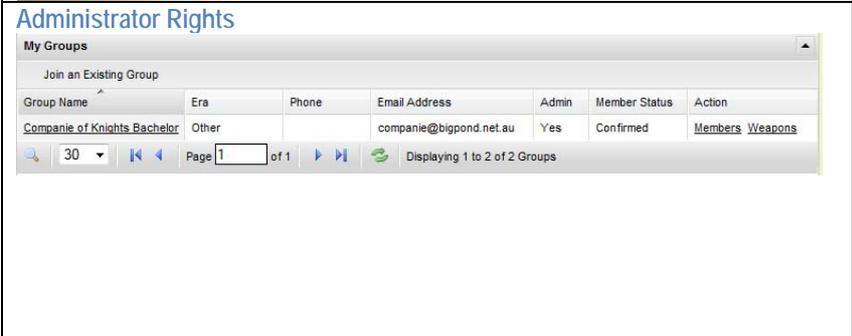
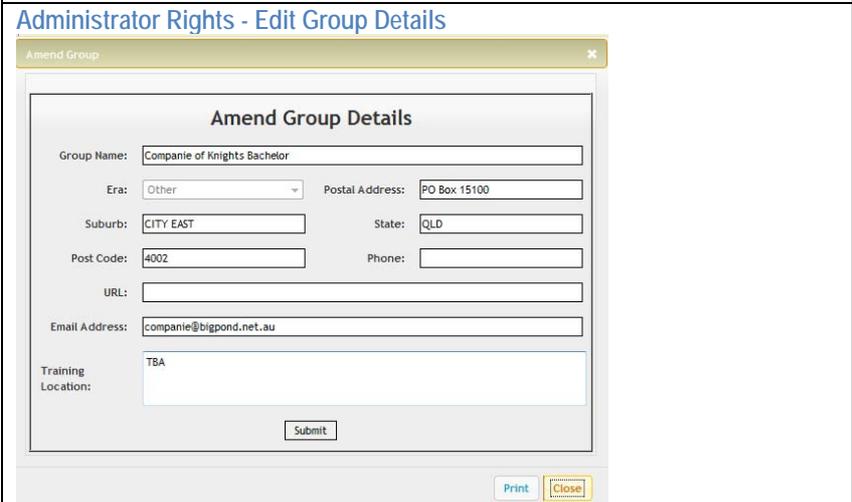
Screen Shot	Description												
<p><b>Individual Membership Fees</b></p> 	<p>Membership Fees &gt; Pay Membership</p>												
<p><b>Pay Membership</b></p> <p>Please click EACH checkbox below to confirm that all steps have been completed prior to generating invoice. When all check boxes are ticked then the generate invoice button will appear. You should also read the terms and conditions too.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Personal Details</u> up to date.</li> <li><input type="checkbox"/> <u>Groups</u> up to date.</li> <li><input type="checkbox"/> <u>Weapons licences</u> if any are up to date.</li> <li><input type="checkbox"/> <u>Dependents</u> if any up to date.</li> <li><input type="checkbox"/> <u>Dependents</u> if any groups are up to date.</li> <li><input type="checkbox"/> <u>Dependents</u> if any weapon licences up to date.</li> <li><input type="checkbox"/> I'm ready to generate my membership fees invoice.</li> <li><input type="checkbox"/> I accept QLHF's <u>terms and conditions</u>.</li> </ul>	<p>When you are ready to pay membership, you will be required to <input checked="" type="checkbox"/> all the boxes before you can raise the invoice.</p> <p>The underlined words are hyperlinks to the corresponding section in the database.</p>												
<p><b>Invoice</b></p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Pay Membership</b></p> <hr/> <p style="text-align: right;"><b>Queensland Living History Federation</b></p> <p><b>Tax Invoice No: 1000010</b></p> <p style="text-align: right;">Queensland Living History Federation PO Box 10692 Adelaide Street Brisbane Queensland 4000</p> <p style="text-align: right;"><b>Document Date: 28 March, 2010</b></p> <p><b>Invoiced To:</b> Michelle Apps  Yeronga QLD 4104</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Product</th> <th>Member</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>NAM</td> <td>New Adult Member (Over 18 years of age)</td> <td>Michelle Apps</td> <td>\$40.00</td> </tr> <tr> <td colspan="3">Includes \$0.00 GST.</td> <td style="text-align: right;"><b>Total:</b> \$40.00</td> </tr> </tbody> </table> </div>		Code	Product	Member	Amount	NAM	New Adult Member (Over 18 years of age)	Michelle Apps	\$40.00	Includes \$0.00 GST.			<b>Total:</b> \$40.00
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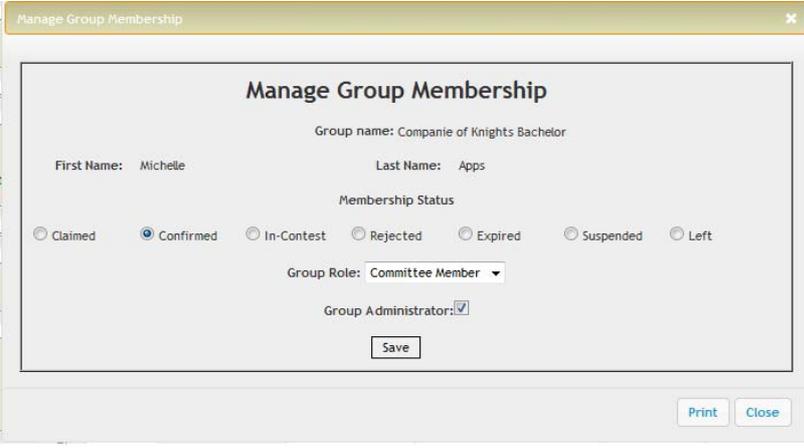
Screen Shot	Description
<p><b>Pay Pal:</b></p> 	<p>PayPal is a way to pay online without sharing your visa or master card details with QLHF. Click <b>[Pay Now]</b> to launch PayPal.</p>
<p><b>Cheque:</b></p> 	<p><b>[Print]</b> a copy of the invoice and attach a cheque or money order and post to:</p> <p>Queensland Living History Federation PO Box 10692 Adelaide Street Brisbane Queensland 4000</p>
<p><b>Bank Deposit:</b></p> 	<p>Please note, if you are paying via EFT you can copy and paste the details for the Bank Deposit.</p> <p><b>It is very important that the reference is quoted – as this is what is used to reconcile the payments received by QLHF.</b></p>
<p><b>Cancel Invoice:</b></p> 	<p>If an invoice is raised and the details are incorrect or need to be reviewed – we have included a <b>[Cancel Invoice]</b> option</p>

## Group Administration - Roles and Responsibilities

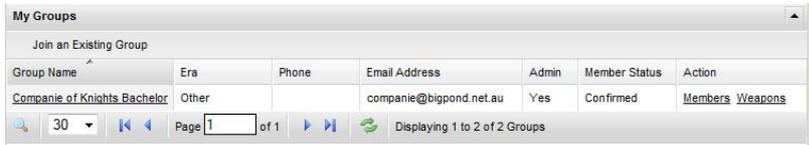
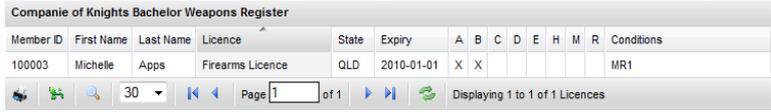
The responsibilities of the Group's Committee member include:

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

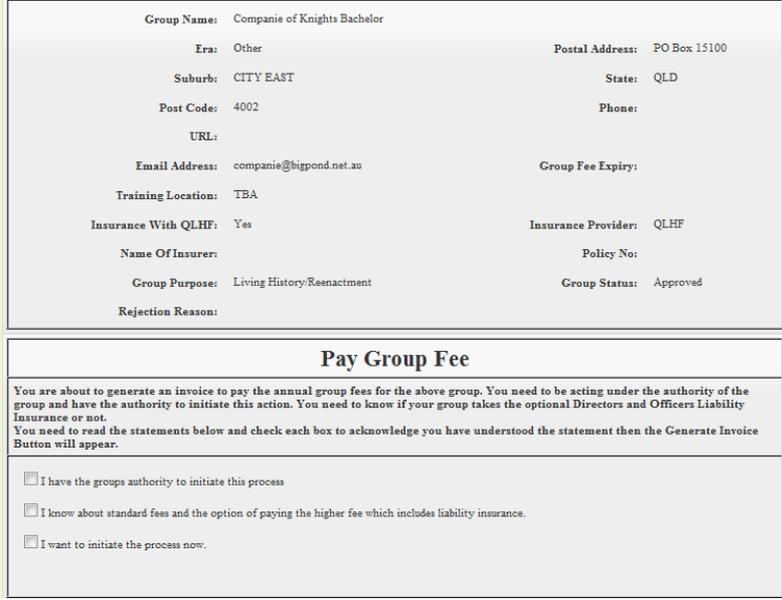
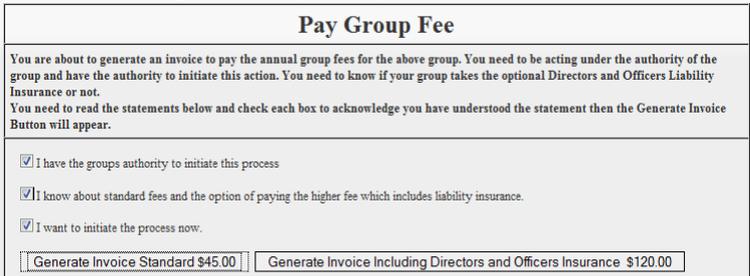
Screen Shot	Description
	<p>When a Committee member has been selected when claiming membership of a group, it will need to be processed by another Committee member who has group administration rights. If there isn't anyone appointed, you can initially email <a href="mailto:qlhf@qlhf.org.au">qlhf@qlhf.org.au</a> and verify the details against what was supplied in 2009/2010.</p>
	<p><b>Under Groups&gt;My Groups</b> you will have a list of the groups that you have claimed membership to.</p>
	<p>If you are a group administrator, you will be given more rights and access to more information in the database.</p> <p>These rights are indicated by underlined hyperlinks.</p> <p>To start working within as an Administrator of a specific group, you will need to click on the underlined option you are after.</p>
	<p>To edit group details, you will need to click on the underlined Group Name – for this example <u>Companie of Knight Bachelor</u>.</p> <p>The Group Administrators will be able to edit all fields that are White (not greyed out – e.g. ERA).</p> <p>Once you have made the changes, click on <b>[Submit]</b> to save.</p>

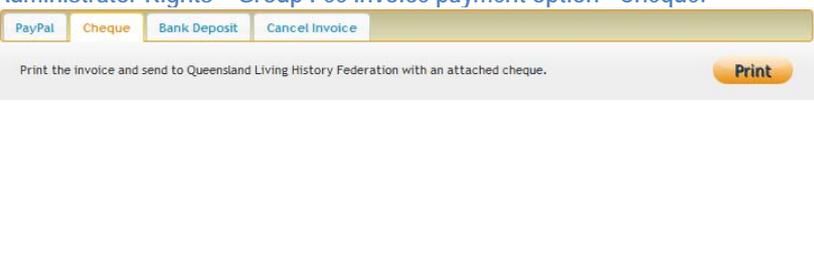
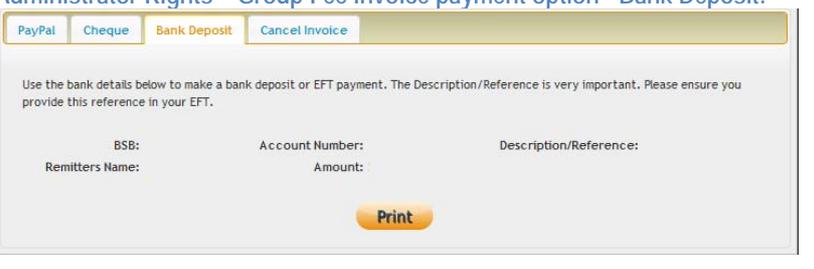
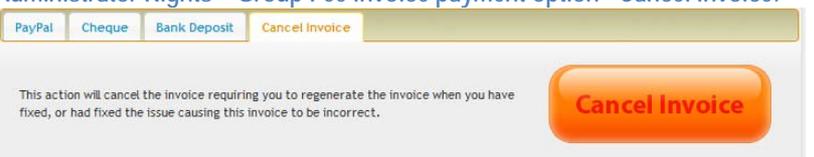
Screen Shot	Description																
<p><b>Administrator Rights – Group membership</b></p> 	<p>To review memberships, click on <b>Members</b> located under the Action Heading.</p>																
<p><b>Administrator Rights – Group Membership – Members List</b></p> <p><b>Group Members</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p>Group Name: Companie of Knights Bachelor</p> <p>Era: Other <span style="float: right;">Postal Address: PO Box 15100</span></p> <p>Suburb: CITY EAST <span style="float: right;">State: QLD</span></p> <p>Post Code: 4002 <span style="float: right;">Phone:</span></p> <p>URL:</p> <p>Email Address: companie@bigpond.net.au <span style="float: right;">Group Fee Expiry:</span></p> <p>Training Location: TBA</p> <p>Insurance With QLHF: Yes <span style="float: right;">Insurance Provider: QLHF</span></p> <p>Name Of Insurer: <span style="float: right;">Policy No:</span></p> <p>Group Purpose: Living History/Reenactment <span style="float: right;">Group Status: Approved</span></p> <p>Rejection Reason:</p> </div> <p><b>Group Members</b></p> <table border="1"> <thead> <tr> <th>MemberID</th> <th>Last Name</th> <th>First Name</th> <th>Role</th> <th>Admin</th> <th>Status</th> <th>Financial</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td><u>100003</u></td> <td>Apps</td> <td>Michelle</td> <td>Committee Member</td> <td>Yes</td> <td>Claimed</td> <td>Active</td> <td>Individual</td> </tr> </tbody> </table>	MemberID	Last Name	First Name	Role	Admin	Status	Financial	Type	<u>100003</u>	Apps	Michelle	Committee Member	Yes	Claimed	Active	Individual	<p>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></p> <p>From here you can also print/ export out a member list.</p> <p>Refer to <a href="#">Administrator Rights – Groups – Print/ Export Reports on Members</a> for more details</p>
MemberID	Last Name	First Name	Role	Admin	Status	Financial	Type										
<u>100003</u>	Apps	Michelle	Committee Member	Yes	Claimed	Active	Individual										
<p><b>Administrator Rights – Process/ Manage Group Membership</b></p> 	<p>The Group Administrators will have process the membership to one of the following</p> <ol style="list-style-type: none"> <li>1) Claimed</li> <li>2) Confirmed</li> <li>3) In-Contest</li> <li>4) Rejected</li> <li>5) Expired</li> <li>6) Suspended</li> <li>7) Left</li> </ol> <p>If the member is a Committee member and is responsible for processing the group - <input checked="" type="checkbox"/> the Group Administrator checkbox to turn on more functions in the database.</p> <p>Click on [Save].</p>																

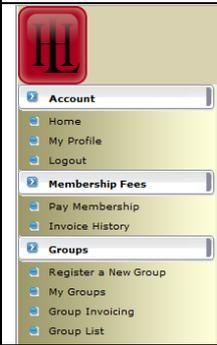
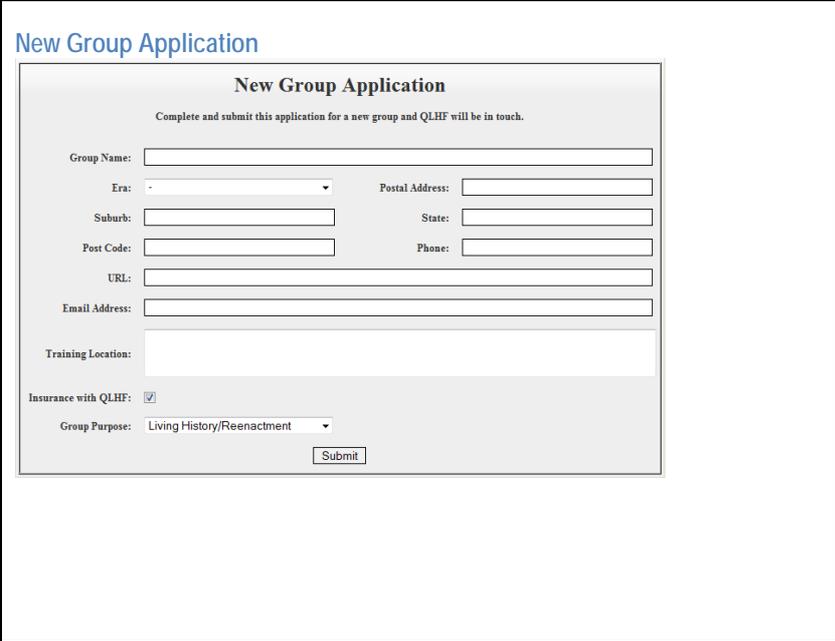
## Group Administration - Reports

Screen Shot	Description
<p><b>Administrator Rights – Weapons</b></p> 	<p>To review members who indicate that they have a weapons licence - click on <b>Weapons</b> under the heading Action.</p>
<p><b>Administrator Rights – Weapons Register for members of the Group</b></p> 	<p>On this screen the Group Administrator will be able to see limited details of weapon's licences has nominated by the member.</p> <p>Specifically they will be able to see:</p> <ol style="list-style-type: none"> <li>1) Member Id</li> <li>2) First Name</li> <li>3) Surname</li> <li>4) Licence Type</li> <li>5) State</li> <li>6) Expiry</li> <li>7) Categories</li> <li>8) Conditions.</li> </ol>
<p><b>Administrator Rights – Groups – Print/ Export Reports on Members</b></p> 	<p>Group Administrators will be able to produce reports on their members. The options are:</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;">   </div> <p><b>Print</b></p>  - This icon sends the details of the list to your printer. <p><b>Export to Excel</b></p>  - This icon sends the details of the list to excel.

## Ordinary Membership Fee

Screen Shot	Description
<p><b>Administrator Rights – Group Fee</b></p> 	<p>The Group Administrator is able to raise the invoice to pay the Ordinary Membership fee. To do this you need to click on <b>Pay Fees</b>.</p>
<p><b>Administrator Rights – Group Fee Checklist</b></p> 	<p>You will be required to review all the detail about the group.</p> <p>In order to generate the invoice, you need to review the statement and <input checked="" type="checkbox"/> the boxes confirming that you:</p> <ol style="list-style-type: none"> <li>1) I have the groups authority to initiate this process</li> <li>2) I know about standard fees and the option of paying the higher fee which includes liability insurance.</li> <li>3) I want to initiate the process now.</li> </ol>
<p><b>Administrator Rights – Group Fee Options on Membership Fee</b></p> 	<p>Once ticked, you will need to pick the applicable option          [Generate Invoice for Standard Ordinary Membership fee \$45]          Or          [Generate Invoice Including Directors and Officers Insurance \$120]</p>

Screen Shot	Description
<p><b>Administrator Rights – Group Fee Invoice Raised</b></p> 	<p>We have deliberately set up the invoice to be generated in the Group's name in order to keep in separate from the individual.</p>
<p><b>Administrator Rights – Group Fee Invoice payment option - Pay Pal:</b></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><b>Administrator Rights – Group Fee Invoice payment option - Cheque:</b></p> 	<p><b>[Print]</b> 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><b>Administrator Rights – Group Fee Invoice payment option - Bank Deposit:</b></p> 	<p>Please note, if you are paying via EFT you can copy and paste the details for the Bank Deposit.</p> <p><b>It is very important that the reference is quoted – as this is what is used to reconcile the payments received by QLHF.</b></p>
<p><b>Administrator Rights – Group Fee Invoice payment option - Cancel Invoice:</b></p> 	<p>If an invoice is raised and the details are incorrect or need to be reviewed – we have included a <b>[Cancel Invoice]</b> option</p>

<p><b>Register a New Group</b></p>	
 <p>The screenshot shows a navigation menu with the following sections:</p> <ul style="list-style-type: none"> <li><b>Account</b> <ul style="list-style-type: none"> <li>Home</li> <li>My Profile</li> <li>Logout</li> </ul> </li> <li><b>Membership Fees</b> <ul style="list-style-type: none"> <li>Pay Membership</li> <li>Invoice History</li> </ul> </li> <li><b>Groups</b> <ul style="list-style-type: none"> <li>Register a New Group</li> <li>My Groups</li> <li>Group Invoicing</li> <li>Group List</li> </ul> </li> </ul>	<p>Under <b>Groups</b>&gt;<b>Register a New Group</b> is part of the new group registration process. This will be used in conjunction with your application to join QLHF.</p> <p>Once the QLHF <b>Appraisals Coordinator</b> receives your details – this makes up part of the overall process.</p>
<p><b>New Group Application</b></p>  <p>The screenshot shows the 'New Group Application' form with the following fields:</p> <ul style="list-style-type: none"> <li>Group Name: <input type="text"/></li> <li>Era: <input type="text"/></li> <li>Postal Address: <input type="text"/></li> <li>Suburb: <input type="text"/></li> <li>State: <input type="text"/></li> <li>Post Code: <input type="text"/></li> <li>Phone: <input type="text"/></li> <li>URL: <input type="text"/></li> <li>Email Address: <input type="text"/></li> <li>Training Location: <input type="text"/></li> <li>Insurance with QLHF: <input checked="" type="checkbox"/></li> <li>Group Purpose: <input type="text" value="Living History/Reenactment"/></li> <li>Submit: <input type="button" value="Submit"/></li> </ul>	<p>The Application form requires the following information:</p> <ol style="list-style-type: none"> <li>1) Group Name:</li> <li>2) Era:</li> <li>3) Postal Address</li> <li>4) Suburb:</li> <li>5) State:</li> <li>6) Post Code:</li> <li>7) Phone:</li> <li>8) URL:</li> <li>9) Email Address:</li> <li>10) Training Location:</li> <li>11) Insurance with QLHF:</li> <li>12) Insurance Provider:</li> <li>13) Name Of Insurer:</li> <li>14) Policy No:</li> <li>15) Group Purpose:</li> </ol> <p>Once you have completed the registration form click <b>[Submit]</b></p>