

# Managing Your ETSSA Membership Through EdSA Gateway: A Guide



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## ABOUT EDSA GATEWAY

Welcome to EdSA Gateway! You may be wondering what the EdSA Gateway is, what it has to do with your association and what it means for you, an association member.

EdSA Gateway is an online membership platform built especially for professional educator associations. Most importantly, EdSA Gateway allows you to join your association, renew your membership and update your details in one convenient place. It also has the benefit of streamlining membership management for your association.

EdSA Gateway is managed by Educators SA, a not-for-profit association of 60 professional educator associations in South Australia. Educators SA is dedicated to serving, promoting and linking our community of educator associations – of which you are part!

## HOW TO JOIN YOUR ASSOCIATION

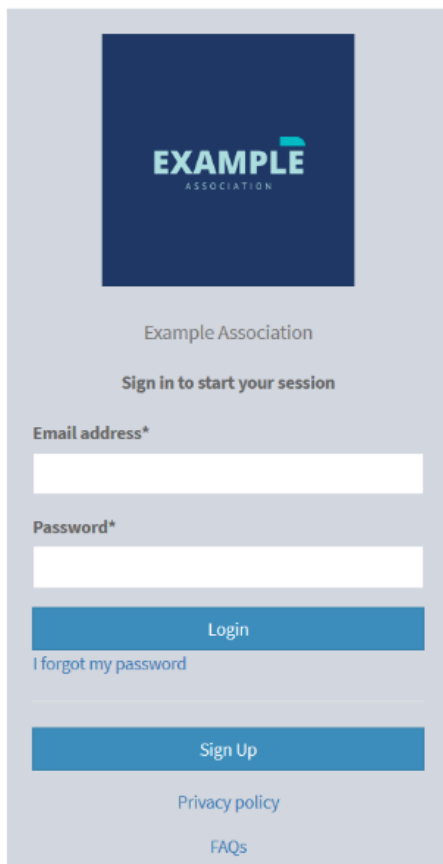
Joining your association through EdSA Gateway is intended to be quick and easy! All you need is your computer and an internet connection. Please allow 5-10 minutes for the process.

### *STEP 1: GO TO EDSA GATEWAY*

Begin by opening your web browser. Next, go to the EdSA Gateway web address given to you by your association. It should look something like this:

[www.edsagateway.com.au/members/etssa](http://www.edsagateway.com.au/members/etssa)

You will now be at the login page which has an option to [Sign Up](#). Click on this option.



The screenshot shows a login page for 'EXAMPLE ASSOCIATION'. At the top is the association's logo. Below it, the text 'Example Association' and 'Sign in to start your session' are displayed. There are two input fields: 'Email address\*' and 'Password\*'. Below the password field is a blue 'Login' button. A link 'I forgot my password' is positioned below the login button. Further down is a blue 'Sign Up' button. At the bottom of the page are links for 'Privacy policy' and 'FAQs'.

## STEP 2: SELECT YOUR MEMBERSHIP TYPE

Next, select your membership type and click [Continue](#).

EXAMPLE

Example | Sign Up

? FAQs? Help & FeedbackLogin

Example Association

Step 1 Membership Type	Step 2 Period	Step 3 Details
---------------------------	------------------	-------------------

Please choose your Membership type:

Membership type\*

☒ \$ 100.00 per year - Individual Membership

☐ \$ 200.00 per year - Site Membership

☐ \$ 50.00 per year - Student Membership

Continue

\* are compulsory fields

## STEP 3: SELECT YOUR SUBSCRIPTION TYPE

Now select your subscription type. ETSSA currently offers a 12 month-membership starting in January each year. Click [Continue](#).

EXAMPLE

Example | Sign Up

? FAQs? Help & FeedbackLogin

Example Association

Step 1 Membership Type	Step 2 Period	Step 3 Details
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Please choose the period you would like to register for below:

You are signing up for:

Membership type: Individual Membership

Yearly cost: \$100.00

Period\*

☒ 01-Jan-2020 - 01-Jan-2021

☐ Monthly subscription from 01-Jan-2020 - 01-Jan-2021 (costing \$ 8.63 per month, credit card required)

Continue

\* are compulsory fields

I've made a mistake, I want to change my Membership type

## STEP 4: ADD YOUR DETAILS

Next, enter your email address and create a password. This email address and password will be your membership login details, so keep a record of them in a safe place. You will then need to fill in some further details. Fields marked with an asterisk are required fields. Once you have filled in your details, click [Create account](#) at the bottom of the page.

Step 1 Membership Type	Step 2 Period	Step 3 Details
<h3>Account Details</h3> <p>You are signing up for:</p> <p><b>Membership type:</b> Individual Membership</p> <p><b>Membership period:</b> 01-Jan-2020 - 01-Jan-2021</p> <p><b>Yearly cost:</b> \$100.00</p> <p><a href="#">I've made a mistake, I want to change my Membership type or Membership period</a></p> <p><b>Email address*</b> <span style="float: right;">* are compulsory fields</span></p> <input type="text"/> <b>Password*</b> <input type="password"/> <ul style="list-style-type: none"><li>• Your password can't be too similar to your other personal information.</li><li>• Your password must contain at least 8 characters.</li><li>• Your password can't be a commonly used password.</li><li>• Your password can't be entirely numeric.</li></ul>		

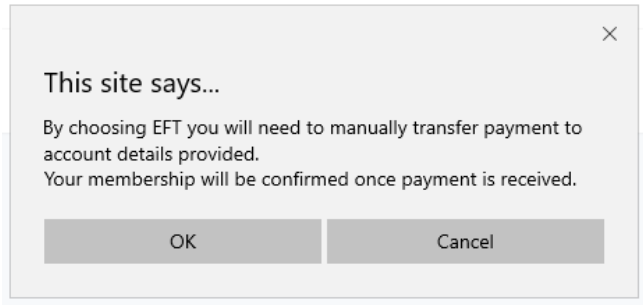
## STEP 5: MAKE PAYMENT

You can choose to [Pay With Credit/Debit Card](#) or [Pay With EFT \(Bank Transfer\)](#) by clicking on either option.

Dashboard	Pay For Membership	Dashboard > \$ Memberships > \$ Pay For Membership
<div>ACCOUNT</div> <div><a href="#">Edit Details</a></div> <div><a href="#">Memberships</a></div> <div><a href="#">Update Card</a></div> <div>USER SETTINGS</div> <div><a href="#">Change Email</a></div> <div><a href="#">Change Password</a></div> <div>HELP</div> <div><a href="#">Help &amp; Feedback</a></div> <div><a href="#">FAQs</a></div>	<h3>Membership</h3> <p>Individual Membership</p> <p><b>Start date of new membership</b></p> <p>01-Jan-2020</p> <p><b>Yearly fee \$</b></p> <p>100.00</p> <p><a href="#">I've made a mistake, change my membership details</a></p> <p><a href="#">Pay With Credit Card</a> <a href="#">Pay With EFT (Bank) Transfer</a></p>	

If you choose the credit/debit card option, you can provide the details of your card and complete the payment immediately. You will then receive an email confirming that your membership has been paid. You will also receive a tax invoice attached to this email that will be marked as 'PAID'.

If you choose the EFT process, a pop-up box will appear:



Click **OK** and you will then receive an email containing an UNPAID invoice and the account details to transfer funds to your association.

Once you have transferred funds and your EFT has been processed you will automatically receive a further email with a PAID tax invoice.

*STEPS COMPLETE!*

## HOW TO UPDATE YOUR MEMBERSHIP DETAILS

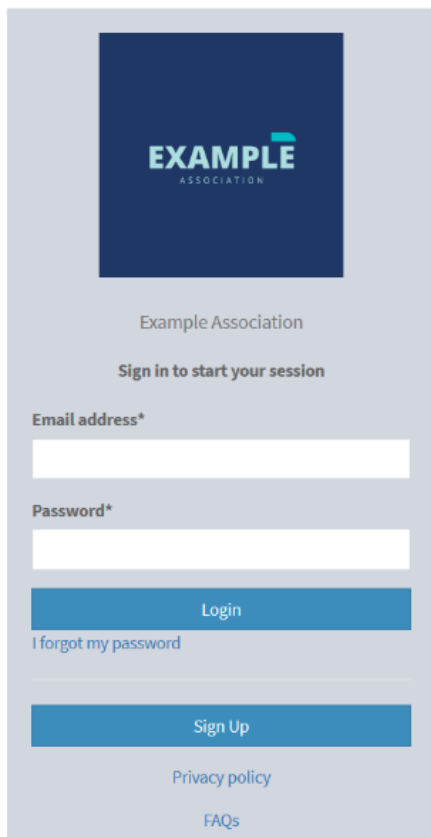
At one point or another you may wish to update your membership details and we recommend you do whenever any of your details change. Updating your information can be done through EdSA Gateway.

### *STEP 1: GO TO EDSA GATEWAY*

Begin by opening your web browser. Next, go to the EdSA Gateway web address given to you by your association. It should look something like this:

[www.edsagateway.com.au/members/etssa/login](http://www.edsagateway.com.au/members/etssa/login)

You will now be at the login page. Enter your email address and password, then click [Login](#). If you have forgotten your password, look at the *How to Reset Your Password* section of this guide. If you have forgotten which email address you signed up with, contact your association or Educators SA for assistance.

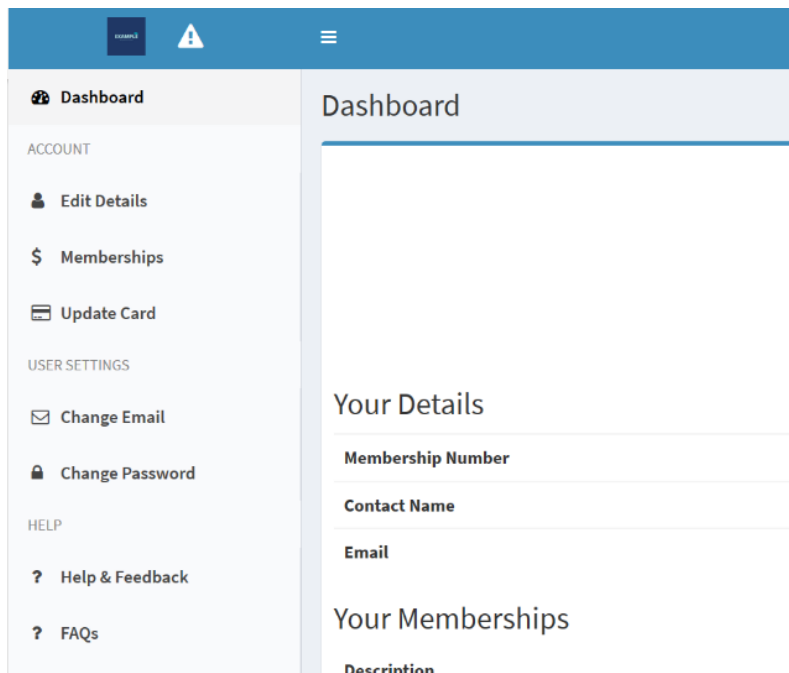


The screenshot shows a login page for 'EXAMPLE ASSOCIATION'. At the top is the association's logo. Below it, the text 'Example Association' and 'Sign in to start your session' are displayed. The login form includes two input fields: 'Email address\*' and 'Password\*'. Below these fields is a blue 'Login' button. A link 'I forgot my password' is positioned below the 'Login' button. At the bottom of the form is a blue 'Sign Up' button. Below the 'Sign Up' button are two links: 'Privacy policy' and 'FAQs'.



## STEP 2: NAVIGATE THE SIDE BAR

You will now be logged into the EdSA Gateway and have access to your dashboard. The side bar on the left houses the options for updating your details. These options include [Edit Details](#), [Update Card](#), [Change Email](#) and [Change Password](#). Simply click on the option of interest and follow the prompts to make changes.



**STEPS COMPLETE!**

## HOW TO RESET YOUR PASSWORD

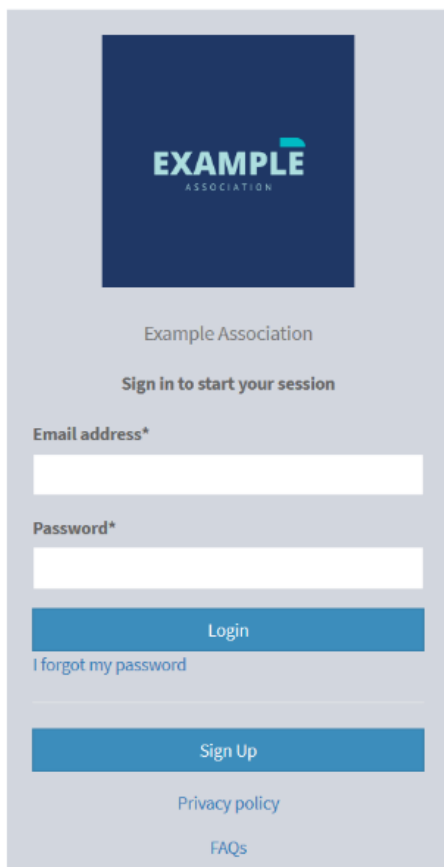
If you have forgotten your EdSA Gateway password, don't worry. There is a feature on the login page that enables you to reset your password. Please allow 5 minutes for the process.

### STEP 1: GO TO EDSA GATEWAY

Begin by opening your web browser. Next, go to the EdSA Gateway web address given to you by your association. It should look something like this:

[www.edsagateway.com.au/members/etssa/login](http://www.edsagateway.com.au/members/etssa/login)

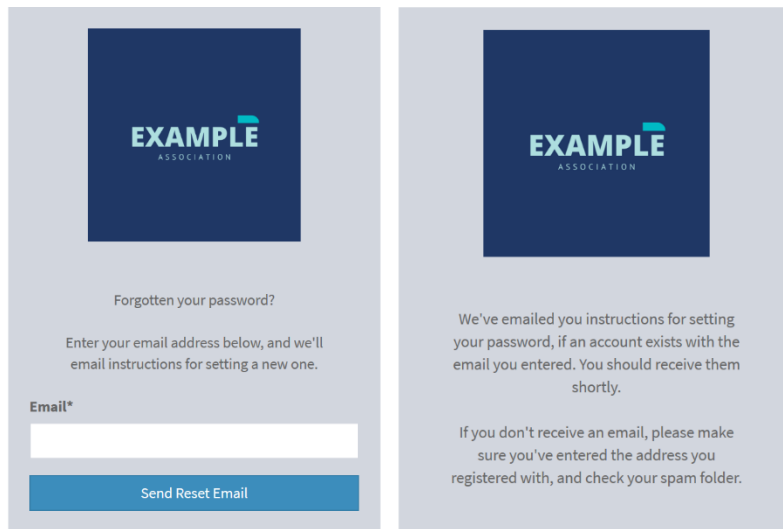
You will now be at the login page which has an [I forgot my password](#) link. Click on this.



The screenshot shows a login page for 'EXAMPLE ASSOCIATION'. At the top is the association's logo. Below it, the text 'Example Association' and 'Sign in to start your session' are displayed. The login form includes two input fields: 'Email address\*' and 'Password\*'. Below these fields are two buttons: a blue 'Login' button and a link that says 'I forgot my password'. At the bottom of the form is a blue 'Sign Up' button. Below the 'Sign Up' button are two links: 'Privacy policy' and 'FAQs'.

## STEP 2: ENTER YOUR EMAIL ADDRESS

Next, enter the email address you signed up with and click [Send Reset Email](#). You will see a prompt asking you to check your inbox for the reset instructions. If you have forgotten the email address you signed up with, contact your association or Educators SA for assistance.

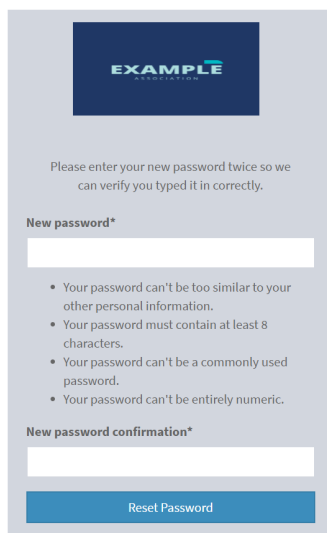


The first screenshot shows a login page for 'EXAMPLE ASSOCIATION' with the heading 'Forgot your password?'. It prompts the user to 'Enter your email address below, and we'll email instructions for setting a new one.' There is an 'Email\*' input field and a 'Send Reset Email' button.

The second screenshot shows a confirmation message: 'We've emailed you instructions for setting your password, if an account exists with the email you entered. You should receive them shortly.' It also includes a note: 'If you don't receive an email, please make sure you've entered the address you registered with, and check your spam folder.'

## STEP 3: CHECK YOUR EMAIL INBOX

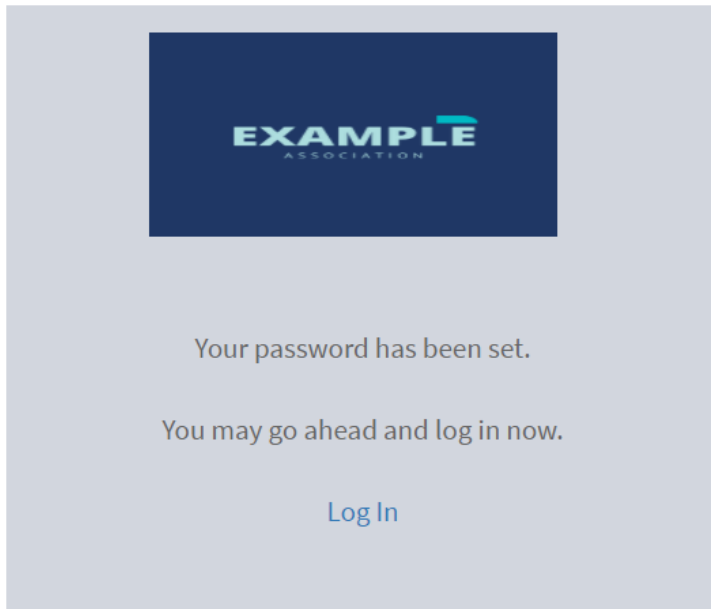
In your inbox or spam folder, you will receive an email from [EdSA Gateway](#) titled [Password Reset](#). Open the email and click on the link contained inside. The link will open a prompt to set a new password. Create your new password and click [Reset Password](#).



The screenshot shows a 'Reset Password' form for 'EXAMPLE ASSOCIATION'. It prompts the user to 'Please enter your new password twice so we can verify you typed it in correctly.' There is a 'New password\*' input field, followed by a list of requirements: 'Your password can't be too similar to your other personal information.', 'Your password must contain at least 8 characters.', 'Your password can't be a commonly used password.', and 'Your password can't be entirely numeric.' Below this is a 'New password confirmation\*' input field and a 'Reset Password' button.

#### STEP 4: LOG IN

Your new password has been set. Click on the [Log In](#) link and login to EdSA Gateway using your email address and new password.



STEPS COMPLETE!

## HOW TO RENEW YOUR MEMBERSHIP

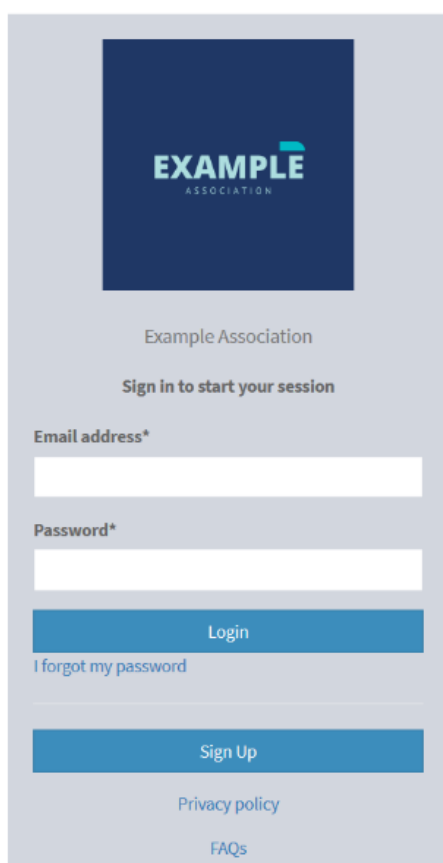
You will receive a notification email when it is time to renew your membership with your association. Renewal through the EdSA Gateway is quick and easy!

### STEP 1: GO TO EDSA GATEWAY

Begin by opening your web browser. Next, go to the EdSA Gateway web address given to you by your association. It should look something like this:

[www.edsagateway.com.au/members/etssa/login](http://www.edsagateway.com.au/members/etssa/login)

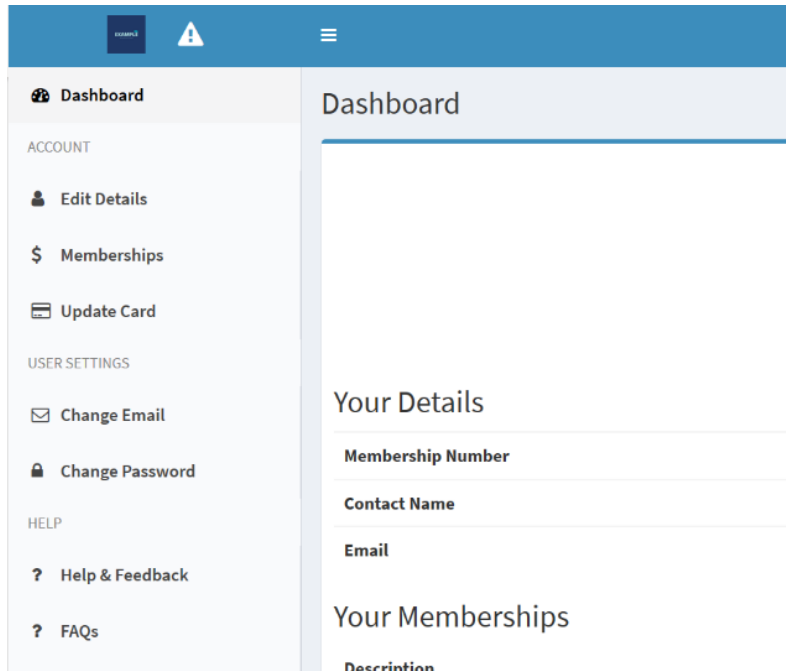
You will now be at the login page. Enter your email address and password and click [Login](#). If you have forgotten your password, look at the *How to Reset Your Password* section of this guide. If you have forgotten which email address you signed up with, contact your association or Educators SA for assistance.



The screenshot shows a login page for 'EXAMPLE ASSOCIATION'. At the top is the association's logo. Below it, the text 'Example Association' and 'Sign in to start your session' are displayed. The login form includes two input fields: 'Email address\*' and 'Password\*'. Below these fields are two buttons: a blue 'Login' button and a grey 'Sign Up' button. A link 'I forgot my password' is located between the 'Login' and 'Sign Up' buttons. At the bottom of the form are two links: 'Privacy policy' and 'FAQs'.

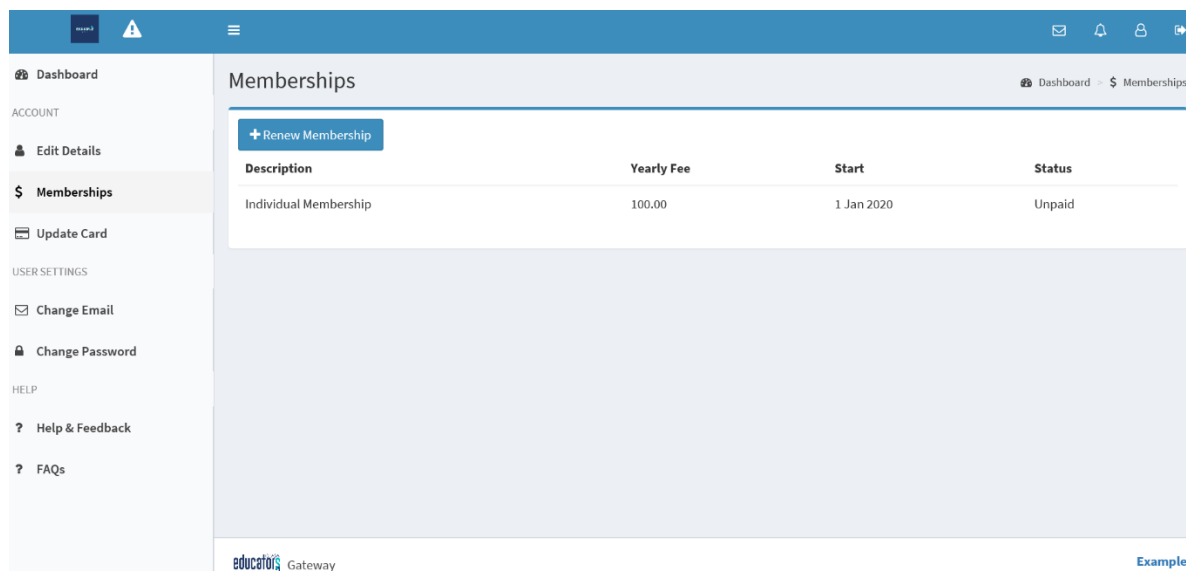
## STEP 2: CLICK ON MEMBERSHIPS

You will arrive at your EdSA Gateway dashboard. Click on the [Memberships](#) section located in the left side bar.



## STEP 3: CLICK ON RENEW MEMBERSHIP

Next, click on [Renew Membership](#).



#### STEP 4: KEEP OR CHANGE MEMBERSHIP TYPE

If you are keeping the same membership type, you can proceed to [Step 6](#). If you are changing your membership type, click on [I've made a mistake, change my membership details](#). An example of a time when you may need to change your membership type is if you go from being a pre-service member to an individual member.

The screenshot shows the 'Pay For Membership' page. The left sidebar contains navigation links: Dashboard, ACCOUNT (Edit Details, Memberships, Update Card), USER SETTINGS (Change Email, Change Password), and HELP (Help & Feedback, FAQs). The main content area is titled 'Pay For Membership' and shows the current membership details: 'Individual Membership', 'Start date of new membership' as '01-Jan-2020', and 'Yearly fee \$' as '100.00'. Below these details is a link that says 'I've made a mistake, change my membership details'. At the bottom, there are two buttons: 'Pay With Credit Card' and '\$ Pay With EFT (Bank) Transfer'.

#### STEP 5: SELECT NEW MEMBERSHIP TYPE

In the [Membership type\\*](#) section, select your new membership type from the dropdown menu. After this, click on [Review Details Before Payment](#).

The screenshot shows the 'Membership' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Membership' and shows the 'Membership type\*' dropdown menu with the selected option 'Example - \$100.00 - Individual Membership'. Below this is the 'Period\*' dropdown menu with the selected option 'Current'. At the bottom, there is a button that says 'Review Details Before Payment'.

## STEP 6: MAKE PAYMENT

Next, you can choose to [Pay With Credit/Debit Card](#) or [Pay With EFT \(Bank Transfer\)](#) by clicking on either option.

The screenshot shows the 'Pay For Membership' page. On the left is a sidebar with navigation links: Dashboard, ACCOUNT (Edit Details, Memberships, Update Card), USER SETTINGS (Change Email, Change Password), and HELP (Help & Feedback, FAQs). The main content area is titled 'Pay For Membership' and contains the following fields: 'Membership' (Individual Membership), 'Start date of new membership' (01-Jan-2020), and 'Yearly fee \$' (100.00). Below these fields is a link that says 'I've made a mistake, change my membership details'. At the bottom are two buttons: 'Pay With Credit Card' and 'Pay With EFT (Bank) Transfer'.

If you choose the credit/debit card option, you can provide the details of your card and complete the payment immediately. You will then receive an email confirming that your membership has been paid. You will also receive a tax invoice attached to this email that will be marked as 'PAID'.

If you choose the EFT process, a pop-up box will appear:

The pop-up box has a title 'This site says...' and a close button (X) in the top right corner. The text inside reads: 'By choosing EFT you will need to manually transfer payment to account details provided. Your membership will be confirmed once payment is received.' At the bottom are two buttons: 'OK' and 'Cancel'.

Click [OK](#) and you will then receive an email containing an UNPAID invoice and the Educators SA account details for the transfer of funds.

Once you have transferred funds and your EFT has been processed you will automatically receive a further email with a PAID tax invoice.

**STEPS COMPLETE!**



## HELP AND FEEDBACK

If you require assistance you can click on [FAQs](#) or [Help and Feedback](#) at any time. If you would prefer to speak with someone, contact your association or Educators SA.

### *Educators SA*

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