



Renewing your Gymnastics Australia Technical Membership Online

Step 1: Sign in to the Gymnastics Australia Website

1. Go to the Gymnastics Australia website by visiting <http://gymnastics.org.au>
2. In the top right hand corner of the window, click **Sign In** this will take you to the sign in page.



3. You will now need to sign in using your Technical Member ID as your username, and your Gymnastics Australia password. If you have forgotten your password, please contact support@gymnastics.org.au

Sign In

Username

Password

Keep me signed in

Sign In

4. Once you have signed in, click the top right hand corner on the **Hi, Your Name** link to access your Gymnastics Australia account and Technical Member Portal.





Step 2: Have you completed the required steps to renew your membership?

5. Do you have enough updating points? You can view your Updating Points total at the top right of the screen after clicking the **Hi, Your Name** link:

Technical Member Portal

Features available:

- Review your personal information
- Keep up to date with your Updating Status
- Renew your Technical Membership
- Benefits tab, where you can access ALP Manuals and information
- View your current Updating Points

**Updating
Points
16**

This is your current total of updating points accrued in your 12 month membership,

6. If you do not have enough updating points, Gymnastics Australia's website has a [list of updating ideas](#). You can check how many updating points you have on your Technical Membership portal.

ACCREDITATION LEVEL						
	Beginner (BEG)	Intermediate (INT)	Intermediate Bronze (INB)	Advanced (ADV)	Advanced Silver (ADS)	High Performance / FIG (HPF/FIG)
Annual points required	3	6	6	6	12	18

7. Have you completed the **Gymnastics Australia Child Safe Online Course**?
This free, online course is a mandatory part of renewing your membership, and if you have not completed it you will not be able to renew. [Please see this link for more information](#). Note that after you've completed the Child Safe Online Course, you will need to wait until the following day before the Renew tab will be available.
8. For Advanced or higher level coaches: Do you have a current first aid certificate?
As an Advanced or higher level coach, you need to hold a current First Aid certificate. If you have recently completed a First Aid course, please send the certificate to membership@gymnastics.org.au to have it added to your Gymnastics Online profile.



Step 3: Renewing your Gymnastics Australia Technical Membership

9. If you are eligible to renew your membership, you will be able to see a 'Renew' tab on your Technical Membership portal. If you have enough updating points, and have completed the Gymnastics Australia Child Safe Online course, but can't see the renew tab, please contact membership@gymnastics.org.au.

The screenshot shows a navigation bar with tabs: Personal Information, Renew (highlighted with a red box), Transactions, Accreditation, and Updating. Below the navigation bar is the 'Technical Member Portal' header. On the left, under 'Features available:', there is a list: Review your personal information, Keep up to date with your Updating Status, Renew your Technical Membership, Benefits tab, where you can access ALP Manuals and information, and View your current Updating Points. On the right, a green box displays 'Updating Points 16' with the text: 'This is your current total of updating points accrued in your 12 month membership,'.

10. Please take time to carefully read the details displayed on the screen, including the Technical Membership Obligations and the Gymnastics Australia Cancellation / Refund Policy.

Please note: *By progressing past this screen and making payment of your Technical Membership Fee, you agree to be bound by the Constitution, policies and regulations of Gymnastics Australia Inc including the Member Protection Policy.*

The Constitution and all policies and regulations) can be found at:

<http://www.gymnastics.org.au/bylawsregulations>. The Member Protection Policy

and Child Safe Policy can be found at:

http://www.gymnastics.org.au/GA/Child_Safety/Child_Safe_Policy_Codes/Ga/Child_Safety/Child_Safe_Policy_Codes.aspx?hkey=09a19c84-77bf-4dec-a38d-5fe89b1ec92e

Your Technical Membership Fee is fixed and cannot be changed.

If for some reason you believe the fee to be incorrect, please contact the Gymnastics Australia Membership Department via email at membership@gymnastics.org.au.

11. Click the blue **Renew Now** button at the bottom of the screen. You will be taken to the Shopping Cart screen, where you can enter your payment details and submit



your Technical Membership Renewal, via a secure payment gateway.

Invoices

Invoice Number	Description	Balance
N/A	Renewal Fees - Robyn Tribe	1.00 Pay Later

Cart Charges

Invoice Total	1.00
TRANSACTION GRAND TOTAL	1.00

Payment Details

Payment method	VISA <input type="button" value="v"/>
Card number	<input type="text"/>
Name on card	<input type="text"/>
Expiration date	01 <input type="button" value="v"/> 2015 <input type="button" value="v"/>
CSC	<input type="text"/>
Card address	375 Albert Rd Albert Park VIC 3206 Choose another address

12. You will need to complete the following fields:
- Payment method: Select the Credit Card type you will be using to make payment
Please note: Only MasterCard and VISA are accepted
 - (Credit) Card number: Enter your Credit Card number
 - Name on card: Name of cardholder
 - Expiration date: Enter your card's expiry date
 - CSC (Card Security Code): Security number on the back of the card

Once you have completed all fields, please double check they are correct.

When correct, please click the 'Submit Order' button (bottom right) **ONCE ONLY** to submit your payment.

Your payment is now sent through a secure payment gateway

13. You will be sent an email (to the address listed in your Personal Contact Details) titled 'Order Confirmation' which confirms your payment details.

IMPORTANT: Please save these print outs for your own records.



14. You have now successfully renewed your Technical Membership. Your Technical Membership Benefit pack including your certificate will be sent electronically from the GA Office.

Any questions? Get in touch

membership@gymnastics.org.au

03 8698 9700 (dial 1)