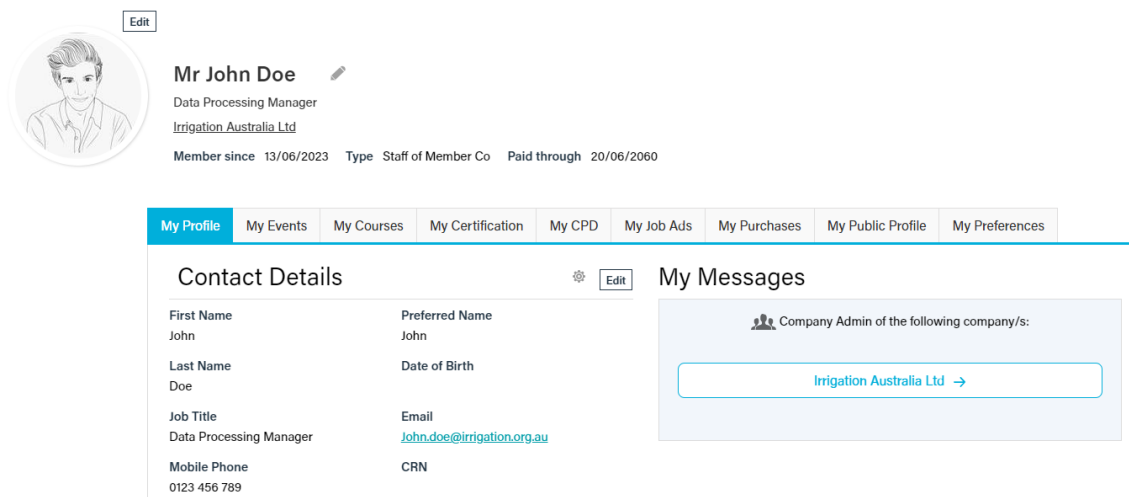


# How to Update your Details & Communication Preferences

Log on to [irrigationaustralia.com.au](http://irrigationaustralia.com.au), using your email address as your username.

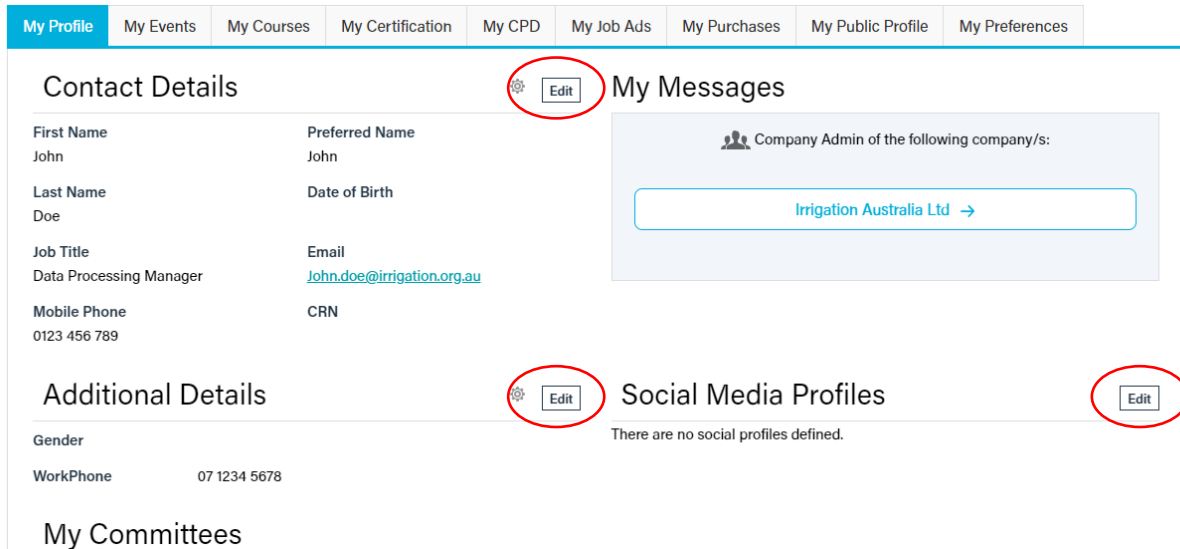
- If you are unable to login you may need to reset your password first.
1. On the top right, you will see Hi, [your name], followed by My Profile and Log out.
  2. Select My Profile
  3. The following page will open up



The screenshot shows a user profile page for Mr John Doe. At the top left is a circular profile picture with an 'Edit' button above it. To the right of the picture, the name 'Mr John Doe' is displayed with a pencil icon, followed by the job title 'Data Processing Manager' and the company name 'Irrigation Australia Ltd'. Below this, membership details are shown: 'Member since 13/06/2023', 'Type Staff of Member Co', and 'Paid through 20/06/2060'. A horizontal navigation bar contains tabs for 'My Profile', 'My Events', 'My Courses', 'My Certification', 'My CPD', 'My Job Ads', 'My Purchases', 'My Public Profile', and 'My Preferences'. The 'My Profile' tab is active. The main content area is divided into two sections: 'Contact Details' and 'My Messages'. The 'Contact Details' section has an 'Edit' button and lists fields for First Name (John), Preferred Name (John), Last Name (Doe), Date of Birth, Job Title (Data Processing Manager), Email (John.doe@irrigation.org.au), Mobile Phone (0123 456 789), and CRN. The 'My Messages' section shows a 'Company Admin of the following company/s:' with a dropdown menu containing 'Irrigation Australia Ltd' and a right-pointing arrow.

## To update your details:

4. Select any of the Edit buttons to change related details.



**My Profile** | My Events | My Courses | My Certification | My CPD | My Job Ads | My Purchases | My Public Profile | My Preferences

### Contact Details

First Name John	Preferred Name John
Last Name Doe	Date of Birth
Job Title Data Processing Manager	Email <a href="mailto:John.doe@irrigation.org.au">John.doe@irrigation.org.au</a>
Mobile Phone 0123 456 789	CRN

### My Messages

Company Admin of the following company/s:

[Irrigation Australia Ltd →](#)

### Additional Details

Gender	
WorkPhone	07 1234 5678

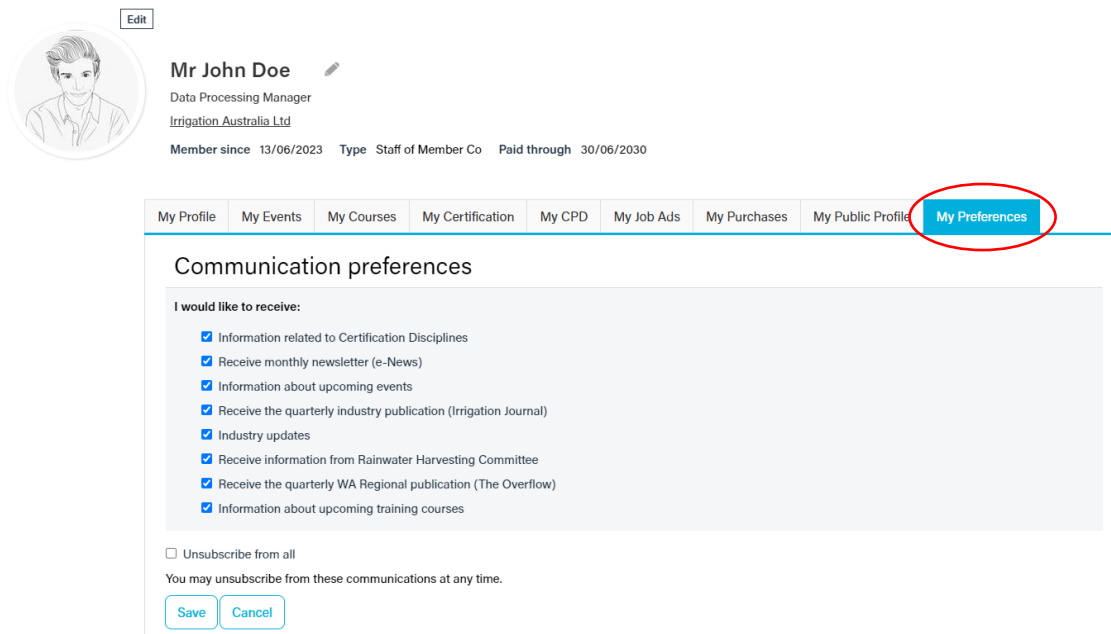
### My Committees


### Social Media Profiles

There are no social profiles defined.

## To update your communication preferences:

5. Select the My Preferences tab.



**Mr John Doe**   
Data Processing Manager  
[Irrigation Australia Ltd](#)  
Member since 13/06/2023 Type Staff of Member Co Paid through 30/06/2030

**My Profile** | My Events | My Courses | My Certification | My CPD | My Job Ads | My Purchases | My Public Profile | **My Preferences**

### Communication preferences

I would like to receive:

- Information related to Certification Disciplines
- Receive monthly newsletter (e-News)
- Information about upcoming events
- Receive the quarterly industry publication (Irrigation Journal)
- Industry updates
- Receive information from Rainwater Harvesting Committee
- Receive the quarterly WA Regional publication (The Overflow)
- Information about upcoming training courses

Unsubscribe from all  
You may unsubscribe from these communications at any time.

[Save](#) [Cancel](#)

6. Save.

For further assistance, please call the Irrigation Australia Team on 07 3517 4000 or send an email to [info@irrigation.org.au](mailto:info@irrigation.org.au).