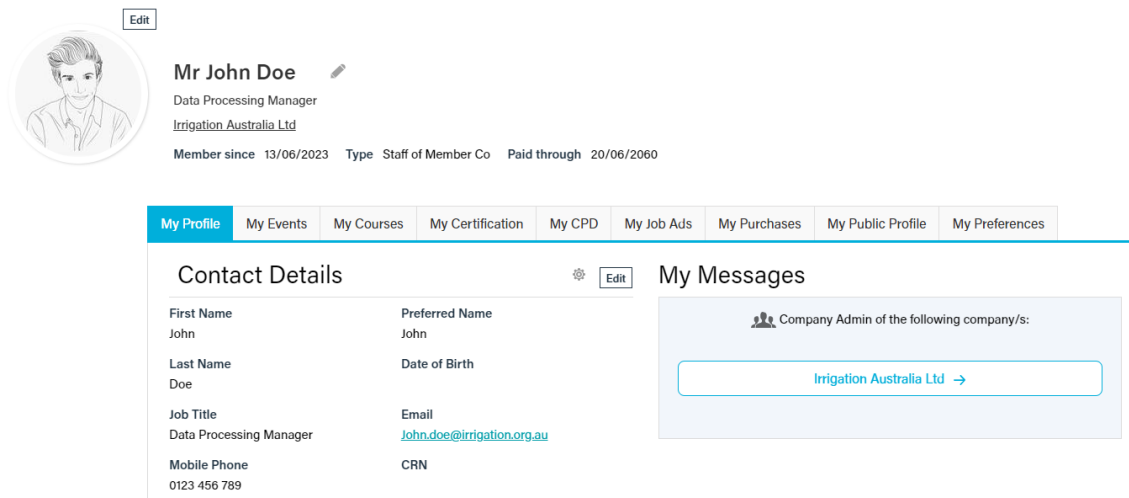


How to Add Staff Members to a Company Profile

Log on to 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 for Mr John Doe. It includes a profile picture, name, job title (Data Processing Manager), company (Irrigation Australia Ltd), and membership details (Member since 13/06/2023, Type Staff of Member Co, Paid through 20/06/2060). Below the profile is a navigation menu with options like My Profile, My Events, My Courses, My Certification, My CPD, My Job Ads, My Purchases, My Public Profile, and My Preferences. The 'Contact Details' section is expanded, showing fields for First Name, Last Name, Job Title, Mobile Phone, Preferred Name, Date of Birth, Email, and CRN. The 'My Messages' section shows the user is a Company Admin of Irrigation Australia Ltd.

Mr John Doe
Data Processing Manager
Irrigation Australia Ltd
Member since 13/06/2023 Type Staff of Member Co Paid through 20/06/2060

Contact Details

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	CRN	

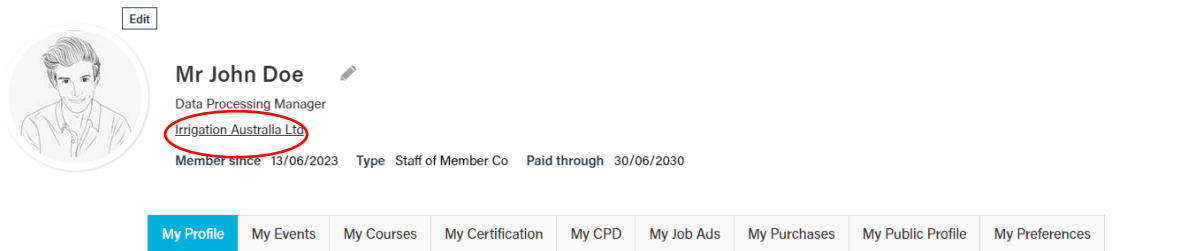
My Messages

Company Admin of the following company/s:

[Irrigation Australia Ltd →](#)

Note: To add staff to a corporate/company membership, you will need to be a company administrator and make sure you are acting on behalf of the company.

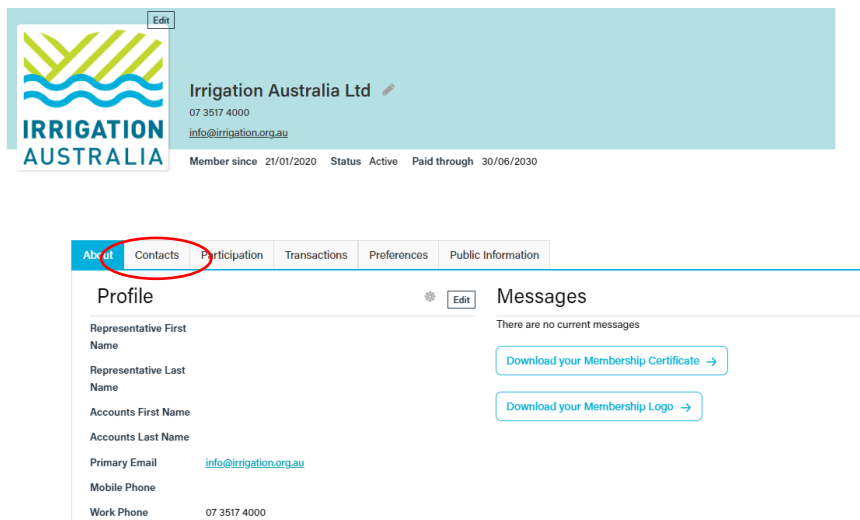
4. Select the Company Name which appears under your name



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

5. Select the contacts tab.



Irrigation Australia Ltd
07 3517 4000
info@irrigation.org.au
Member since 21/01/2020 Status Active Paid through 30/06/2030

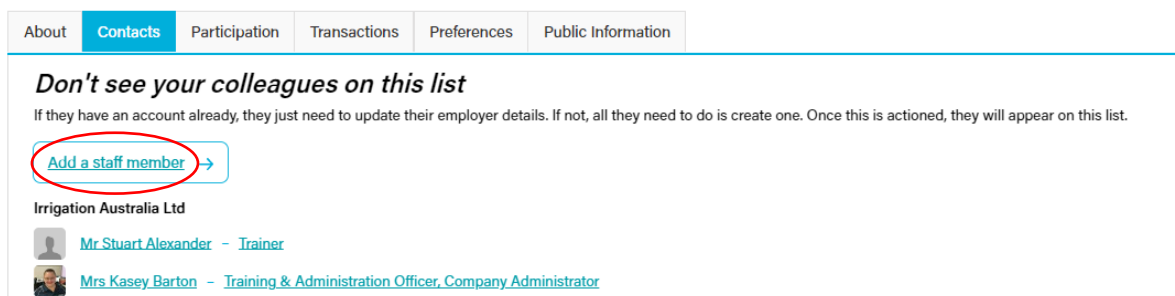
About Contacts Participation Transactions Preferences Public Information

Profile Messages

Representative First Name
Representative Last Name
Accounts First Name
Accounts Last Name
Primary Email info@irrigation.org.au
Mobile Phone
Work Phone 07 3517 4000

There are no current messages
[Download your Membership Certificate ->](#)
[Download your Membership Logo ->](#)

1. Select Add a staff member and complete the information.





About Contacts Participation Transactions Preferences Public Information

Don't see your colleagues on this list
If they have an account already, they just need to update their employer details. If not, all they need to do is create one. Once this is actioned, they will appear on this list.

[Add a staff member ->](#)

Irrigation Australia Ltd

 [Mr Stuart Alexander](#) - Trainer

 [Mrs Kasey Barton](#) - Training & Administration Officer, Company Administrator

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