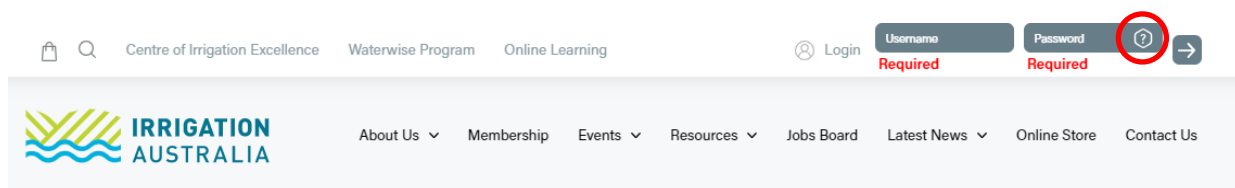


How to navigate the IAL member portal: Overview

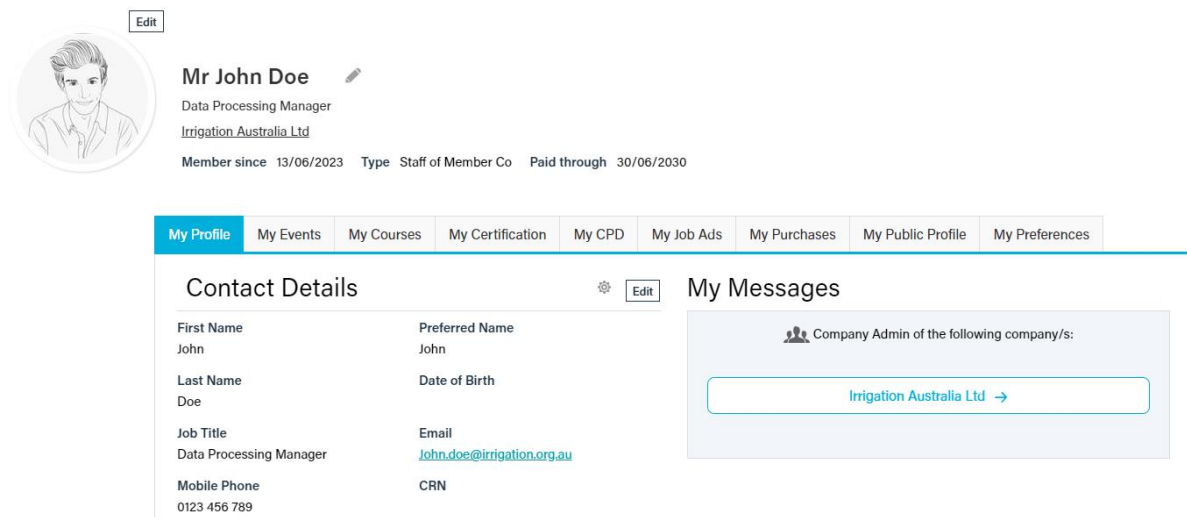
Log on to irrigationaustralia.com.au, using your email address as your username.

- If you are unable to login you may need to reset your password first.
- If you haven't yet set up a password, click the ? on the password tab and follow prompts to set up.



Once logged in, select my profile from the top right-hand corner of the screen.

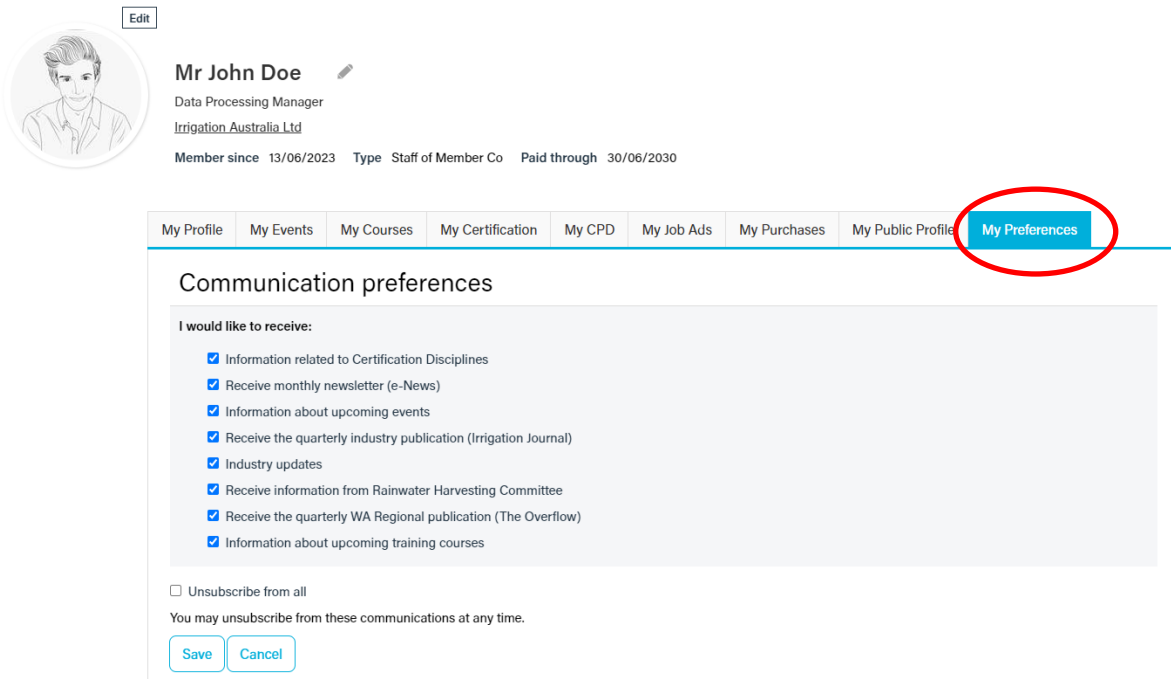
Your screen will appear like this:



Familiarise yourself with the relevant tabs available.

From here you will be able to:

- Set up or update your profile details
- View events or training courses that you have registered for
- View any purchases you have made to download the respective invoice/s and pay
- Update your public profile to ensure customers can contact you easily through the my public profile tab and
- Set your preferences to reflect the types of information you wish to receive from Irrigation Australia.



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

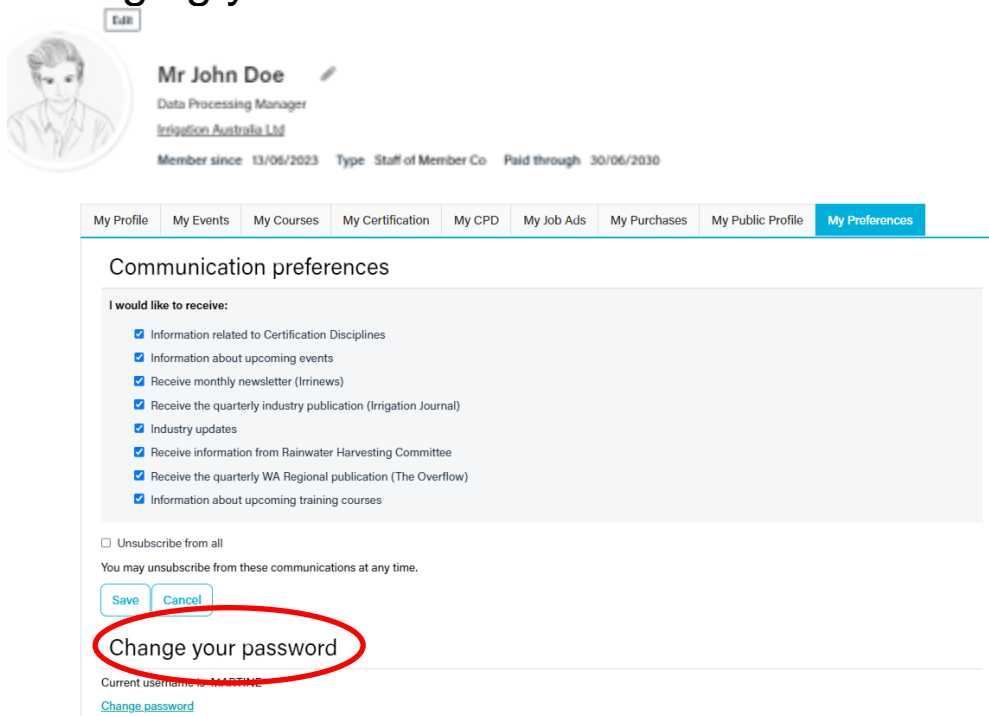
I would like to receive:

- 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

Changing your Password:



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
- Information about upcoming events
- Receive monthly newsletter (Irrinews)
- 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

Change your password




Current username is: MARTINE
[Change password](#)

Paying an Invoice

To download and/or pay an invoice, simply select the my purchases tab

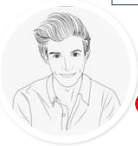
All open invoices will appear like this, click the “PAY” box and follow the prompts to the “cart” to finalise payment.

Open invoices

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due	
			20/10/2022	New Member Fees	160.00	160.00	
						Total balance due	160.00
						Total selected	0.00

[Add To Cart](#)

NOTE: If you are acting on behalf of a company, you will need to be a company administrator and select the company name first (see below image)



Edit

Mr John Doe

Date 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](#)

To download and/or pay an invoice, simply select the Transactions tab

All open invoices will appear like this, click the “PAY” and follow the prompts to the “cart” to finalise payment.



About
Contacts
Participation
Transactions
Preferences
Public Information

Open invoices

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due	
			1/06/2022	Company Membership Fee for the period from 1 Jul 2022 through 30 Jun 2023	1/07/2022	780.00	
						Total balance due	780.00
						Total selected	0.00

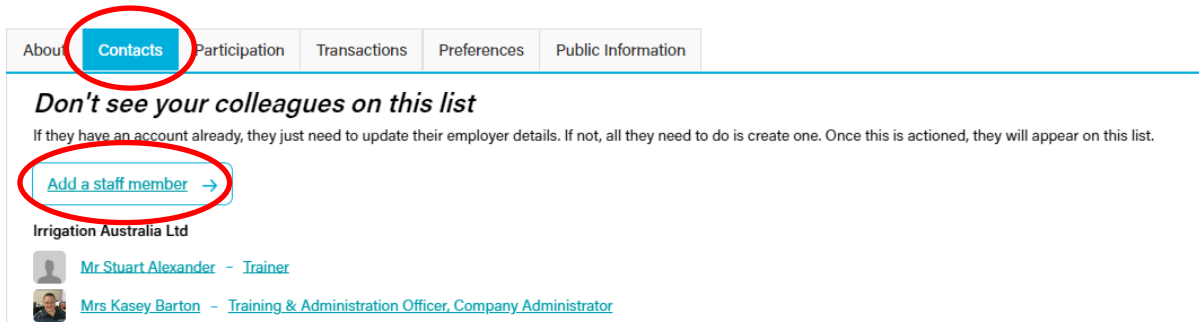
[Add To Cart](#)

Invoices

Invoice Number	Date	Type	Description	Amount	Balance	View Invoice
	1/06/2022	Membership	Company Membership Fee for the period from 1 Jul 2022 through 30 Jun 2023	780.00	780.00	

Adding Staff Members

To add staff to a corporate/company membership, ensure you are acting on behalf of the company as a company administrator, select the contacts tab and select the Add a staff member tab 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 →](#)

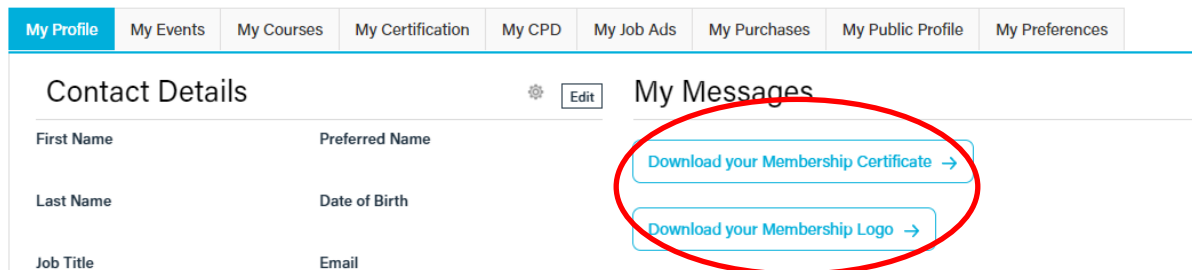
Irrigation Australia Ltd

 [Mr Stuart Alexander](#) - [Trainer](#)


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

Downloading Membership Certificates and logos

To download your membership certificates and logo, select the My profile tab, and simply click the download button



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

Contact Details  [Edit](#) My Messages

First Name	Preferred Name
Last Name	Date of Birth
Job Title	Email

[Download your Membership Certificate →](#)

[Download your Membership Logo →](#)

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