



Australian Rural Connect (ARC)

Instructions for Membership Renewals

ACCESSING ARC FOR THE FIRST TIME

All Breed Society members will receive an email from ARC containing a link to the ARC database.

Click on the link in this email to take you the ARC Database where you will be instructed to confirm your login and enter a new password. You can make this password anything you wish but we suggest a combination of upper and lower case letters, and at least one number to ensure a secure password.

Please record your new password and your User Name listed on the login page in a safe place as you will require this information for your future logins.

The screenshot shows a web interface for the ARC database. At the top, there is a logo for 'THE SOCIETY' with the text 'ROYAL AGRICULTURAL & HORTICULTURAL SOCIETY OF SOUTH AUSTRALIA, INCORPORATED' below it. Below the logo, a message reads: 'For security reasons, your password must now be changed. Your password was last changed or reset on 7/08/2015 4:39 PM'. Below this message is a login form with the following fields: 'User Name' (containing 'barnes@gmail.com'), 'New Password', and 'Verify New Password'. A red 'Save' button is located at the bottom of the form. A blue arrow points from the text above to the 'User Name' field, which is circled in blue.

HOW TO RENEW YOUR MEMBERSHIP

1. Click on the “Memberships” tab in the top menu, and make sure the Memberships view is set to “My Memberships” (not All Memberships).
2. Click “Renew Membership” to begin the renewal process. This will launch the Membership Renewal Wizard.

STEP 1: Membership Type

A list of available membership types will be displayed. Select the membership type you wish to renew and click Next to proceed.

STEP 2: Membership Fee

Select the appropriate membership fee from the list of fees available and click Next to proceed.

STEP 3: Personal Details

Check your personal details, make any changes if required, and click Next. Note that fields highlighted with a red line are mandatory and must be completed to proceed.

STEP 4: Stud Details

If your Breed Society and/or selected membership requires you include Stud Details, either enter the new Stud Details, or check the Stud Details already recorded. Make any necessary changes, and then click Next.

Note: If your Breed Society or the membership type you have selected does not require Stud Details then this step will not be shown in the wizard.

STEP 5: Review

This step provides you with a summary of the information you have supplied. If you wish to edit any of the information, simply click on the appropriate step in the navigation panel and update, then click back to the review step. It is important to make sure all the information you are submitting is correct. Once you are happy with your details, click Next to proceed to payment.

STEP 6: Payment Details

A summary of the fees due for your new member registration will be displayed at this screen. Please select your payment method to proceed with payment.

Credit Card – please complete your credit card details and click Submit. Once submitted your credit card payment will be processed through ‘SecurePay’ and you will be emailed a tax invoice/receipt and a summary of the details submitted for your records.

For **EFT / Direct Debit** or **Cheque/Cash** payment – select the appropriate method and click Submit. You will be emailed a tax invoice which includes the bank account details for your payment and details of where to forward your cheque/cash payment. If you elect to pay by EFT/Direct Debit or Cheque/Cash your transaction will not be approved until payment is received.

Once you have completed Step 6 – Payment Details, your membership renewal is complete.

NEED ASSISTANCE?

If you need any assistance at all with your membership renewal please contact your Breed Society, or the ARC Helpline on (08) 8210 5232, email arc@adelaideshowround.com.au.