

This document details instructions of how to log into SSAI's member registration system. This is required to:

- change a member's details;
- add a proof of age document;
- enrol into classes;
- enrol into events;
- purchase merchandise; and
- upgrade into a new membership category.

1. Log into Revolutionise

Log into Revolutionise as the applicable member by:

1. Select the applicable link:

STATE ASSOCIATION REGISTERED WITH	LINK
Western Australia	https://www.revolutionise.com.au/sswa/
Victoria	https://www.revolutionise.com.au/ssvic/
New South Wales / ACT	https://www.revolutionise.com.au/ssnsw/
Queensland	https://www.revolutionise.com.au/ssqld/

2. Select **member login** from the top right hand corner of the screen.



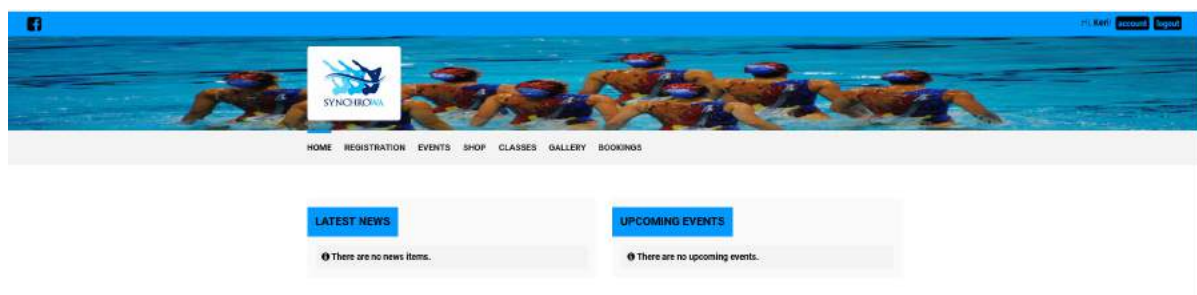
3. Enter the username assigned when the member first registered and the password for that account.

Note: If the password has been forgotten, select **Forgot login details?** and either the members username or email address and press **SUBMIT >** to prompt an email with a temporary password to be sent to the email address specified for this member.

4. Select **LOG IN >**

2. Navigate to the Required Section

Across the top of the screen are a series of folder options:



Select the required option:

Home	Shows latest news and any upcoming events.	
Registration	Allows registration details to be changed including the membership category.	
Events	Shows details of any upcoming events and allows registration into these.	
Shop	Allows the purchasing of any merchandise that has been made available.	
Classes	Enables enrolment into classes that have been created.	
Gallery	Shows photos that have been made available.	
Bookings	Allows items to be booked (such as sound systems)	

3. Log Out of Revolutionise

To log out of Revolutionise select **logout** from the top right hand corner of the screen.

