

## Sign In



1. Open up the members page from the top right corner of the GaRDN website or click <https://gardn.org.au/members/>
2. To sign in for the first time select **Request Password** (the second item under Sign In) and use the email address you have received this email from

● **Request Password**  
We will email you a new password so you can access your account.

Email

**Request Password**

3. The webpage will show this notification and you will need to check your email

- An email with your new password is on its way!  
If you do not receive the email within a few minutes please check your spam folder.

Email

**Required**

Password

**Sign In**

that the password has been sent to.

4. Once you have the password from your email you can **Sign in** to the member site.

## Changing details and password

Once signed in you will see your organisations details as they are currently displayed on our website.

1. Make any changes required
2. If you would like to change your password you can do so by clicking **Change** under Password
3. Then select **Save & Continue**

✓ Save & Continue

About
Profile
Additional
Sign Out

Name  
 Required

Contact Person

Address

Email  
 Required

Phone

Fax

Website

Password  
[Change](#)

4. Then on the Profile page you can make changes to your:

- **Business Card** which is displayed in our online directory <https://gardn.org.au/support-groups/directory>

About
Profile
Additional
Sign Out

**Business Card** [? Learn more](#)

Click areas on card to upload logo or edit tagline:

Click or drop file here to upload image








**Test**

Enter a short description here








- **Profile Description, Objectives, Services and Activities and Publications and Resources**

Profile Description [? Learn more](#)








Describe your products & services:

Edit  **B** / *I* U      

Objectives

Edit  **B** / *I* U      

Services

Edit  **B** / *I* U      

- **Social Links**

Social Links

LinkedIn

Facebook

Twitter

Google+


Youtube

Instagram

Publications

Edit  **B** / *I* U      

5. When you are finished click

 Save & Continue

6. You can then add additional contacts or locations

About
Profile
<b>Additional</b>
Sign Out

Additional Contacts & Locations [? Learn more](#)  
 Add people or locations for your family, company or group:

+ Add New Contact

7. When you are finished click

✓ Save & Continue

## Adding an event

1. Open up the members page <https://gardn.org.au/members/> and sign in.
2. Under **Add an Event**  
[Click Add an Event](#)
3. The screen to the right will appear
4. Fill in the details of your event
5. Upload an image – make sure the image size isn't too large
6. Enter the description of your event and click 

Save & Continue
7. You will get a Thank you message and one of the team at GaRDN will review your event and add it into our calendar and also share it to our Facebook page.

Thank you!

Your event will be reviewed and added to the calendar as soon as possible.








OK

### Add event

Event Setup

Event group	Support Groups		
Event title	<input type="text"/>		
Start	Date	Time (optional)	display as
End	Date (optional)	Time (optional)	display as
Place/location	Event location name (optional)		
Event address	Street (optional)		
	City, state/province, postal code (optional)		

Click or drop file here to upload image

Format Edit **B** / U       

Click here to edit the description and details of your event