DATTA SA Online Payment Instructions

1. Go to the DATTA SA website http://www.datta.sa.edu.au/

2. In the left side bar choose "login" which will take you to the following page
   http://datta.sa.edu.au/members/login/
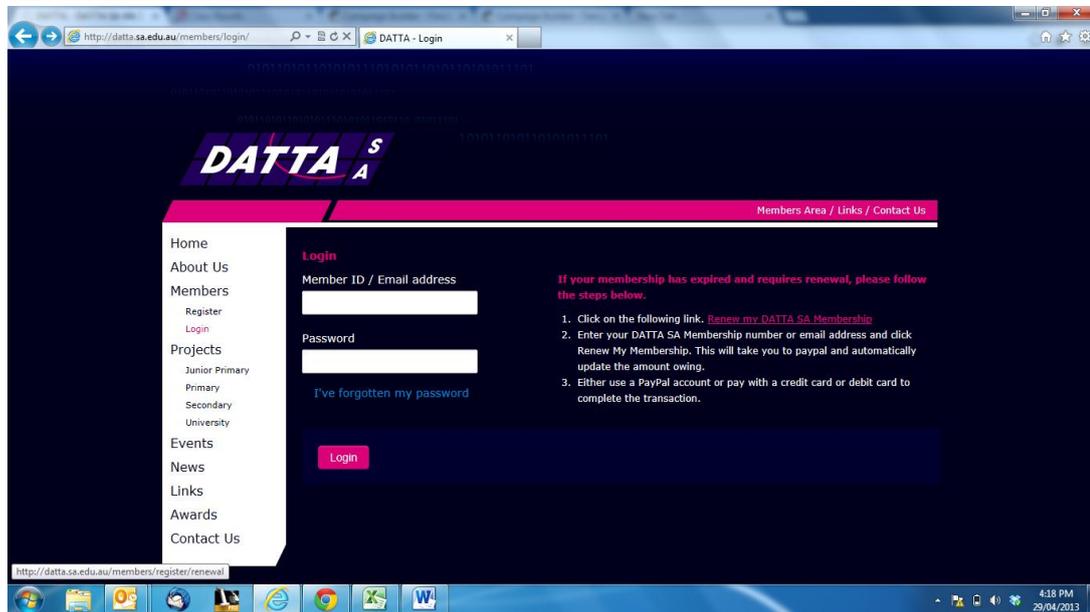
3. Click on the text in pink under dot point 1. "Renew my DATTA SA Membership"

4. Enter the email address that you have associated with your DATTA SA membership or your
   membership number (if known). Then click the pink box that says, "Renew my membership".

5. This will redirect you to a PayPal Payment gateway. You do not need to be a PayPal member to use
   this payment method. Please see attached screen shot.
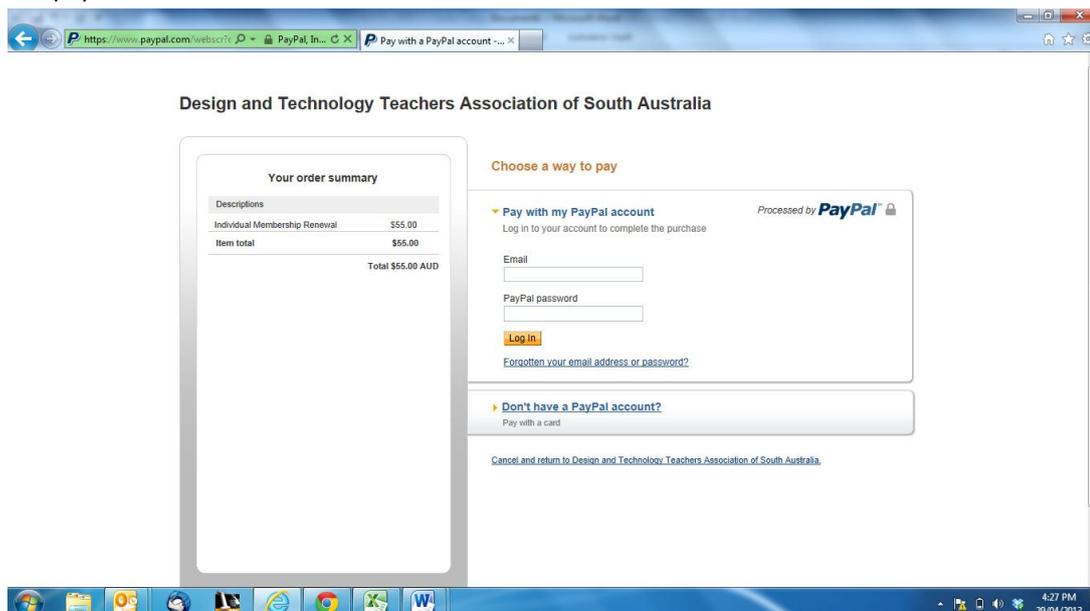
6. The amount should be on the left hand side under "your order summary". This should have automatically been generated based on your account type.

    a. If you are a PayPal member then you can use your usual membership to complete the transaction.
    b. If you are not a PayPal member you do not need to sign up however this could be easier if you plan on using PayPal in the future.

7. If you had any difficulty completing this membership online please email: jphillips@rostrevor.sa.edu.au.
    a. ***Please note:*** that although the online method is preferred you are still able to make membership payment using direct deposit or check using the membership form available here: http://datta.sa.edu.au/assets/docs/membership_form.pdf

8. Once you have completed payment with PayPal your account will automatically be activated until next membership roll over cycle at the end of January in the following year.

Using the new DATTA SA Website

A lot of work had gone into the design and creation of the new DATTA SA website and membership system so please find the time to verify your details and familiarise yourself with its functionality. The following are a few steps you can take to check your membership is current and you have the most up to date contact details.

Login and Familiarisation

1. Go to the DATTA SA website http://www.datta.sa.edu.au/

2. In the left side bar choose "login" which will take you to the following page http://datta.sa.edu.au/members/login/

3. Use either the email you have associated with DATTA SA or your Membership ID (if known) in the "Member ID / Email" box.

4. If this is the first time you have logged in your password should be "datta2013" otherwise use the password you have previously chosen. If you cannot remember you password you can use the "I have forgotten my Password" link.
    a. If you have any issues with the above steps please email jphillips@rostrevor.sa.edu.au

5. When you press login you will get one of the following three results
    a. You get redirected to your dashboard (excellent you are financial)
    b. You get the following message "Please check that your username and password are correct and try again". This means that you have not used your correct login details. Try a different password, use the forgot my password, and if this does not work email jphillips@rostrevor.sa.edu.au
    c. You get the following message "Your membership has expired, you will need to renew it to login". Please use "**DATTA SA Online Payment Instructions**" above to renew your membership. If you are unsure if you are financial please email office@datta.sa.edu.au.

6. Hopefully you have successfully resolved any issues and are now logged in to the Dashboard page. Please see section on updating contact details and Responding to events.

Check contact details and change password

1. You should be on the Dashboard page after you have logged in. In the body of the page you should be able to see upcoming events which will be discussed in the next section. First it is important that you verify you have the correct detail associated with your account.

2. Click on "Edit Profile" under the Dashboard heading in the left side bar.

3. You should see your name and email which are hopefully correct. Feel free to add your birthday.

4. It is important that you choose a new password and enter it twice.

5. Please update the remaining fields in your account ensuring you have filled out all the details in the work address box.

6. When you have finished updating these fields you need to click the save button at the bottom of the page.

Respond to Week 5 PD.

1. The final thing you should do whilst you are logged in is respond to the available events. This will allow up having correct numbers for catering etc. And, **in future** allow you to select the options and seminars you are interested in attending.

2. Please respond to the Wk 5 PD by clicking the text hyperlink or the details box

3. Select your appropriate RSVP, any special requirements.

4. Feel free to use the "Additional Comments" box to make comments on the upcoming PD, or suggestions for future PD events.

Thank you for taking the time to get to know our new website. We do apologise for any frustrations you have had and may have in the future. Please report any issues / suggestions to jphillips@rostrevor.sa.edu.au and we have them fixed ASAP.

I hope you enjoyed your short break from school and have had a positive start to 2013,

Joel Phillips