

# RAQ Membership Portal

When you become a member of RAQ, you have access to a range of membership functions on the RAQ Website. These are the instructions for use.



## HOW TO LOGIN

1. To Log in, click the login button under the search bar, a 'login to your account' box will appear. Enter your provided username and password and click log in. If successful, the login box will change and show 'Hi, Your.Name'.
2. If you have forgotten your Username or Password, click on the "Forgotten your password or username" link and follow the instructions. If neither of these work, please contact the [webmaster](#)

The screenshot displays the RAQ website interface. At the top is a navigation menu with links: Home, About Us, Notices, Gallery, Publications, Shop, Membership, and Contact Us. On the left, there's a section for 'Upcoming Events' listing various RAEME events. Below that is a 'RAEME Facebook' section. The main content area features a 'Welcome' message and a 'LOGIN TO YOUR ACCOUNT' modal box. The modal box contains input fields for 'Username \*' and 'Password \*', a 'Remember Me' checkbox, and a 'Log in' button. A red arrow points to the 'Log in' button. Below the button are links for 'Forgot your password?' and 'Forgot your username?'. A second red arrow points to the 'Forgot your password?' link. On the right side of the website, there's a 'Part of the RAEME Network' section with a map of Australia and links for 'RAEME Site', 'Head of Corps', and 'RAEME Info'. At the bottom right, there's a 'Search' bar and a 'Log in' button. A white arrow points to the 'Log in' button at the bottom right.

## CHANGE YOUR PASSWORD OR PRIMARY EMAIL ADDRESS

1. To Change your Password or Primary Email Address details hover your mouse pointer over the “Membership” tab (see the image below), a drop-down box with membership options will appear. Hover your pointer over “My Details” and the details box will appear, hover your pointer over “My Login Details” and click this link.

**Important Note:** On first log in, if a temporary password has been provided to you by the RAQ, you must change your password.

2. To change either your password or primary email address, enter these details and press submit at the bottom of the page.

The screenshot shows the RAEME website's 'Edit Your Profile' page. The navigation bar includes links for Home, About Us, Notices, Gallery, Publications, Shop, Membership, and Contact Us. The 'Membership' dropdown menu is open, showing options: Online Registration, My Details, and Members Only. The 'My Details' sub-menu is also open, showing: My Login Details (highlighted with a red arrow), My Membership, and My Membership Detail. The 'Edit Your Profile' form contains fields for Name, Username (optional), Password (optional), Confirm Password (optional), Email Address, and Confirm Email Address. A note next to the Username field states: 'Note: to change your username contact the webmaster'. The form is currently empty, with placeholder text like 'Your Name' and 'email@email.com'.

## TO VIEW, RENEW OR CHANGE MEMBERSHIP SUBSCRIPTION DETAILS

1. To view Membership Subscription details, hover your mouse pointer over the “Membership” tab, a drop-down box with membership options will appear. Hover your pointer over “My Details” and the details box will appear, Hover over “My Membership” and click this link (see below)

The screenshot shows the RAEME website's 'My Membership' page. The navigation bar is the same as the previous screenshot. The 'Membership' dropdown menu is open, showing the same options. The 'My Details' sub-menu is open, and the 'My Membership' option is highlighted with a red arrow. Below the navigation bar, there is a table showing membership details.

#	Membership	Started	Expires
1	Life Subscription	25.09.2014 21:36:27	29.06.2099 10:00:00

2. Your subscription level will be displayed. To view your subscription, click on the Annual or Life Subscription link (see the image overleaf).

#	Membership	Started	Expires	Status
1	Life Subscription	25.09.2014 21:36:27	29.06.2099 10:00:00	Active

3. Your Subscription details are displayed. To renew your Annual Subscription, click on this button and complete the details (see the image below).
4. To cancel your membership click on this button, and complete the actions (see the image below).

**Membership: Life Subscription** Active

Started: 25.09.2014 21:36:27 Expires: 29.06.2099 10:00:00

Renew: FREE! [Renew in advance](#) [Cancel your subscription](#)

Terms & Conditions

[RAEME Association Queensland Inc Constitution](#)

## TO VIEW, UPDATE OR CHANGE PERSONAL MEMBERSHIP DETAILS

1. To view Membership Personal details, hover your mouse pointer over the “Membership” tab, a drop-down box with membership options will appear. Hover your pointer over “My Details” and the details box will appear, Hover over “My Membership Detail” and click this link (see below)

**Membership** dropdown menu:

- Online Registration
- My Details
- Members Only
- My Login Details
- My Membership
- My Membership Detail**

Form fields:

Title: Mr (\*)

Given Name: (\*)

Nick Name:

Middle Name:

Surname: (\*)

Post Noms:

Spouse / Partners Name:

2. To update your personal details, including adding an alternate email address and email subscription preferences, change/edit any details, click Save to confirm any changes (see the image below).

Home About Us Notices Gallery Publications Shop **Membership** Contact Us

You are here: [Home](#) > [Membership](#) > [My Details](#) > [My Membership Detail](#)

Title  (\*)

Given Name  (\*)

Nick Name

Middle Name

Surname  (\*)

Post Noms

Spouse / Partners Name

Address1  (\*)

Address 2

City  (\*)

State  (\*)

Postcode  (\*)

Country  (\*)


Primary Phone No


Alternate Phone Number

Alternate Email

Do you wish to receive newsletters and other correspondence from the RAQ?  (\*)

Archive

 Part of the RAEME Network



[RAEME Site](#)  
[Head of Corps](#)  
[RAEME Info](#)

Want to connect with some mates?  
[RAEME social network](#)

**Search**

Hi, Peter Matthews ▾

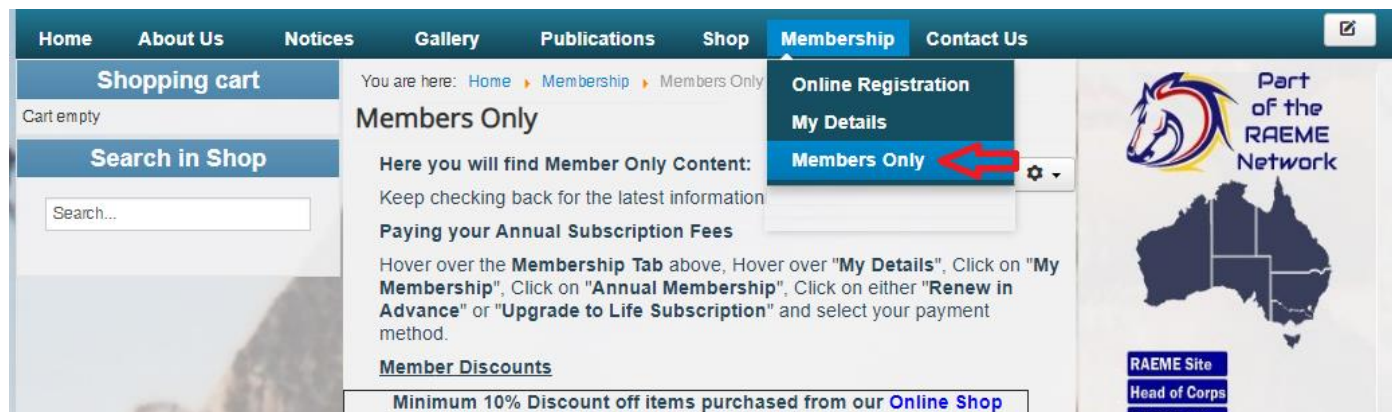
**mainLINE**  
**DynoLog**  
**Dynamometers**  
SMART DYNO TECHNOLOGY

**Trust RACQ for batteries**  
Tested, delivered and installed 24/7



## TO VIEW MEMBER ONLY CONTENT

1. To View Member Only Content. Hover your mouse pointer over the “Membership” tab, a drop-down box with membership options will appear. Hover your pointer over “Members Only” and click this link (see below). **Note Member only content can only be view once logged in.**



## TO LOGOUT

1. Under the “search box” Click on the Membership Name Tab, a log out box will appear. To log out click “logout”.

