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FORGOTTEN YOUR PASSWORD

Simply use your '**registered**' email address to **RETRIEVE YOUR PASSWORD**.
You will find a link at the bottom of the Login page for retrieving your Password.

Search

Member Login

HOME CONFERENCES NEWSLETTER ARTICLES ABOUT US CONTACT

Member Login

Please enter your user name and password below to login

Username:

Password:

☐ Remember me on this computer

Forgot your password?
No problems [click here](#) and we will email it to you.

BC NEWS
VIEW ONLINE
Register below to receive our latest news

STAY IN TOUCH
REGISTER FOR EMAIL UPDATES

Email:

Name:

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Please remember **Passwords are Case Sensitive** - Use 'CAPS' and 'lower case' as per the password style emailed to you.

PASSWORDS FOR MAIL REGISTRATIONS

If you registered for a conference by mail using a paper form rather than online you will receive an email once your registration has been processed, and your account activated, you can then use your email address to **RETRIEVE YOUR PASSWORD**.

After you have retrieved your password you can change it to something easier for you to remember. [See CHANGING YOUR PASSWORD](#)



CHANGING YOUR PASSWORD

Login to the MEMBERS area and select CHANGE MY PASSWORD from the menu.

1. Enter your current (or retrieved password)
2. Enter your NEW PASSWORD
3. Enter your NEW PASSWORD again (To check for typing mistakes)
4. SAVE.

Don't forget your Password is Case Sensitive so you need to remember what 'CAPS' and 'lowercase letters' you use or it won't work.

If you ever forget you can retrieve it again.

The screenshot shows the 'Breastfeeding Conferences' website. The main navigation bar includes links for HOME, CONFERENCES, NEWSLETTER, ARTICLES, ABOUT US, and CONTACT. A search bar is located in the top right corner. The left sidebar contains a list of links: Change My Details, My Conferences, My Email Subscriptions, Change My Password (circled in red), and Logout. The main content area is titled 'Change My Password' and contains three input fields: 'Current Password:', 'New Password:', and 'New Password:'. The 'New Password' fields have instructions: '(Minimum 6 characters)' and '(Re-enter new password)'. Below the input fields are two buttons: 'SAVE CHANGES' and 'CANCEL & EXIT'. On the right side, there is a 'BC NEWS' section with a 'VIEW ONLINE' link and a registration form for email updates. The footer contains copyright information for 2011 ALMA (Australian Lactation Management Associates) and a link to the Privacy Policy, along with the website developer information: BBJ Marketing Pty Ltd.



CHANGING YOUR PERSONAL DETAILS

Login to the MEMBERS area and select CHANGE MY DETAILS from the menu.

Make the changes you need to keep your details up-to-date and SAVE.

These details are used to auto fill any new conference registrations, Tax Invoices and Receipts or if we ever need to contact you.

CHANGING YOUR USER NAME

Generally your User Name is the same as your email address making it easier for us resolve request you may make from time to time. You can change your user name to something different if you wish or if you change email addresses.

While in CHANGE MY DETAILS simply type in your new user name

Your PASSWORD will remain the same unless you change it.

[See Changing Passwords](#)

Search

Breastfeeding Conferences

HOME CONFERENCES NEWSLETTER ARTICLES ABOUT US CONTACT

- Change My Details
- My Conferences
- My Email Subscriptions
- Change My Password
- Logout

Change My Details

Username:

Email Address:

First Name:

Last Name:

Company Name: *If your company is paying

Place of Work:

Occupation:

Contact Number:

Address:

Suburb:

City: *Residents outside Australia

State:

Postcode:

Country:

Dietary Requirement:

IBCLC Number: *Optional

BC NEWS
VIEW ONLINE
Register below to receive our latest news

STAY IN TOUCH
REGISTER FOR EMAIL UPDATES

Email:

Name:



EMAIL SUBSCRIPTIONS

Login to the MEMBERS area and select MY EMAIL SUBSCRIPTIONS from the menu.

From here you can control what type of emails you receive, other than emails relating to a Conference you have booked for.

Simply select YES or NO beside the four types of general emails we send out.

Newsletter: *A general update on news, conferences and other items of interest*

News Update: *Recent news relating to us and our industry*

Articles: *Information on new and interesting articles added to our library*

New Conferences: *Information on new conferences you may be interested in*

Breastfeeding Conferences

Search keywords...

HOME CONFERENCES NEWSLETTER ARTICLES ABOUT US CONTACT

My Email Subscriptions

- Change My Details
- My Conferences
- My Email Subscriptions
- Change My Password
- Logout

Newsletter:

News Updates:

Articles:

New Conferences:

BC NEWS
VIEW ONLINE
Register below to receive our latest news

STAY IN TOUCH
REGISTER FOR
EMAIL UPDATES

Email:

Name: First Surname

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CHANGING A CONFERENCE REGISTRATION

If you have registered for **One Day** and want to change it to **All Days** or you want to **swap days**, you will need to contact us by email – info@breastfeedingconferences.com.au

In your email please state the Conference Name, Date and Location and explain what specifically you want it changed to – Nominating the new Date(s) and Day(s) also be sure to include:

- Your Full Name, (as Registered)
- Your Registered email address (if it is not the same one you are using to enquire).
- Contact Number (optional)

If you do not get a reply within 2 Days please call. If the request is urgent you should call, but on short notice we may not be able to accommodate your needs.



TAX INVOICES

To obtain a copy of your tax invoice login to the **MEMBERS AREA > MY CONFERENCES** – locate the conference you want the invoice for in the list of conferences.

Click on this icon to download and print your invoice.

The screenshot shows the 'Breastfeeding Conferences' website. In the left sidebar, the 'My Conferences' link is circled in red. The main content area, titled 'My Conferences', lists several conferences. For each conference, there is an 'Action' column. In the 'Action' column for the 'Online Webinar: The Milky Way; A Galaxy of Lactation Information' conference, a 'TI' (Tax Invoice) icon is circled in red. The right sidebar contains a 'BC NEWS' section with a 'VIEW ONLINE' button and a registration form with fields for Email, Name (First, Surname), and a SUBMIT button.

The **Tax Invoice** will be replaced with a **Tax Receipt** button once your payment has been processed.



TAX RECEIPTS

Your tax receipt will be available once your payment has been processed.

To obtain a copy of your tax receipt login to the **MEMBERS AREA > MY CONFERENCES** – locate the conference you want the receipt for in the list of conferences.

Click on this icon  to download and print your receipt.



The screenshot shows the 'Breastfeeding Conferences' website. In the left sidebar, the 'My Conferences' link is circled in red. The main content area, titled 'My Conferences', lists three conferences:

- Online Webinar: The Milky Way; A Galaxy of Lactation Information**
Live 12 & 13 Feb 2012 View until 12 April 2012
- Safe Sleep Space; Through Sleepy Eyes**
Sydney: 12, 13 & 14 Sept 2013
- Breast Feeding: Searching For Excellence**
Brisbane Seminar: 17 & 18 Nov 2011

Each conference entry has a 'TR' icon (Tax Receipt) circled in red. The right sidebar contains a 'BC NEWS' section and a 'STAY IN TOUCH' registration form.

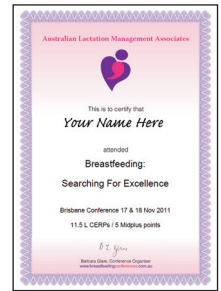
If your payment has been processed and the receipt icon is still not showing you should email us - [IF YOU CAN'T FIND AND ANSWER TO YOUR QUESTION](#)



CERTIFICATES OF ATTENDANCE

Certificates are available from the day **AFTER** the conference you have attended or watched. Certificates list any CERPS and midPLUS points awarded any include your name and conference details .

Go to **MY ACCOUNT > MY CONFERENCES** locate the conference you want and click on this icon



Points are allocated on a pro rata, per session per day basis.

You must make an **Attendance Declaration** as to what you have attended/viewed.

You will be automatically presented with a Declaration screen for your conference.

Tick the sessions you attended/or watched (if it was an online Webinar). There is an

option to select the entire Day(s) or individual sessions from each day. Once you have indicated all sessions select **NEXT** and your certificate will download, you can then print and save it.

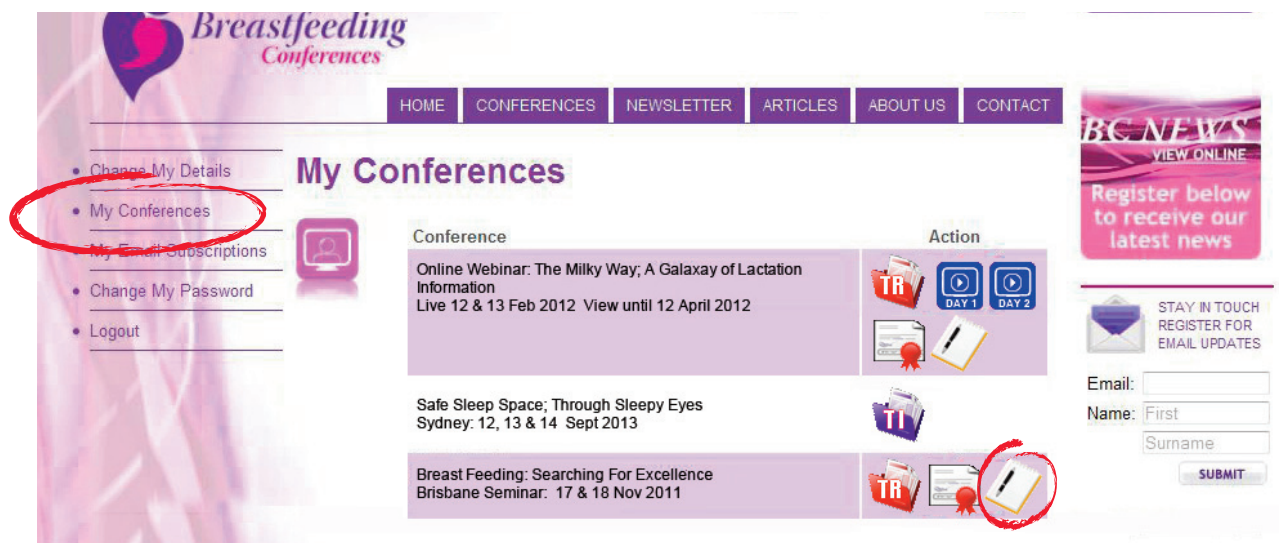



HANDOUT NOTES

Handout notes are normally available to download until the end of the conference. You can download handouts at any time from then on. You can download them more than once up to the closing date.

Sometimes notes may not always be available immediately. Sometimes the speaker needs to modify their notes after the presentation, and we must be sure that they have consented to this form of publication. *Some speakers may not, for a variety of reasons.* You will find the link to download handouts under **MY ACCOUNT > MY CONFERENCES** after you login.

You will see a list of your conferences, locate the one you want.



Look for this icon  and click on it – you will get the Handout screen shown below.

To download Handout Notes available for each session click on the PDF icon. You can download handouts at any time up to, if misplaced, you can download them again up to the closing date.





IF YOU CAN'T FIND AND ANSWER TO YOUR QUESTION

If you are still having problems after reading these Help Notes, please contact us by email – info@breastfeedingconferences.com.au

Along with your question be sure to also include:

Your Full Name, (as Registered)

The Conference Name and Date the question is in reference to

Your Registered email address (if it is not the same one you are using to enquire).

Your User Name: (as Registered)

Contact Number (optional)

If you were having trouble with a system process please explain the steps you took, and what happened, in as much detail as possible.

This will help us in trying to identify and solve your problem.