

## MEMBERS Section of the new CMAWA Website

The dedicated Members section of the new CMAWA website will give members access to a vast range of useful resources. There are four navigation tabs which each include useful PDF downloads and example templates for quick and easy access. These can be accessed by clicking on the following tabs:

- Resources
- OHS Matters
- CMAWA
- HR Management

To ensure a consistent and up to date supply of supportive documents is maintained, these resources will be regularly updated and added to as we progress along. The focus here is to provide our members with quick and easy access to relevant data to support business productivity.

A highlight of the Members section will be the ability to directly communicate with other members, either by a:

- Private Message with another member, or
- Chat in an open forum with a group of CMAWA Members.

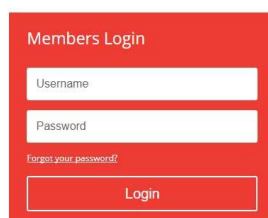
All communication between our members remain in house within the Members section.

Access to the Members section will be by use of Login and Password. Each Member will be allocated with their own personal username and pass word so this will be unique to individual members and privacy should be maintained. Should you misplace your login, contact Sheila, Executive Officer CMAWA who holds the master record sheet.

### Step 1 -The Login Process.

To gain access to the members section, simply click on the Members Section Link on the website. Here you will be directed to the member login section. You will be asked to enter your personal login details:

- Username
- Password



The image shows a 'Members Login' form. It has a red background and contains the following elements:

- A text input field for 'Username'.
- A text input field for 'Password'.
- A link that says 'Forgot your password?'.
- A 'Login' button.

## **Step 2 – Navigating the Members section**

Once you have logged in you will be redirected to the Members Lobby. In this section, you will have access to the members pages including Resources, Directory of members and the CMAWA Members Group. This will also show you which of these members are currently active on the website.

## **Step 3 - Chatting with Other Members**

If you would like to communicate with another member, click on the members directory link to display the list of CMAWA members. Once this page loads, you will be presented with a list of members names. The logins and passwords for each member is automatically set although not visible to other members to maintain privacy.

Simply click on a members' name then you will be shown that member's profile. You can then either send them a public message or a private message. A public message will be viewable by any member who views your profile. A private message is only viewable by you and the recipient.

Please note that if you send a private message to another member, that member will receive a notification on their email to alert them that someone has messaged them.

### **Chatting in a CMAWA group.**

Included in the Member section is the CMAWA Group or Groups where members can post a message that is viewable by the selected whole group, allowing for open discussions. This should prove to be most beneficial for many of our members.

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Message to our Members:

14<sup>th</sup> December 2017

Dear all, we trust the new CMAWA site will prove more beneficial for you all. We have concentrated on improving and enhancing the contents for both our members and consumers alike with the overall aim to support business productivity. We believe the CMAWA site is now placed on a sound platform for further growth and your feedback for any future improvements will be greatly received.

If you have any queries at all, please contact Sheila on 0439 944 660 or email [eo@cmawa.com.au](mailto:eo@cmawa.com.au)

Regards Sheila Payne, Executive Officer

On behalf of the CMAWA Committee of Management