

1. As your organisation's account administrator, you will see a new option in your dashboard for your organisation
2. Select 'update organisation details' if you need to make changes
3. Select 'Connected staff details' to see which staff members are linked to your organisation

The screenshot shows the IATEFL website dashboard. At the top left is the IATEFL logo. To the right is a search bar with a 'Search' button. Below the search bar are links for 'About IATEFL', 'My Dashboard', and 'Log out'. A navigation bar contains dropdown menus for 'Membership', 'Professional Development', 'News', 'Special Interests', 'Careers and Jobs', 'Associates', and 'Get Involved'. The main content area is titled 'My Organisation' and lists various options: 'Dashboard', 'My membership', 'Join IATEFL or renew membership', 'Membership benefits and offers', 'My payments', 'Conference proposals', 'Conference booking', 'Post a job', 'Member documents', 'My Organisation', and 'Log out'. Two pink buttons are visible: 'Update organisation details' and 'Connected staff details'. Yellow arrows point from the text on the left to these buttons: one from step 1 to 'Update organisation details', one from step 2 to 'Update organisation details', and one from step 3 to 'Connected staff details'. The footer contains the IATEFL logo, contact information for the Head Office (2-3 The Foundry, Seager Road, Faversham, ME13 7FD, UK), and social media icons for Facebook, LinkedIn, Instagram, and YouTube.

4. When you select 'connected staff details' you will see a screen similar to this one.
5. Seeing a name here does not mean they have an IATEFL membership, just that they are associated with your organisation.
6. You can add additional staff members here.
7. You can remove past staff members by clicking on their name.
8. Once you are ready to choose the people you want to assign membership to, select 'Purchase or renew memberships of IATEFL'.

The screenshot shows the IATEFL website interface. At the top, there is a search bar and navigation links: About IATEFL, My Dashboard, and Log out. Below this is a main navigation menu with categories: Membership, Professional Development, News, Special Interests, Careers and Jobs, Associates, and Get Involved.

The main content area is titled "Staff connected to the organisation". It features two buttons: "Connect new staff member for IATEFL" and "Purchase or renew memberships for IATEFL". Below these is a section for "Connected staff" with a search bar for "Organisation Name" and a note: "If you are the main contact for more than one organisation please enter the organisation name to filter the results".

A table lists the connected staff members. The table has columns for Personal ID, Name, Email, Membership End Date, Member status, and Connected to. The first two columns are obscured by a grey box. The Member status and Connected to columns show a mix of Yes/No and IATEFL.

Personal ID	Name	Email	Membership End Date	Member	Connected to
				Yes	IATEFL
				Yes	IATEFL
				No	IATEFL
				No	IATEFL
				No	IATEFL
				No	IATEFL
				Yes	IATEFL
				No	IATEFL
				No	IATEFL

At the bottom, there is a link: "Previously connected staff".

## Buy staff memberships

1. Tick the box next to each name you would like to add or renew a membership for
2. Select "Yes" next to each person's name (existing members will already show as "Yes")
3. Select a SIG for each person you are adding/renewing (existing members will have their SIG showing, at the time of renewal they can choose a new SIG)
4. Click 'Add staff membership(s) to cart'

To receive the Organisational Membership 20% discount you must have 4 or more members, the discount will be applied automatically.

<input type="checkbox"/>	Contact ID	Display name	Email	Membership to be given (individual)	SIG Choice
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Yes	TDSIG
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	No	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	No	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	No	PRONSIG
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Yes	LAMSIG
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Yes	RESIG
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Yes	LITSIG
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Yes	TTEDSIG
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Yes	TDSIG
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Yes	PRONSIG
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]		
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	No	

9. Select the staff members you wish to give a membership to

10. Select the button 'Add Staff Memberships to Cart'

11. Then select 'View Cart'



Pay now

Items in your cart have not yet been invoiced, click 'Checkout' below to add them as payments for you to pay now or later.

If you have a discount code enter it here

Apply

Contact	Item	Unit Price	Quantity	Line Total	Total (with discount)	
	Organisation Member (20%)	£54.50	1	£54.50	£43.60	Remove
	Special Interest Groups (SIGs): Literature SIG	£24.50	1	£24.50	£24.50	Remove
	Organisation Member (20%)	£54.50	1	£54.50	£43.60	Remove
	Special Interest Groups (SIGs): Teacher Development SIG	£24.50	1	£24.50	£24.50	Remove
	Organisation Member (20%)	£54.50	1	£54.50	£43.60	Remove
	Special Interest Groups (SIGs): Research SIG	£24.50	1	£24.50	£24.50	Remove
	Organisation Member (20%)	£54.50	1	£54.50	£43.60	Remove
	Special Interest Groups (SIGs): Teacher Development SIG	£24.50	1	£24.50	£24.50	Remove
<b>Total</b>					<b>£272.40</b>	

### Invoice Details

IATEFL VAT number  Tax ID

Invoice P.O number

Click Checkout to validate and pay for your order

Please ensure you have added a SIG before clicking checkout

Checkout

12. Check that the information is correct. You should see 1 membership and 1 Special Interest Group for each staff member you have selected

13. Press 'Checkout' and make payment. If you wish to make payment later, then press 'checkout' and then close. You can find the invoice in 'My payments' in your dashboard when you are ready to pay.