

**Access to Australian Air League documents online**

**1.0 INTRODUCTION**

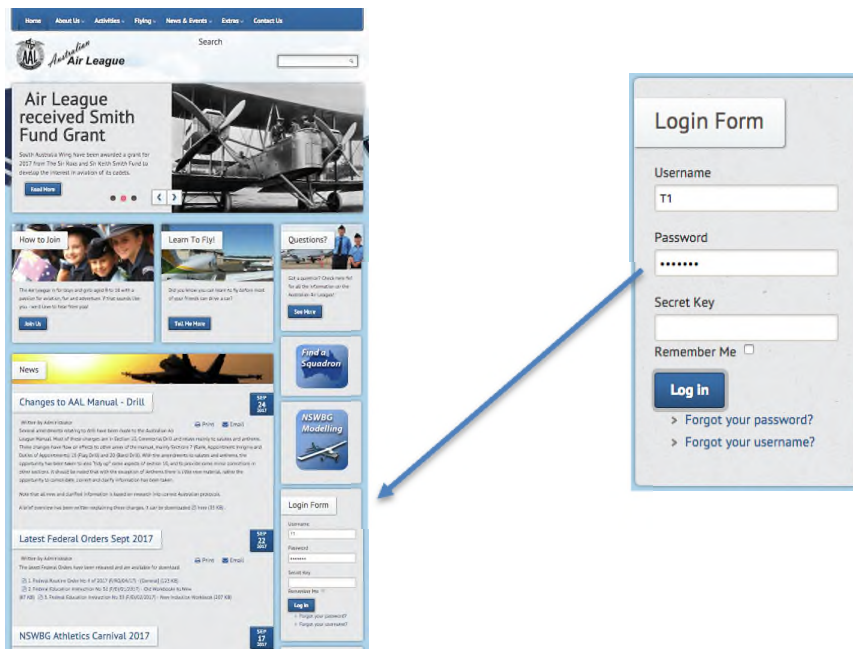
- 1.1 Each year, the printing and postage of the AGM notices places a significant cost on the League - both in time and money for printing and postage. In 2015 that cost was over \$1400 and the Council of the Australian Air League Inc is determined to lower these costs for the benefit of our members, and to reduce the amount of waste and duplication when members receive multiple printed copies to the one household.
- 1.2 To allow for this, the Council of the Australian Air League Inc has approved the use of electric mail for all future Annual General or Special General Meetings from 2017.
- 1.3 Notices and meeting papers will also be made available, at the same time as they are emailed to members, on the League’s website (<https://www.airleague.com.au>) available to members with their established login.

**2.0 PURPOSE**

- 2.1 The purpose of this circular is to provide instruction to members on how to log in and access this information.

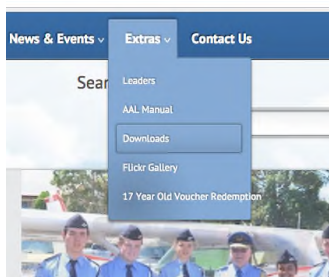
**3.0 IMPLEMENTATION**

- 3.1 Each League member of the Australian Air League has been provided with a login to access the Australian Air League website. This login is the same as that used to access the Australian Air League Manual online.
  - 3.1.1 Use your **certificate number** as the username, ensuring the preceding letter is a capital (e.g. V12345).
  - 3.1.2 Use your **surname** in all caps and **year of birth** as the password, in the format **NNNNYYYY** (e.g. SMITH1995).
- 3.2 To login, proceed to the League’s website (<https://www.airleague.com.au>) and enter your details as shown below



3.2.1 Note: The field labelled “Secret Key” is not required in this instance

3.3 Once you have successfully logged in, select **Extras** -> **Downloads** from the menu bar



3.4 The AGM and SGM notes, and Council of the League Bulletins will be available from the Download centre.



3.5 Member surnames are taken from records provided by Groups. Hyphenated surnames should contain a “-” and double-barrelled surname should contain a space. If you should have any difficulty logging in, we suggest trying both options. If this is unsuccessful, email [webmaster@airleague.com.au](mailto:webmaster@airleague.com.au) for further assistance.

#### 4.0 **FURTHER INFORMATION**

4.1 Questions can be directed to the National Marketing and Publicity Commissioner via email to [marketing@airleague.com.au](mailto:marketing@airleague.com.au)

A handwritten signature in black ink that reads 'Brian Grinter'.

Comr. Brian Grinter, DSA., MSA.  
**National Marketing and Publicity Commissioner**