



Australian
Air League

Australian Air League Inc.
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Federal Operations Circular No 01/2018

F/OC/01/18
May 2018

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.
- 1.2 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.
- 1.3 To allow for this, the Council of the Australian Air League Inc approved the use of electric mail for all future Annual General or Special General Meetings from 2017. **Federal Operations Circular 04/2017** provided instructions for members to log in and access this information.

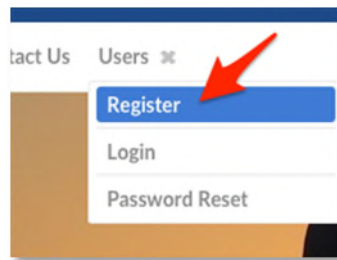
2.0 Purpose

- 2.1 In January 2018 the Australian Air League website (<https://www.airleague.com.au>) was updated and the purpose of this circular is to provide updated instructions to members on how to log in and access this information.

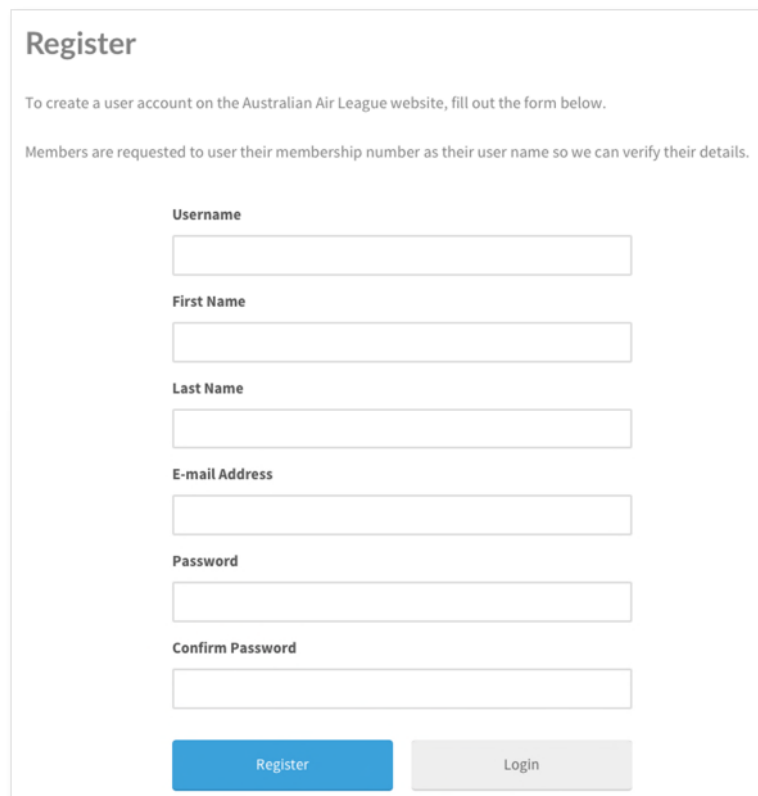
3.0 Implementation

- 3.1 Previously, each League member was provided with a login to access the Australian Air League website using their Membership number and a password based on their surname and year of birth. This method was found to be unsatisfactory for a number of reasons;
 - 3.1.1 This method used a standard password format but did not force users to reset their password
 - 3.1.2 Some members discovered their personal details were incorrect in records and could not login.
 - 3.1.3 Email addresses were not stored in the account which prevented members being able to reset their password
 - 3.1.4 Many members have never logged in to access their account
- 3.2 To simplify the process and allow members to access documentation, we now invite members to register for an account themselves, using the following steps;

- 3.2.1 Process to the League's website (<https://www.airleague.com.au>) and select Register from the User menu.

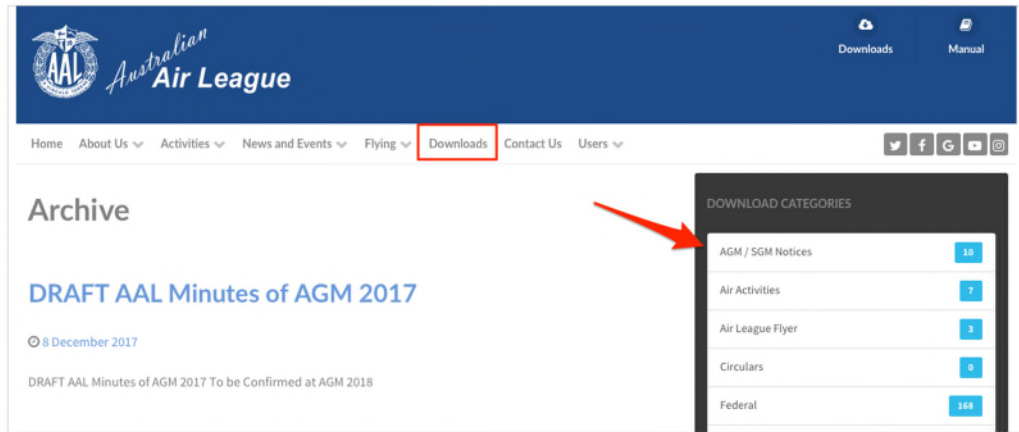


- 3.2.2 Fill in your details, noting that the **Username** must be your **Membership Number** to allow us to verify your details.

A screenshot of the 'Register' form on the Australian Air League website. The form is titled 'Register' and includes instructions: 'To create a user account on the Australian Air League website, fill out the form below.' and 'Members are requested to use their membership number as their user name so we can verify their details.' The form fields are: Username, First Name, Last Name, E-mail Address, Password, and Confirm Password. At the bottom, there are two buttons: 'Register' (blue) and 'Login' (grey).

- 3.3 After you click the **Register** button, an email will be sent to the Administrators who will confirm your details and approve your account. Please allow up to 48 hours for this to be done.

- 3.4 Once your account is approved, you will be able to access member only documents including **Annual General** and **Special General Meeting** notes from the **Downloads** menu.



4.0 Further Information

- 4.1 Questions can be directed to the National Marketing and Publicity Commissioner via email to marketing@airleague.com.au

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