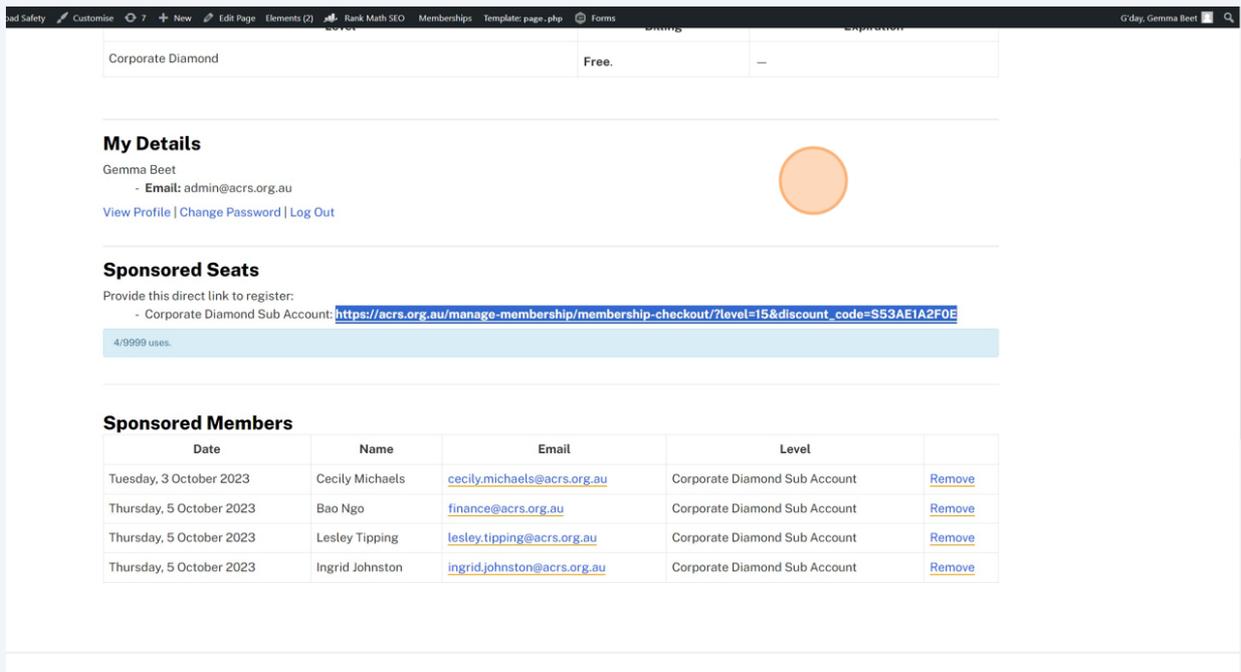


How to manage membership and remove a sponsored user.

1 Main Contacts can add staff to the Corporate Membership by navigating to <https://acrs.org.au/manage-membership/>

2 Copy the sponsored seats link and send it to the new employee.



The screenshot shows a web interface for managing membership. At the top, there is a navigation bar with options like 'Customise', 'New', 'Edit Page', 'Elements (2)', 'Rank Math SEO', 'Memberships', 'Template page.php', and 'Forms'. Below this, a table shows 'Corporate Diamond' membership with a price of 'Free.' and a status of '-'. The 'My Details' section identifies the user as 'Gemma Beet' with an email of 'admin@acrs.org.au' and provides links for 'View Profile', 'Change Password', and 'Log Out'. The 'Sponsored Seats' section provides a direct link to register: 'https://acrs.org.au/manage-membership/membership-checkout/?level=15&discount_code=S53AE1A2FOE' and indicates '4/9999 uses.' The 'Sponsored Members' section contains a table with the following data:

Date	Name	Email	Level	
Tuesday, 3 October 2023	Cecily Michaels	cecily.michaels@acrs.org.au	Corporate Diamond Sub Account	Remove
Thursday, 5 October 2023	Bao Ngo	finance@acrs.org.au	Corporate Diamond Sub Account	Remove
Thursday, 5 October 2023	Lesley Tipping	lesley.tipping@acrs.org.au	Corporate Diamond Sub Account	Remove
Thursday, 5 October 2023	Ingrid Johnston	ingrid.johnston@acrs.org.au	Corporate Diamond Sub Account	Remove

3 The new employee opens the link and completes the form.

[Click here to change your discount code](#)

Account Information Already have an account? [Log in here](#)

Password

 *

Confirm Password

 *

First Name

 *

Last Name

4 The new employee clicks the "Submit and Confirm" button.

1. **Personal Member** if the person is interested in advancing
2. **Fellow** if the person has been awarded a Fellowship through
3. **Associate Fellow** if the person:

I agree to the Membership Policy

Submit and Confirm



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The new employee now has an account under the Corporate Membership and has been sent a welcome email. They can click "View Your Membership Account →" to go to "Manage My Membership".

Membership to Australasian College of Road Safety. Your Corporate Diamond Sub Account membership is now active. Your membership account. A welcome email has been sent to louise@email.com.

Jones (louise@email.com)
Email: Corporate Diamond Sub Account

[View Your Membership Account →](#)

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Main Contacts can remove staff from the Corporate Membership. Click "Remove" next to the person you want to remove. A pop-up will appear confirming that you want to remove that person. Click "Yes".

URL: https://acrs.org.au/manage-membership/membership-checkout/?level=15&discount_code=S53AE1A2F0E

Lesley Tipping	lesley.tipping@acrs.org.au	Corporate Diamond Sub Account	Remove
Ingrid Johnston	ingrid.johnston@acrs.org.au	Corporate Diamond Sub Account	Remove
Louise Jones	louise@email.com	Corporate Diamond Sub Account	Remove

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A confirmation message will appear showing you the name of the person removed.

Cecily Bee

- **Email:** admin@acrs.org.au

[View Profile](#) | [Change Password](#) | [Log Out](#)

Sponsored Seats

Provide this direct link to register:

- Corporate Diamond Sub Account: <https://acrs.org.au/manage-membership/meml>

4/9999 uses.

Sponsored User: Louise Jones was removed. (Membership Level: 15)

Sponsored Members

Date	Name	Email
Tuesday, 3 October 2023	Cecily Michaels	cecily.michaels@acrs.org.au
Thursday, 5 October 2023	Bao Ngo	finance@acrs.org.au
Thursday, 5 October 2023	Lesley Tipping	lesley.tipping@acrs.org.au