Logo

Description automatically generated**Institutional membership application form.**

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| --- | --- | --- |
| Institution | Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Suburb | Click or tap here to enter text. |
| State | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Phone No. | Click or tap here to enter text. |
| Main Email | Click or tap here to enter text. |
| Current number of students enrolled | Click or tap here to enter text. |
| Version of ORG (Harvard/APA/Both) | Click or tap here to enter text. |
| Second/finance email (optional) | Click or tap here to enter text. |
| Primary Contact | First Name | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| Position Title | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Mobile No. | Click or tap here to enter text. |
| Additional 1 (all bundles) | First Name | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| Position Title | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Mobile No. | Click or tap here to enter text. |
| Additional 2  (Med & Lrg only) | First Name | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| Position Title | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Mobile No. | Click or tap here to enter text. |
| Additional 3 (Lrg only) | First Name | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| Position Title | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Mobile No. | Click or tap here to enter text. |
| Additional 4 (Lrg only) | First Name | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| Position Title | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Mobile No. | Click or tap here to enter text. |

Please be aware of the following points:

* The main email should be accessible by other staff in the event of illness or staffing changes (e.g. library@; info@ admin@ etc) and will receive emails including:
  + Workflow emails (Membership renewal notices (send automatically in the lead up to renewals which happen annually end of Feb), event registration confirmations, etc.)
  + Event announcements (Advance announcements about upcoming events)
  + Email blasts (Mass emails from administrators, newsletters, and other important notifications)
* The secondary email will be automatically CC’d in all emails sent to the main email including ORG access URLS. Opt in or out changes can be made by emailing us. Changes will not necessarily update the secondary email if it has an independent profile.
* Emails attached to the institution (Main) are NOT eligible for event registration.
* Invoices sent to individualsregistering for anevent will need to be forwarded to your finance officer manually by you.
* Payment options include direct transfer and online. Online payment is via PayPal. An account is not required to pay this way.