



## **National Precast has a new office (and a new website)!**



Hopefully you will already know about two exciting developments here at National Precast. Not only have we now relocated to our new offices at Glenelg, but we have also been working on a new website, which has just gone live!

The new offices are fantastic, newly fitted out and provide for space for future growth. Located only 5 minutes from the airport and close to Jetty Road, there is no excuse for you to not visit when you are next in Adelaide!

As for the new website, it has been designed to cater to the specific needs of you as members, and as well, to non-member precasters, architects, engineers, builders and academics/students. We hope you'll agree that it is easy-to-use, feature-packed and full of handy resources.

Please read on to find out what we need you to do, to make sure the website works for you.

Kind regards,

Sarah, Dan and Megan

## **Member Area and how to set up your account**

The site has a Member Area that contains all of the resources and links etc that you will need (eg meeting event info/registrations, documentation, codes, forms etc). This can be accessed under the 'Membership' tab at the top of the page.

To access the Member Area, you will need to set up a Member Account. Some of you will have already been sent login details, if you haven't it is a very simple and straight forward process...

1. Click the **Login/Logout** link at the top right of the home page.
2. Enter your email address and then click the **Forgot password** link.
3. You will receive an automated email from the website to set your password. Follow the instructions in the email.

### **How to register for events:**

You will notice that the February event details are already in the **Member Events** section and that registrations are open. Registering for an event is simpler than before. You will register one person at a time for every event that person is attending.

If you have any issues at all or would like us to register you, please contact Megan on (08) 8294 0833 or at [info@nationalprecast.com.au](mailto:info@nationalprecast.com.au).

Here's how it works...

1. From the **Membership** drop down box at the top right, click on **Member Area** and then on **Member Events**.
2. Choose the **Members' Event** you wish to register for (eg February Members' Event, May Members' Event etc). The site may now ask for your email address. Enter it and click **Next**.
3. Enter/check your **personal details**.
4. Using the check boxes, select the events you wish to attend - **Members' Dinner**, **Members' Meeting and/or Members' Social**.
5. If you are registering for more than one person, click **Add guest** and repeat. This process can then be repeated for any subsequent attendees.
6. Click **Next** at the bottom of the page. This is when you **confirm your registration**. If everything is correct, click **Confirm**. If you would like to change anything, click **Back**.
7. Once you have clicked **Confirm**, your registration is complete. Payment instructions will be displayed on the screen and will also be emailed to you. You can pay online via credit card by clicking the 'Pay online' button or alternatively you can wait until you receive an invoice, to pay.

### **What else we need you to do (VERY IMPORTANT!):**

Whilst we have taken every care to transfer you and your company details across to the new site, we need you to please double check all of your details. This is VERY IMPORTANT. It will ensure you receive information from us and come up in search results. To do this...

**Precasters** – From the **Tools** dropdown menu at the top of the page, click [Find a Precaster](#).

From there, Simply select any state that you supply and then click **Search** at the bottom of the page. You can then select your company from the list of members who supply that state. This will bring up your profile, including contact details and products supplied etc. Please check that these details are correct.

**All other Members** – Under the **Tools** dropdown menu at the top of the page, click **Members Directory**. Select your type of Membership and click **Search** at the bottom of the page. Click your **company logo** to view your public profile. Please check that these details are all correct.

### **Tell everyone about your National Precast membership: new member logos**

Once you have logged in to the Member Area of the website, you will see an area in which you are able to download our new member logos. Simply download the logo relevant to your type of membership, and add to your website, stationery etc. Tell everyone you are a NP member!

### **If you need help:**

If you need help with ANYTHING on the site, please call Megan on (08) 8294 0833.

**Phone:** (08) 8294 0833 • **Email:** [info@nationalprecast.com.au](mailto:info@nationalprecast.com.au)

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