



Australasian Research Management Society

ARMS Member's Portal Operational Guide

Prepared by ARMS Executive Office
Australasian Research Management
Society

Last Updated 01/09/2020

ARMS Member's Portal Operational Guide

Table of Contents

1. BACKGROUND	3
2. BECOMING AN INDIVIDUAL MEMBER.....	3
3. JOINING AN EXISTING CORPORATE MEMBERSHIP	4
4. BECOMING A COPORATE MEMBER	5
5. REGISTERING FOR AN EVENT OR PROFESSIONAL DEVELOPMENT PROGRAM, SUCH AS THE ACCREDITATION PROGRAM OR PD SESSIONS @ ZOOM	5
6. JOINING A CHAPTER GROUP	6
7. JOINING A SPECIAL INTEREST GROUP (SIG)/NETWORK.....	7
8. LOGGING INTO THE PORTAL FOR THE FIRST TIME?	7
9. COMMUNICATION PREFERENCES	8
10. NEEDING FURTHER ASSISTANCE?	10

ARMS Member's Portal Operational Guide

1. BACKGROUND

The Society launched a fully integrated website and portal on the 12th of March 2020. A much needed overhaul of the existing system was required to enable a more streamlined integration of our accounting system and e-way, our communication platform and the integration of a Learning Management System (LMS) as we start to transition more accreditation and professional development offerings online.

The new website provides greater ease of navigation for members. The website can be accessed at: www.researchmanagement.org.au

Long term ARMS members will notice that the **new portal** will have a very different look and feel. In order to get the most out of the new website and member's portal, we suggest that you keep it **open in the background** to ensure that you receive latest announcements, news and information on upcoming events.

The Executive Office has prepared this "**Member's Portal Operational Guide**" to assist you in navigating through the portal. It will provide you with instructions on how to:

- Join as an Individual member
- Become a Corporate Member
- Join an existing Corporate Membership
- How to join a Chapter
- How to join a Special Interest Group/Network

For details on different membership options, please visit the website at: <https://www.researchmanagement.org.au/arms-membership>

2. BECOMING AN INDIVIDUAL MEMBER

1. Navigate to the [ARMS Website](#) > Membership > Membership Types.
2. Click the 'Individual Membership' option.
3. Click 'Select Membership' next to Individual.
4. Fill in the required fields and click register (this creates your website account).
5. You should now receive an email with your username and password.
6. Click the first link in the email to set a new password for your account, once you have set a new password click 'change password and login'.
7. You will now be taken to your user account home page where you will complete your registration.
8. Complete the following steps:

ARMS Member's Portal Operational Guide

Tell us your speciality, other societies you belong to and your chapter where you are located.	<input type="button" value="Create"/>	Fill in the required fields
Please provide supporting employment details. This is mandatory to continue with membership registration.	<input type="button" value="Create"/>	Fill in the required fields
Tell us which regions are relevant to you.	<input type="button" value="View Regional Interest Groups"/> <input type="button" value="Dismiss"/>	This field is optional, click dismiss if you do not wish to complete this
To subscribe to our Communications please update your preferences now.	<input type="button" value="Update Here"/> <input type="button" value="Dismiss"/>	This field is optional, click dismiss if you do not wish to complete this

9. Once you have completed this click 'Continue to Payment'.

Select your Membership Plan to complete Your Membership Registration to receive exclusive member benefits.	<input type="button" value="Continue to Payment"/>
--	--

10. Click 'Add to Cart' next to Individual.
11. Now you have the option to 'Checkout Now'.
12. Confirm your details and click 'Next'.
13. Carefully review your details before clicking 'Place Order'.

3. JOINING AN EXISTING CORPORATE MEMBERSHIP

1. Navigate to the [ARMS Website](#) > Membership > Membership Types.
2. Scroll to the bottom of the page and click 'Sign up for an account to connect'.
3. Fill in the required fields and click register (this creates your website account).
4. You should now receive an email with your username and password.
5. Click the first link in the email to set a new password for your account, once you have set a password click 'change password and login'.
6. You will now be taken to your user account home page where you will complete your registration.
7. Complete the following steps:

Tell us your speciality, other societies you belong to and your chapter where you are located.	<input type="button" value="Create"/>	Fill in the required fields
Connect to your Business.	<input type="button" value="Connect Now"/>	Search your organisation name and click 'Request Link'
Tell us which regions are relevant to you.	<input type="button" value="View Regional Interest Groups"/> <input type="button" value="Dismiss"/>	This field is optional, click dismiss if you do not wish to complete this
To subscribe to our Communications please update your preferences now.	<input type="button" value="Update Here"/> <input type="button" value="Dismiss"/>	This field is optional, click dismiss if you do not wish to complete this

Connect to your Business.	<input type="button" value="Connect Now"/>	Once you have completed the above click 'Connect Now'
---------------------------	--	---

8. The business lead will receive an email that you are requesting to be connected to the business, they will either confirm or deny the request.
9. Once confirmed you will receive an email advising that you have gained membership benefits on behalf of the business which holds the membership. (There may be a delay in receiving this email as corporate memberships need to be approved by your corporate lead)

ARMS Member's Portal Operational Guide

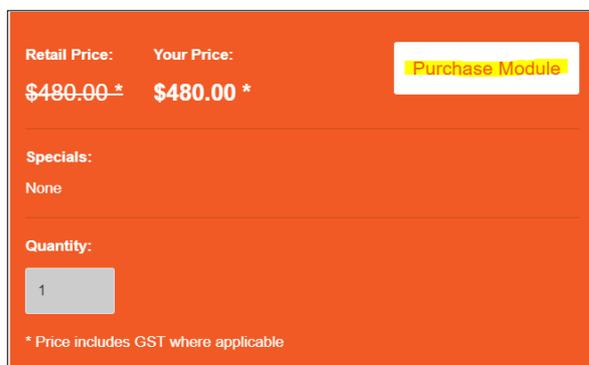
4. BECOMING A CORPORATE MEMBER

1. Navigate to the [ARMS Website](#) > Membership > Membership Types.
2. Click the 'Corporate Membership' option.
3. Click 'Select Membership' next to Corporate.
4. Fill in the required fields and click register (this creates your website account).
5. You should now receive an email with your username and password.
6. Click the first link in the email to set a new password for your account, once you have set a password click 'change password and login'.
7. You will now be taken to your user account home page, click 'Create Business'.
8. You will be taken to create new business page, where you will complete your corporate business detail and click Save.
9. You will now be taken back to your user account home page, click 'Create'.
10. This will take you to the page to answer the question about the number of individual members, click Save.
11. Once you have completed this click 'Continue to Payment'.
12. Click 'Add to Cart' next to Corporate.
13. Now you have the option to 'Checkout Now'.
14. Confirm your details and click 'Next'.
15. Carefully review your details before clicking 'Place Order'.

If you wish to join as a Small Corporate Member or experience any difficulties joining, we advise that you contact our Management Accountant, Brett Dobson in the first instance – email Brett.Dobson@flinders.edu.au

5. REGISTERING FOR AN EVENT OR PROFESSIONAL DEVELOPMENT PROGRAM, SUCH AS THE ACCREDITATION PROGRAM OR PD SESSIONS @ ZOOM

1. Navigate to the [ARMS Website](#) > Events > Accreditation Module Events.
2. Click the module you are interested in.
3. Click 'Purchase Module'.



The screenshot shows a purchase interface with a dark blue background. At the top, it displays 'Retail Price: \$480.00*' and 'Your Price: \$480.00*'. A yellow button labeled 'Purchase Module' is positioned to the right. Below this, the 'Specials' section shows 'None'. The 'Quantity' section has a text input field containing the number '1'. At the bottom, a small note states '* Price includes GST where applicable'.

4. Enter your email address to search for your details.

ARMS Member's Portal Operational Guide

Accreditation Module 3.2: Higher Degree by Research International Partnerships

Please enter the details of the person who will be attending

Email Address: *

Please enter the email of the person who will be attending

5. Fill in the required fields and click 'add to cart' or 'add to cart and purchase another' (You now have the option to purchase another module, 'Checkout Now' or 'View Cart').

Name: *

Phone No.:

Organisation Name: *

Dietary Requirements :

6. In the checkout fill in the required fields and click next.

Billing to

Please Note: There are no addresses currently saved in your address book.

Address Details

Country: *

First Name: * Last Name: *

Business: Tax Number:

Street Address 1: *

Street Address 2:

City: * State: *

Post Code: *

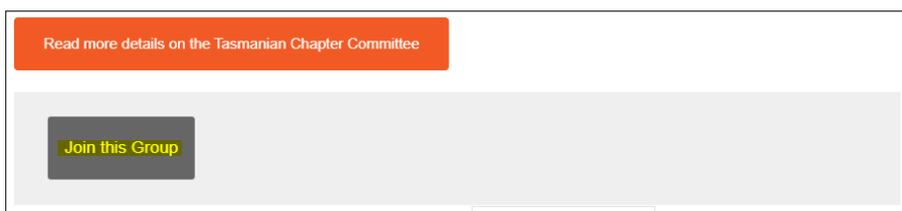
7. Confirm your details and click 'Place Order'.

Please note that you will receive two (2) emails once you have registered for your event, an invoice and an event confirmation.

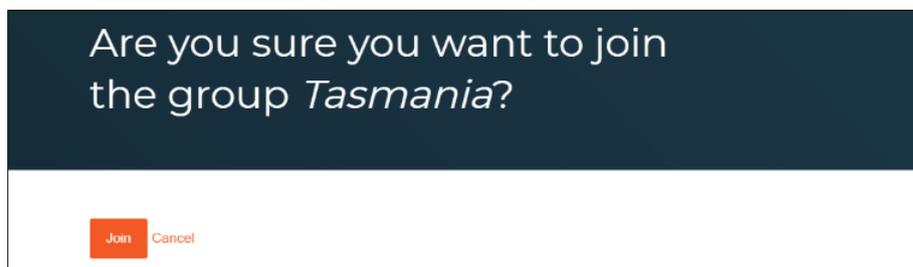
6. JOINING A CHAPTER GROUP

1. Navigate to the [ARMS Website](#) > Chapter > Select a chapter.
2. Click 'Join this Group'.

ARMS Member's Portal Operational Guide

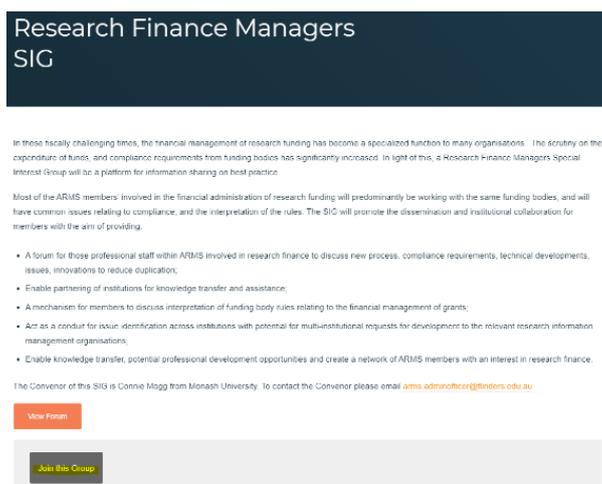


3. Confirm you wish to join the chapter group.

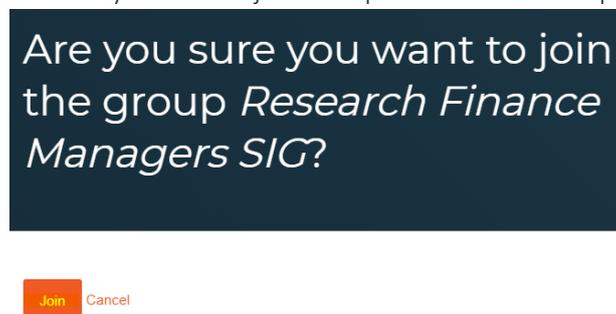


7. JOINING A SPECIAL INTEREST GROUP (SIG)/NETWORK

1. Navigate to the [ARMS Website](#) > About Us > Special Interest Groups.
2. Select the SIG you wish to join (Please note that some interest groups are by invitation only).
3. Click 'Join this Group'.



4. Confirm you wish to join the Special Interest Group.



8. LOGGING INTO THE PORTAL FOR THE FIRST TIME?

When you login for the first time we strongly recommend **you thoroughly check and update your details. You will be able:**

- ✓ To change your personal address - In the left menu of My Member Portal, choose Addresses.

ARMS Member's Portal Operational Guide

- ✓ To change your name or phone number - In the left menu of My Member Portal, choose Personal Details.
- ✓ Login details lets you edit your email address used to login and also the password.

9. COMMUNICATION PREFERENCES

To update your communication preferences, please see details below.

1. Navigate to your [ARMS Member Portal](#)
2. Click on 'Communication Preferences', in your portal home page side menu

My Account

Member Portal

Login Details

Personal Details

Communication Preferences

Transactions

Addresses

Businesses

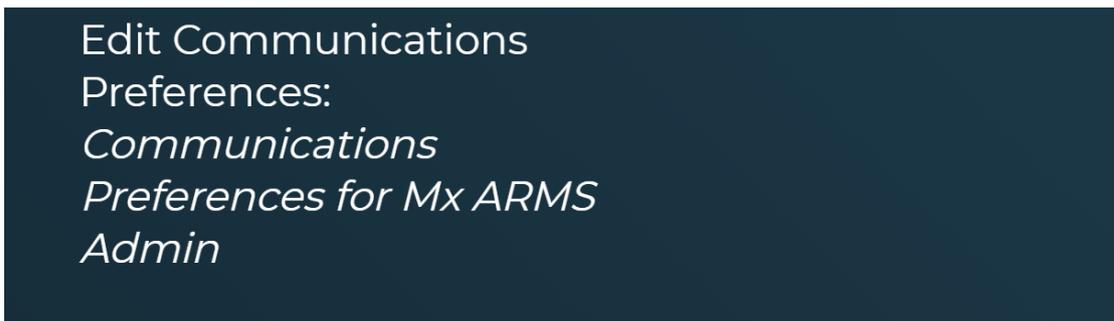
Bio

Additional Profile Information

Current Subscriptions

Online Courses

3. This page will now appear; please select which newsletter types you would like to receive and click save.



My Notifications

- 0 New News Articles
- 0 New Resources
- 0 New Event

My Account

- Member Portal
- Login Details
- Personal Details
- Communication Preferences**
- Transactions
- Addresses

Newsletter Types:

- Monthly Newsletter
- Events
- News
- Professional Development
- Chapter Updates
- Member Updates

Please select each topic ARMS can send you updates on. You can unsubscribe any time by visiting this page or clicking on the 'update your communication preferences link' in the newsletter.

Person: *

Mx ARMS Admin

Communications Preferences for a person to define newsletter subscriptions, automated digest settings..

SEO Settings

- Save
- Delete

ARMS Member's Portal Operational Guide

Newsletter types - please see below what kind of emails you will receive if selected:

- Monthly Newsletter – Up in ARMS newsletters
- Events – All ARMS events
- News – Sponsored e-blast content, call for submissions
- Professions Development – Accreditation modules, Conference/Events, PD Sessions @ Zoom
- Chapter Updates – Chapter updates and events, relating to your local chapter (reminder to sign up to your local chapter, instructions listed on page 6 of this document)
- Member Updates – All ARMS updates relating to membership

10. COMPLETING AN INVOICE PAYMENT

1. Navigate to your [ARMS Member Portal](#).
2. Click on 'Transactions' in your portal side menu.

My Account

[Member Portal](#)

[Login Details](#)

[Personal Details](#)

[Communication Preferences](#)

[Transactions](#)

[Addresses](#)

[Businesses](#)

[Bio](#)

[Additional Profile Information](#)

[Current Subscriptions](#)

[Online Courses](#)

3. Select 'view' on the invoice you wish to pay, followed by make payment.

Business Purchases

Invoice No	Invoice Date	Payment Status	Invoiced to	Purchased By	Invoice Amount	Actions
[REDACTED]	26 Jun 2020	Pending	[REDACTED]	[REDACTED]	\$3,309.00	View Print Invoice Invoice PDF Resend Invoice Make Payment
[REDACTED]	1 Jul 2019	Completed 1 Jul 2019	[REDACTED]	[REDACTED]	\$0.00	

ARMS Member's Portal Operational Guide

- This will take you to the online credit card page, follow the prompts and add in your credit card details.

Complete Payment

Transaction Summary

Invoice No [REDACTED]
Invoice Date [REDACTED]
Amount [REDACTED]

Product ID	Description	Qty	Price	Subtotal
44	Corporate [REDACTED]	1	\$3,309.00	\$3,309.00
GST				\$300.82
Total				\$3,309.00

Cardholder Name

Card Number

Expiry Date
Month Year

CVC

11. NEEDING FURTHER ASSISTANCE?

Please email any concerns to the ARMS Executive Office, arms.adminofficer@flinders.edu.au