

## 2023 VATE membership

VICTORIAN ASSOCIATION FOR THE TEACHING OF ENGLISH

## Renewing your organisational membership

To renew your VATE membership for 2023, please follow the steps outlined below. For best results, we recommend you use Google Chrome or Firefox to access the <u>VATE website</u>.

## Please follow these steps to renew your VATE organisational membership for 2023:

- 1. If you are the current primary contact (eg. Head of English) for your organisation and will continue in this role in 2023, please go ahead and renew 2023 membership for your organisation.
- 2. If the primary contact (eg. Head of English) will be changing for 2023, please email <a href="mailto:membership@vate.org.au">membership@vate.org.au</a> include the full name and email of the new primary contact. You can go ahead and renew once we have updated these details for you.
- 3. If you are the confirmed 2023 primary contact for your organisation, please login to the VATE website. You will need your user name (your current VATE subscribed email address) and your password. If you don't know your password, please click this <a href="mailto:link">link</a> to reset or contact the VATE office: <a href="mailto:membership@vate.org.au">membership@vate.org.au</a>
- 4. Select 'My Account' in the dropdown menu at the top right-hand corner.
- 5. Select 'Membership renewal' tab.
- 6. Select your current VATE membership to open a new menu.
- 7. Please click on your existing membership and select 'Change my membership' to view your renewal options. You will be able to scroll through to choose your appropriate membership category.

Your existing membership(s)  Please click on your existing membership and select 'Change my membership' to view your renewal options You will be able to scroll through to choose your appropriate membership category.	
2022 Non-school (publishers, university libraries, other) (10469)	•
Purchase print 2023 AATE journal (\$66)	



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Organisational Membership

2022 Non-school (publishers, university libraries, other) (10469)

\* Change my membership \*

Please click on your existing membership and select 'Change my membership' to view your renewal options.

8. Follow the prompts to select your preferred organisational membership category and select payment with either a credit card or an approved purchase order number.

You will be able to scroll through to choose your appropriate membership category.

\* Change my membership \*

Individual Membership

2023 Alumni, CRT, Part-time teacher (0.6 or less)
2023 Individual (1 year)
2023 Pre-service teacher
2023-2024 Individual (2 years)

Organisational Membership
2023 Non-school (publishers, university libraries, other)
2023 School 0–350 students
2023 School 901–1200 students
2023 School > 1200 students

Your existing membership(s)

- 9. On the confirmation page, please click the prompt reminding you to add and update your staff. The 'Manage organisational staff' tab is located next to the 'Membership renewal tab'.
- 10. You should receive several emails confirming your membership renewal and payment received

If you experience any difficulties, please email membership@vate.org.au