



VICTORIAN ASSOCIATION FOR THE TEACHING OF ENGLISH

# 2024 VATE membership

## Renewing your organisational membership

To renew your VATE membership for 2024, please follow the steps outlined below. For best results, we recommend you use Google Chrome or Firefox to access the [VATE website](#).

**Please follow these steps to renew your VATE organisational membership for 2024:**

1. If you are the current primary contact (e.g. Head of English) for your organisation and will continue in this role in 2024, please go ahead and renew 2024 membership for your organisation.
2. **If the primary contact (e.g. Head of English) will be changing for 2024, please email [membership@vate.org.au](mailto:membership@vate.org.au) – 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 2024 primary contact for your organisation, please log into the VATE website. You will need your username (your current VATE subscribed email address) and your password. If you don't know your password, please click this [link](#) to reset or contact the VATE office: [membership@vate.org.au](mailto:membership@vate.org.au)
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'  
You will be able to scroll through to choose your appropriate membership cat**

2023 School 901–1200 students (08172) ▾



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Your existing membership(s)

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

**Organisational Membership**

- ✓ 2023 School 901-1200 students (08172)
- \* Change my membership \*

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.

Your existing membership(s)

Please click on your existing membership and select 'Change my membership'. You will be able to scroll through to choose your appropriate membership category.

\* Change my membership \*

Available Memberships

2024 School 901-1200 students

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' in your 'my account' area.
10. You should receive several emails confirming your membership renewal and payment received

If you experience any difficulties, please email [membership@vate.org.au](mailto:membership@vate.org.au)