Victorian Association for the Teaching of English

2027 VATE membership

Renewing your organisational membership

To renew your VATE membership for 2027, 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 2027:

1. If you are the current primary contact (e.g. Head of English) for your organisation and will continue in this role in 2027, please go ahead and renew 2027 membership for your organisation.

2. **If the primary contact (e.g. Head of English) will be changing for 2027, please email membership@vate.org.au – include the full name and email of the new primary contact. They will be able to renew once we have updated these details for you. Note: If you (the current contact) are processing the renewal then you can notify us of the new primary contact after the membership has been renewed.**

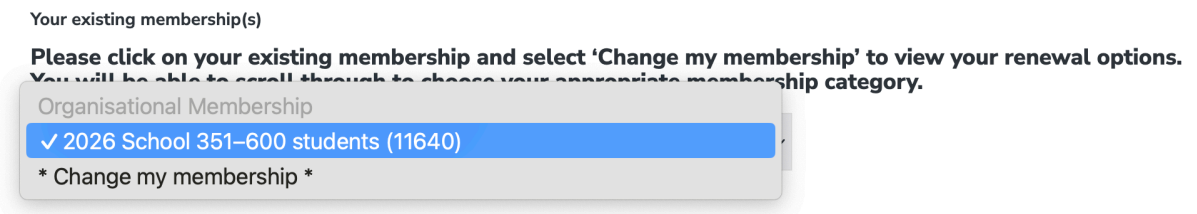
3. If you are the confirmed 2027 primary contact for your organisation, please log into the VATE website. You will need your username (your current VATE subscribed email address) and your password. If you don't know your password, please click this link to reset or contact the VATE office: membership@vate.org.au

4. Select 'My Account' in the dropdown menu at the top right-hand corner.

5. Select 'Membership renewal' tab.

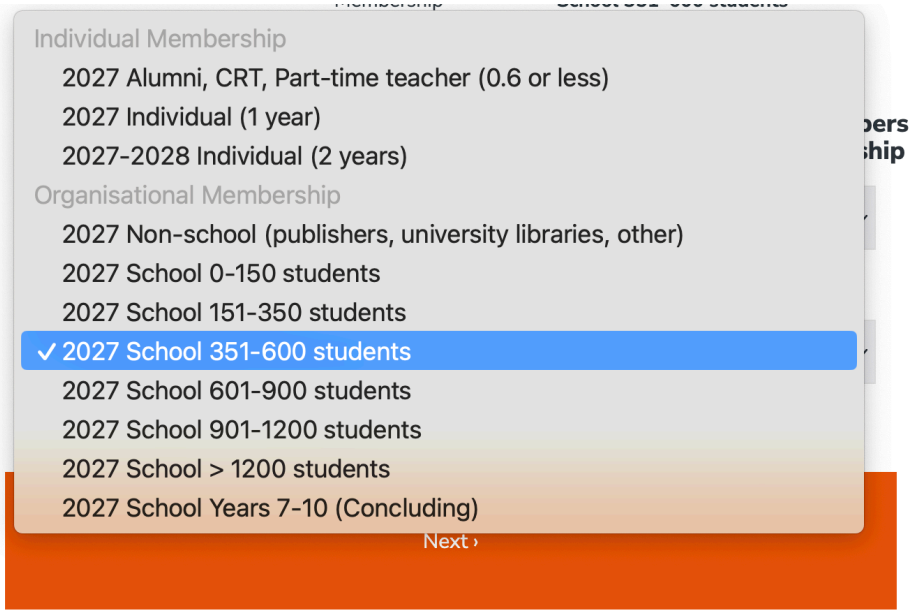
6. Select your current VATE membership to open a new menu.

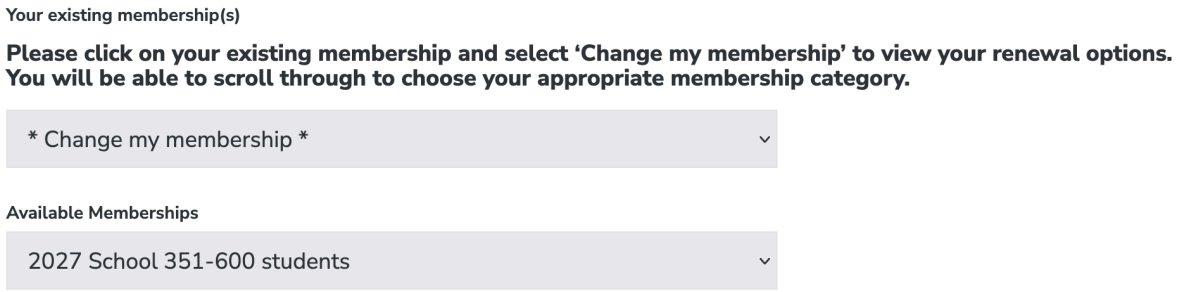
7. Please click on your **existing membership** and select 'Change my membership' to view your renewal options. You will be able to scroll through to choose your appropriate membership category.



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.

Victorian Association for the Teaching of English





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 as well as a copy of the invoice.

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