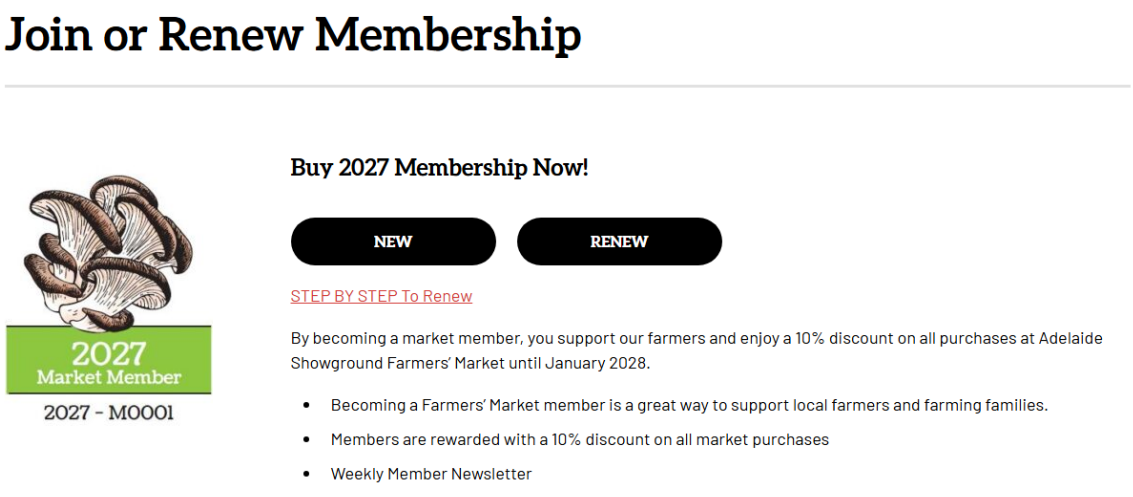
STEP-BY-STEP INSTRUCTIONS

to Renew your Farmers' Market Membership for 2027:

1 Click on this link or scan the QR Code now to renew

2 Select RENEW Membership Now – where should this link go?

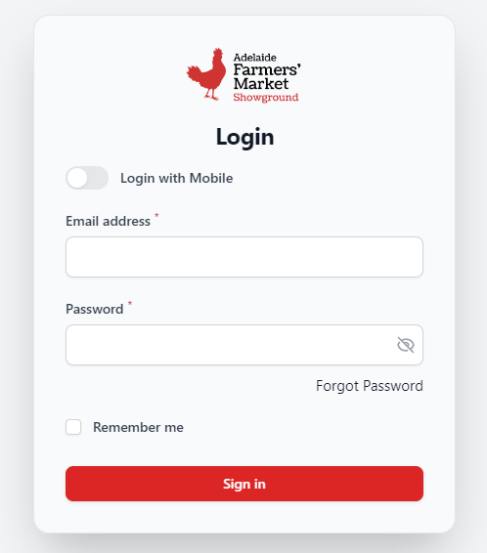


3 Login Page Using Email Address Or Mobile Phone

A. LOGGING IN WITH YOUR EMAIL ADDRESS. *FIRST CLICK 'FORGOT PASSWORD'*

STEP BY STEP INSTRUCTIONS

2027 MEMBERSHIP RENEWAL



GREEN - A message will pop up in the right-hand screen confirming the request was received and an email has been sent to your 'inbox' with a temporary password

Or

RED - Error Message i.e User Login Email was invalid. It did not send, and this could be for various reasons including those outlined below. Firstly, ensure the email is correct and try again.

TROUBLESHOOTING

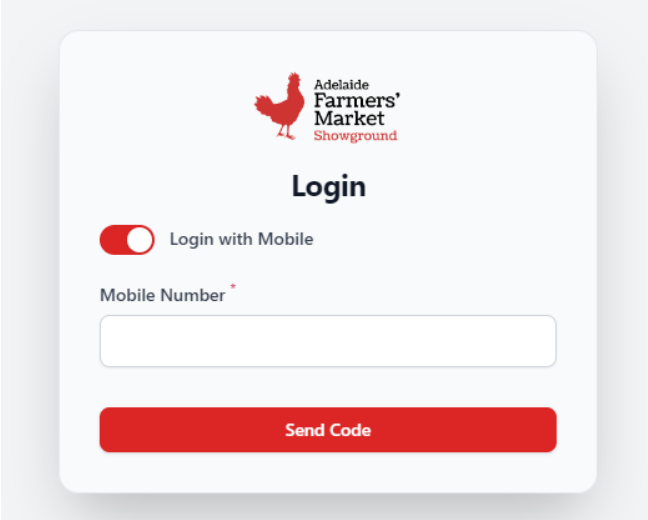
- Email was typed incorrectly i.e.. com.au or .com
- Spaces at the end of the email
- Another email is attached to the account i.e. work email, an alternate email, a partner's emails, a share house friend's email, or a parent's email?
- Profile may not have transferred from the old system and a new profile will need to be created via a New Membership. (A Renewal discount will be able to be applied by contacting ASFM staff to arrange a coupon.

B LOG IN VIA YOUR MOBILE NUMBER

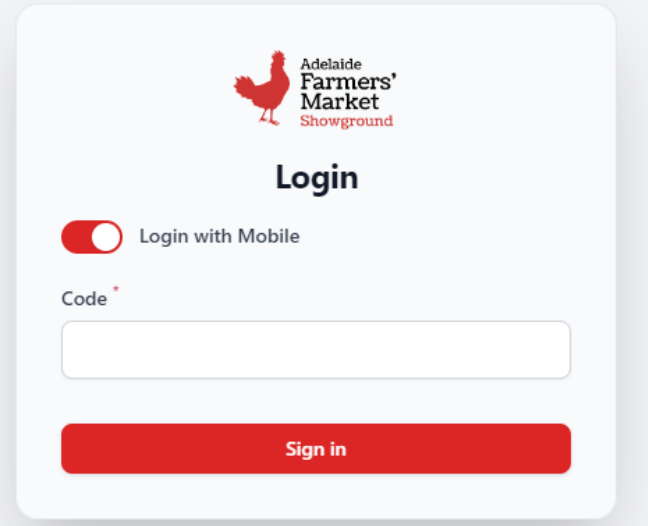
- Slide the bar on the screen to activate the Login with Mobile screen shown below.
- Type your mobile number i.e. 0411xxxxxx. (Formatting will automatically change and you can leave it as it is)
- Select "Send a Code"
- Verification Code will arrive to the mobile number you entered if it is the number entered in your membership profile.
- If you don't receive a code to your mobile then try the "forgot email" option or email us at info@adelaidefarmersmarket.com.au for assistance

STEP BY STEP INSTRUCTIONS

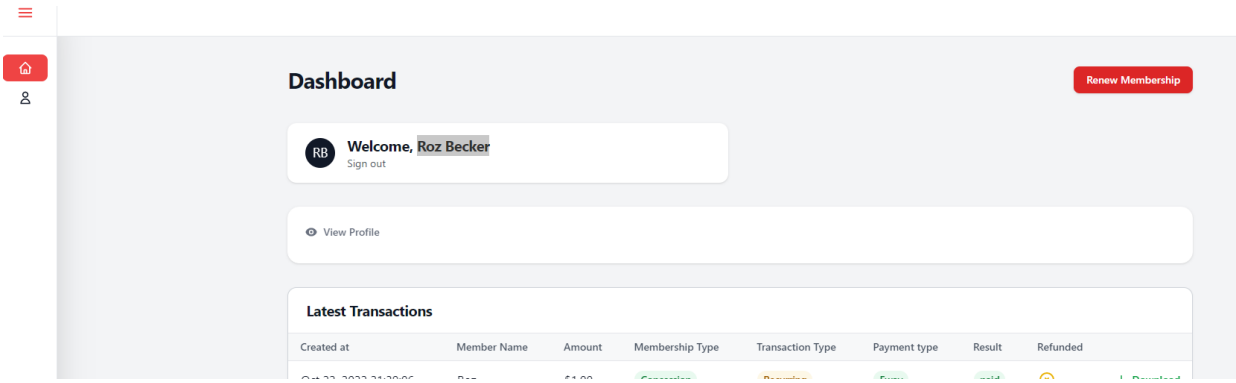
2027 MEMBERSHIP RENEWAL



- Type the received Verification Code into the next screen then click Sign In



c Logged into You Membership Profile Page - Dashboard



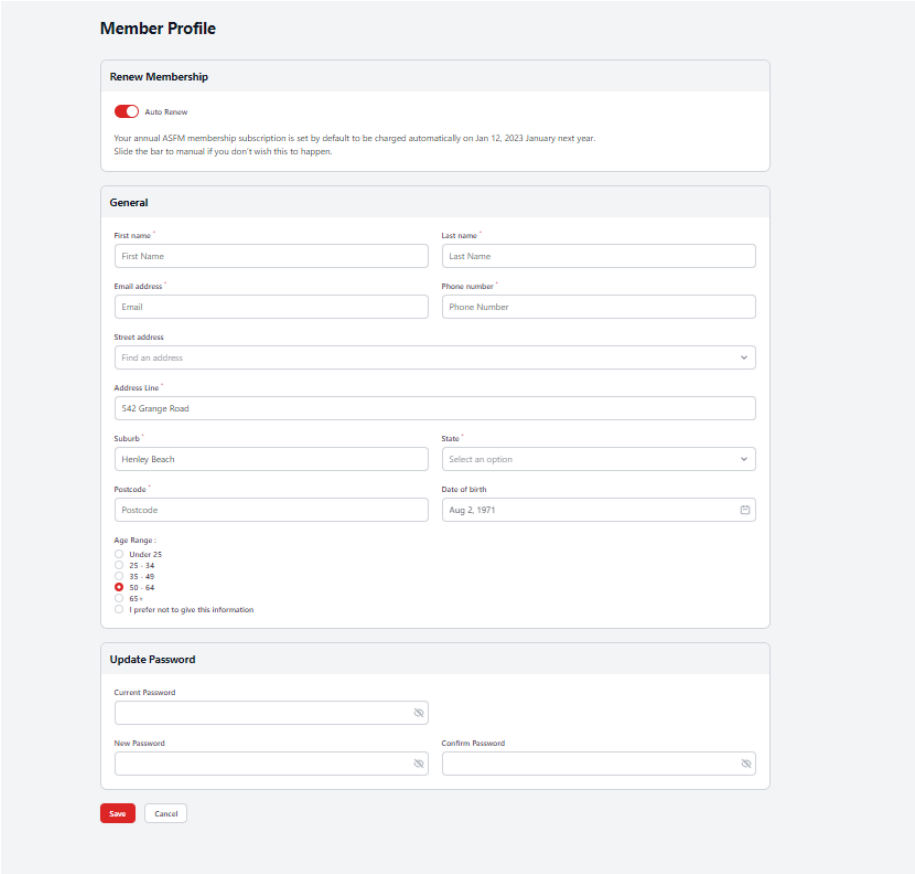
- Select Red Button on Right Hand Side top **"Renew Membership" straight away**

And/or

STEP BY STEP INSTRUCTIONS

2027 MEMBERSHIP RENEWAL

- Select View Profile to review and update your contact details inc password and auto-renew status



- <u>Update your details</u>
- <u>Select or de-select "Auto Renew"</u> to occur in January annually.
- If selected (Red) on the bar "Your annual ASFM membership subscription is **set by default** to be **charged automatically** on 13 Jan, 2027 and every January following
- Slide the bar to manual if you don't wish this to occur.
- Click the Save button (bottom left of screen)

NOTE if you pay your membership early, your membership won't autorenew in January 2027. You will, however, still be set to Auto-Renew for 2027 onwards.

CHANGING YOUR PASSWORD

- You can also Update your Password in your profile if you have a temporary password from when you entered using your Email address
- Enter your Current Temporary Password provided as requested in the field labelled "Current Password". Then create your New Password and Confirm New Password
- Click the Save button (bottom left of screen)
- PASSWORD HAS BEEN UPDATED TO YOUR NEW PRIVATE PASSWORD.

You can now finalise your payment and renew your membership from your profile by selecting the "Renew Membership" red button at the top right hand corner.