

TRE AUSTRALIA PROVIDER LISTINGS

Instructions for this document

Please see the relevant section of this document for help & instructions set out in the following sections:

Page 2 - Issues with **username/email address &/or password** to log into the www.treaustralia.com website

Page 3 - Creating a **new Provider Listing** for the first time **without** an existing username/email & password for www.treaustralia.com

Page 5 - Creating a **new Provider Listing** for the first time **with** an existing username/email & password for www.treaustralia.com (ie you have previously registered for a workshop or paid for something on the www.treaustralia.com website)

Page 7 - **Editing** an existing **active** Provider Listing

Page 8 - Renewing a **current** Provider Listing **due for renewal**

Page 9 - Renewing a **lapsed** Provider Listing **overdue for renewal**

Issues with TRE Australia Website Email/Username & Password

If you have ever made a purchase on www.treaustralia.com you will already have a username/email address & password as a registered user of the website itself separate to anything to do with the Provider listings section.

To reset or if you have forgotten your password

1. **Navigate to the Website:** Enter the URL <https://www.treaustralia.com> in the address bar and press Enter.
 - a. Click on the link that says "Register as a Provider" in the top, right hand corner of the page - or the "Click Here" button on the Provider Login Box in the very bottom right hand corner of the page.
 - b. click on the "**Lost your Password**" link.
 - c. Enter your username or email address & then click on 'get new password'
 - d. Follow the prompts in the email to reset your password then log back into the site using your new password

If you have forgotten your Username or Log on Email Address

1. **Email** richmond@treaustralia.com & ask him to send you a password reset email
- 2 - check your emails & reset your password
- 3 - if you don't receive the password reset email please check old email addresses you have previously used to log into the site
- 4 - if you do not have access to your old emails email richmond@treaustralia.com providing him with a request to update your email address to whichever one you want to use from now on.
- 5 - once richmond confirms he has updated your username/email address follow the instructions above to reset your password.
6. Please ensure you keep these details saved to save unnecessary time in the future.

Creating a New Provider Listing

(with no existing username or login to www.treaustralia.com)

Prerequisites: You do not have a provider listing and are not a registered user of the TRE Australia website. (ie you have never purchased anything from the TRE website such as a workshop, masterclass or made a donation to a resource before)

Step 1: Access the Website

2. **Navigate to the Website:** Enter the URL <https://www.treaustralia.com> in the address bar and press Enter.

Step 2: Create a New Provider Listing

2. **Add New Listing:**
 - a. Click on the link that says "Register as a Provider" in the top, right hand corner of the page.
 - b. Or Click on the "Click Here" button on the Provider Login Box in the very bottom right hand corner of the page.
3. **Fill Out Listing Details:**
 - a. **UserName:** Enter a convenient name for your user account for www.treaustralia.com (not public)
 - b. **Email:** Your email account.
 - c. **Password:** Enter a password for your account and confirm
Please make it a complex password with Letters/Numbers/Symbols
 - d. Click the [**Register Button**]
 - e. In the top right hand corner of hte site you will get a message in green letters.
"Your account has been created successfully >>"
"Please check your email address to verify your account."
4. **Verify your Email**
 - a. Check your email for the email verification and click on the link to verify
 - b. Please check your Junk Mail folder if you do not receive this email.
5. **Login**
 - a. Click on the Link in the top right hand corner "**Register as a Provider**" or the "Click Here" button on the Provider Login Box in the very bottom right hand corner of the page.
 - b. Login to the newly created user account.

6. Create a Provider Listing

- a. Before you can create your listing you must activate a 'subscription' for a TRE Provider listing
- b. Click on green menu item on the left "**TRE Providers**" Section
- c. Click on the grey 'TRE Directory' tab that comes up
- d. On the right hand side you will see the [Add Provider +] Button
- e. Select "Base Directory Subscription" then click [Next]
- f. Fill out the Provider Listing - (you can also edit this later.)
- g. Click [Add to Cart]
- h. Check your order and click [Proceed to Checkout]
- i. Fill out your billing details as you would normally. Enter the credit card details or choose Paypal at the bottom and checkout by clicking [place Order]
- j. Once the payment has been processed you will get a copy of your order and payment shown on the screen. Please print this for your records. You will also receive a copy of the order in your email.

7. Approval and Editing your Listing

- a. Once your order has been processed it needs to be manually approved by Richmond before your listing made public - email richmond@treaustralia.com to let him know you have completed & paid for your listing
- b. While awaiting publication of your listing you are able to Edit your listing by clicking on the "My Account" link in the top right hand corner of the site.
- c. Click on "TRE Providers". Your listing will display on the right hand side.
- d. Click the 'cog' [*] button and select "Edit" to edit your listing.
- e. Once Richmond has confirmed that he has published your listing check that your listing is still visible & how you would like it at <https://www.treaustralia.com/providers/>

Creating a New Provider Listing

(with an existing username & login password for www.treaustralia.com)

Prerequisites: You do not have a provider listing but are already a registered user of www.treaustralia.com because you have previously registered for a workshop, masterclass or made a donation to TRE Australia.

Step 1: Access the Website

2. **Navigate to the Website:** Enter the URL <https://www.treaustralia.com> in the address bar and press Enter.

Step 2: Create a New Provider Listing

1. **Login your existing website user:**
 - a. Click on the link that says "My Account" in the top, right hand corner of the page.
 - b. Use your existing details to Login
 - c. If you cannot login or need to reset your password - click on the "**Lost your Password**" link.
 - d. Check your email (including Junk folder) and reset your password using Letters/Numbers and Symbols.
2. **Create a Provider Listing**
 - a. Before you create your listing you must activate your subscription.
 - b. Click on green menu item on the left "**TRE Providers**" Section
 - c. Click on the grey 'TRE Directory' tab that comes up
 - d. On the right hand side you will see the [Add Provider +] Button
 - e. Select "Base Directory Subscription" then click [Next]
 - f. Fill out the Provider Listing - (you can always edit this later.)
 - g. Click [Add to Cart]
 - h. Check your order and click [Proceed to Checkout]
 - i. Fill out your billing details as you would normally. Enter the credit card details or choose Paypal at the bottom and checkout by clicking [place Order]
 - j. Once the payment has been processed you will get a copy of your order and payment shown on the screen. Please print this for your records. You will also receive a copy of the order in your email.

k.

3. Approval and Editing your Listing

- a. Once your order has been processed it needs to be manually approved by Richmond before your listing made public - email richmond@treaustralia.com to let him know you have completed & paid for your listing
- b. In the meantime you are able to Edit your listing by clicking on the “My Account” link in the top right hand corner of the site.
- c. Click on “TRE Providers”. Your listing will display on the right hand side.
- d. Click the [*] button and select “Edit” to edit your listing.
- e. Once Richmond has confirmed that he has published your listing check that your listing is still visible & how you would like it at <https://www.treaustralia.com/providers/>

Editing an Existing Provider Listing

(you already have a username & login password for www.treaustralia.com)

Prerequisites: You are a registered user & have an active login & password for www.treaustralia.com & have an active provider listing.

Step 1: Access the Website

2. **Navigate to the Website:** Enter the URL <https://www.treaustralia.com> in the address bar and press Enter.

Step 2: Edit an existing Provider Listing

1. **Login your existing website user:**
 - a. Click on the link that says "My Account" in the top, right hand corner of the page.
 - b. Use your existing details to Login
 - c. If you cannot login or need to reset your password - click on the "**Lost your Password**" link.
 - d. Check your email (including Junk folder) and reset your password using Letters/Numbers and Symbols.
2. **Editing your Listing**
 - a. You are able to Edit your listing by clicking on the "My Account" link in the top right hand corner of the site.
 - b. Click on the green "TRE Providers" on the left menu - Your listing will display on the right hand side.
 - c. Click the cog [*] button at the end of your listing and select "Edit" to edit your listing.
 - d. Edit your listing & click on 'save changes' at the bottom of your profile

Renewing a current Provider Listing due for renewal

(you already have a username & login password for www.treaustralia.com)

Prerequisites: You are a registered user of www.treaustralia.com and have a provider listing that has lapsed or is overdue for renewal

Step 1: Access the Website

1.. **Navigate to the Website:** Enter the URL <https://www.treaustralia.com> in the address bar and press Enter.

Step 2: Edit a lapsed & overdue Provider Listing

3. **Login your existing email/username & password:**
 - a. Click on the link that says "My Account" in the top, right hand corner of the page.
 - b. Use your existing details to Login
 - c. If you cannot login or need to reset your password - click on the "**Lost your Password**" link.
 - d. Check your email (including Junk folder) and reset your password using Letters/Numbers and Symbols.
 - e. Please save these details for future use.
4. **Renew your Provider Listing**
 - a. You are able to Renew your listing by clicking on the "My Account" link in the top right hand corner of the site.
 - b. Click on the green "TRE Providers" on the menu on the left side. Your listing will display on the right hand side.
 - c. Click the settings cog [*] button at the end of the line and select "Renew" to renew your listing.
 - d. Check your order and click [Checkout]
 - e. Fill out your billing details as you would normally. Enter the credit card details or choose Paypal at the bottom and checkout by clicking [place Order]
 - f. Once the payment has been processed you will get a copy of your order and payment shown on the screen. Please print this for your records. You will also receive a copy of the order in your email.
 - g. Check that your listing is still visible & how you would like it at <https://www.treaustralia.com/providers/>

Renewing a Lapsed Provider Listing

(you already have a username & login password for www.treaustralia.com)

Prerequisites: You are a registered user of www.treaustralia.com and have a provider listing that has lapsed or is overdue for renewal

Step 1: Access the Website

2. **Navigate to the Website:** Enter the URL <https://www.treaustralia.com> in the address bar and press Enter.

Step 2: Edit a lapsed & overdue Provider Listing

5. **Login your existing email/username & password:**
 - a. Click on the link that says "My Account" in the top, right hand corner of the page.
 - b. Use your existing details to Login
 - c. If you cannot login or need to reset your password - click on the "**Lost your Password**" link.
 - d. Check your email (including Junk folder) and reset your password using Letters/Numbers and Symbols.
 - e. Please save these details for future use.
6. **Renew your Provider Listing**
 - a. You are able to Renew your listing by clicking on the "My Account" link in the top right hand corner of the site.
 - b. Click on the green "TRE Providers" on the menu on the left side. Your listing will display on the right hand side.
 - c. Click the settings cog [*] button at the end of the line and select "Renew" to renew your listing.
 - d. If your listing has lapsed before you have renewed it your listing you must re-activate your subscription first before you can 'renew
 - e. Select "Base Directory Subscription" then click [Next]
 - f. Check your order and click [Checkout]
 - g. Fill out your billing details as you would normally. Enter the credit card details or choose Paypal at the bottom and checkout by clicking [place Order]
 - h. Once the payment has been processed you will get a copy of your order and payment shown on the screen. Please print this for your records. You will also receive a copy of the order in your email.

- i. Once your order has been processed it needs to be manually approved by Richmond before your listing made public - email richmond@treaustralia.com to let him know you have completed & paid for your listing
- j. Once Richmond has confirmed that he has published your listing check that your listing is still visible & how you would like it at <https://www.treaustralia.com/providers/>