

Using ALGIM's new website

ALGIM is shifting to a new website system. This will bring our events, membership and website systems together, meaning everything will be more accessible and easier to find for our council members.



Don't forget, every council is a member of ALGIM, so if you're a council employee, you're already a member.

Many council contacts have been brought over from our old system, so your details may already be in our database.

To gain access to ALGIM's website, www.algim.org.nz please follow the steps below.

1. If you already have an account

If you have already registered for our 2017 Spring or Annual Conferences, or an event such as our droneSafe workshops in 2018, then you will have been sent an email containing a password to use with our website.

Note: The system underlying our website is called Wild Apricot, so you may have seen the wildapricot.org domain on some emails from ALGIM

If you already have a login, then you can access our site using the login button, as highlighted below.



2. Check if your details are in our system

If you haven't already signed up with ALGIM, then head to www.algim.org.nz/register, and input your details. The page will look like the image below.

Register with ALGIM

By registering below, you'll gain access to any online services your council has purchased, plus be kept up-to-date with any new ALGIM events and services.

Once you press subscribe, you will receive an email containing your password for use on www.algim.org.nz. Once logged in, you can change this password at any time by using the 'Change Password' button at the top of the page.

IM Toolkit users can access the toolkit by logging in, then going to Products and Services - Information Management - IM Toolkit - Access IM Toolkit Modules.

Please allow up to one business day for all applicable permissions to be put in place on your account.

Subscription form * Mandatory fields

* First name

* Last name

* Organisation

* Job Title

* Email

Mobile Phone

Phone

Security check

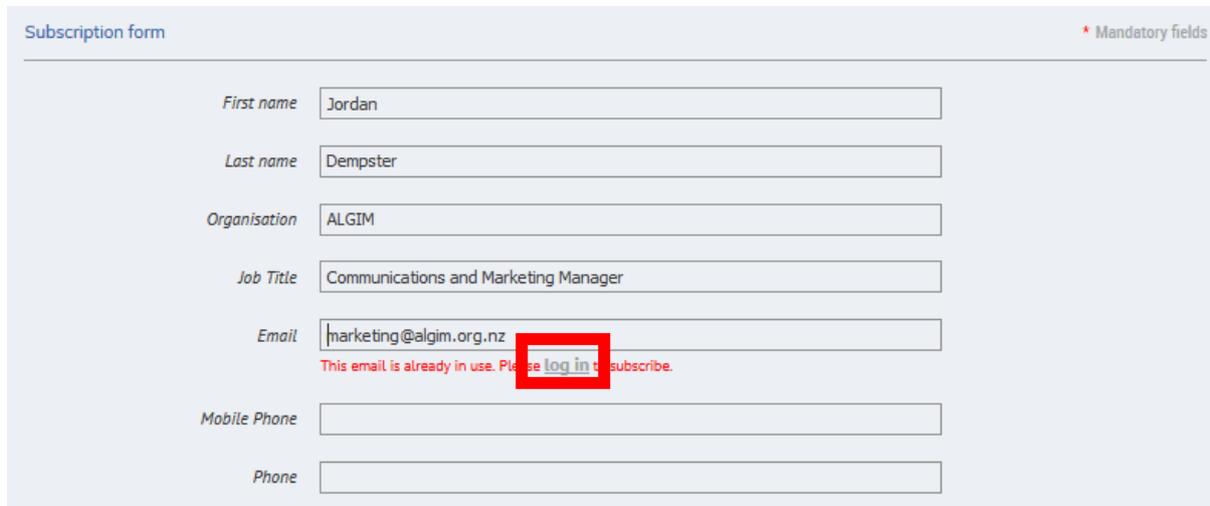
* Code

Type the 6 characters you see in the picture



If your details are **not** in our system, then after you press 'Subscribe' you will get a confirmation that your details have been entered successfully. Please allow up to one business day for all relevant permissions to be set up on your account.

If your details **are** already in our system, then you will see an error as below. In this situation, please click on the log in button, as highlighted.



The screenshot shows a 'Subscription form' with the following fields: First name (Jordan), Last name (Dempster), Organisation (ALGIM), Job Title (Communications and Marketing Manager), Email (marketing@algim.org.nz), Mobile Phone, and Phone. A red error message below the email field reads: "This email is already in use. Please **log in** to subscribe." The 'log in' text is highlighted with a red box.

That will take you to the log in page, where you should click on 'Forgot Password'.

Please log in to continue

Please login to continue to the page you have requested. If you do not have an account please [register now](#).



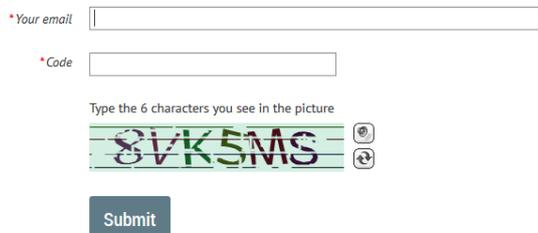
The login form includes an Email field with 'marketing@algim.org.nz', a Password field with masked characters, and a 'Remember me' checkbox.



Two buttons are shown: 'Log in' and 'Forgot password'. The 'Forgot password' button is highlighted with a red box.

You will then see the below page, where you can enter your email, and the security code. Once you click 'submit' you will receive an email with a password.

Reset password



The 'Reset password' form includes fields for 'Your email' and 'Code'. Below these is a security code image showing the characters '8VK5MS' and a 'Submit' button.

If you have any other issues with logging in, please don't hesitate to contact us on admin@algim.org.nz or (06) 351 6330.