Meetings & Events Australia

UPDATING YOUR WHO'S WHO DETAILS ONLINE

1. Only the Primary Subscriber for your membership can update company details for the Who's Who via the members area of the MEA website.
   a. If you are unsure of who your Primary subscriber is please contact the MEA National Office on 02 9929 5400.
   b. If your Primary subscriber has left, please email the details of a replacement subscriber to the National Membership Officer Meagan on membership@mea.org.au. Meagan will change the subscription and re-issue a log-in to the new subscriber.
2. If you are ok with Step 1. proceed to access the members area of the MEA website via the MEA homepage: www.meetingsevents.com.au
3. Click on the *member's area* link in the top right hand corner of the MEA home page to take you to the log-in section.
4. Enter your username and password in case sensitive format.
   a. If you don't know your password this can be requested from the *'Forgotten your Password?'* link on the same log-in page.
5. Now you will be in the member's home page. For the website to recognise which member you are, you need to <u>log-in a second time</u>. To do this, click on the *MEA member's online* link on the left hand side of the page. This will take you to your welcome page.
6. Once in your welcome page, you will see a list of links on the left hand side. The links required to change your details for the Who's Who are:
   - <u>Edit Your Directory Details</u>: this is the main page required to update your details. Through this page you can change the company ph, fax, email, website, company description and the service category your listing is under.
   - <u>Subscribers</u>: Use this section if any other subscribers (apart from the Primary subscriber) need to be removed/changed. To remove a subscriber, tick the box beneath their details which says 'No longer employed by this company'. This will remove them from being a subscriber and showing in the Who's Who. You will then be given the option to enter a replacement subscriber if required.
   - <u>View Directory Details</u>: It is recommended that you check this section to view the changes you have just made and ensure they are correct before logging out.

   ❑ If you experience problems with any of the above, please contact the MEA National Office on 02 9929 5400 or membership@mea.org.au