



**Landcare**  
in West Gippsland

# Membership Portal

**Introduction guide for  
Landcare members**

February 2022

The portal can be accessed via:  
<https://landcare.wgcma.vic.gov.au/>

# What is the portal?

There are over 50 Landcare groups in West Gippsland. The aim of this portal is to make it easier for groups to manage their members, collect payments and sign-up new recruits.

As a member of the portal you can:



## 01. Sign-up

This portal allows you and your family to sign up to your local Landcare group. You can provide simple details that will assist your group to get in touch with you, plus make sure you are covered by your group's Landcare insurance.



## 02. Make payment

Once you have signed up, you can pay your group membership either via credit card, cheque, cash or direct deposit. You can set up a reoccurring payment (which can be canceled if need be) or receive an email reminder each year your fees are due.

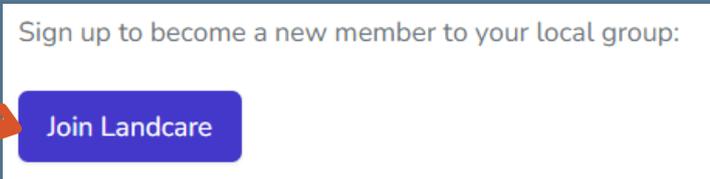
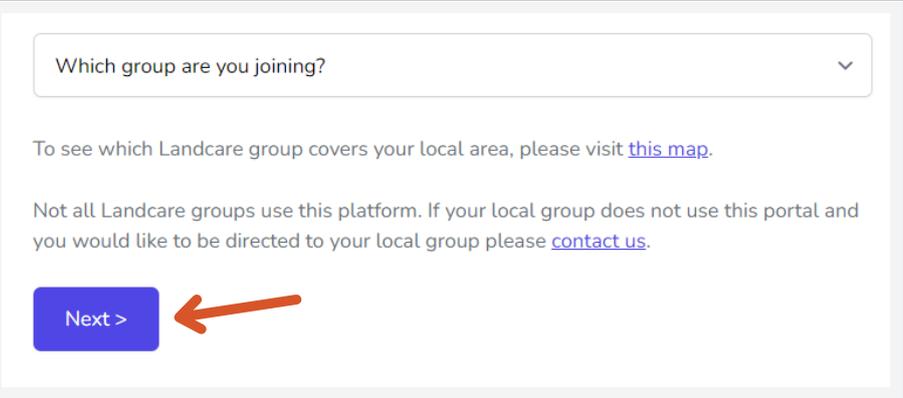
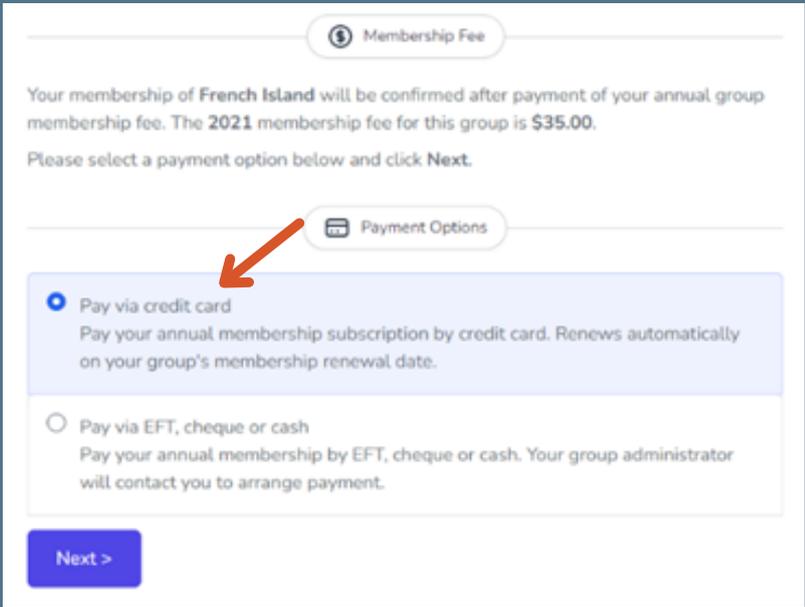


## 03. Update your details

Moved house? New phone? You can login and update your details at any time so your group can remain in touch.

# Sign-up

The easiest way to sign-up to the portal is to visit <https://landcare.wgma.vic.gov.au> and follow these steps:

Step	What to do
Click the Join Landcare button	 <p>Sign up to become a new member to your local group:</p> <p><a href="#">Join Landcare</a></p>
Fill out the details	 <p>Select which group you would like to join. If the group does not use the system, they will not appear in the drop down box.</p> <p>Which group are you joining? <span>▼</span></p> <p>To see which Landcare group covers your local area, please visit <a href="#">this map</a>.</p> <p>Not all Landcare groups use this platform. If your local group does not use this portal and you would like to be directed to your local group please <a href="#">contact us</a>.</p> <p><a href="#">Next &gt;</a></p>
Choose how you would like to pay:	 <p><b>Membership Fee</b></p> <p>Your membership of <b>French Island</b> will be confirmed after payment of your annual group membership fee. The <b>2021</b> membership fee for this group is <b>\$35.00</b>.</p> <p>Please select a payment option below and click <b>Next</b>.</p> <p><b>Payment Options</b></p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Pay via credit card Pay your annual membership subscription by credit card. Renews automatically on your group's membership renewal date.</li><li><input type="radio"/> Pay via EFT, cheque or cash Pay your annual membership by EFT, cheque or cash. Your group administrator will contact you to arrange payment.</li></ul> <p><a href="#">Next &gt;</a></p>

For automatic payment pay via credit card. If you choose manual payment, your group will be in touch to follow up payment.

You will get an email asking you to set your password and sign-in to the portal.

# Login to pay or update details

Landcare groups can also set up your profile. You will get an email asking you to login, set-up your password and pay if this is the case.

Once you have an profile (from either creating one yourself or created by your Landcare group) visit <https://landcare.wgcma.vic.gov.au> and follow these steps:

Step	What to do
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Click the Member Portal login.

Login to update your membership, make a payment or manage your group:

Member Portal Login

Login with your email address and password.



You can reset this if you have forgotten. You will receive an email with a link to do so.

Email  
KathleenB@wgcma.vic.gov.au

Password  
.....

Remember me

[Forgot your password?](#) **LOG IN**

Update your details or make a payment.

Profile Payments

Member Profile  
Here you can review a member's profile and issue a password reset request.

Member Profile

First name: Simon Last name: Test

Email: hotmail@hotmail.com Mobile: 0400 000 000

Street Address: 10 Test Street City: Leongatha

State: Victoria Post Code: 3953

**Save Profile**

Roles  
Member

Password Reset  
**Issue Password Reset**

Click on the payment button to choose which payment style you would like.

Click on the save profile button to update any details.

Issue password reset to reset password

# Support

Stuck? Please get in touch with either your local Landcare network or your regional Landcare staff at the West Gippsland Catchment Management Authority. We'd also love to hear of ideas or ways we can improve the portal.

## Contact

West Gippsland  
Catchment  
Management  
Authority

[rlc@wgcma.vic.gov.au](mailto:rlc@wgcma.vic.gov.au)

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