

Register as a Member of Community Meetings Online

The easiest way to register as a user on Community Meetings Online is to click [**Register now!**](#) as highlighted on the welcome page

The Community Member registration page requires you to enter personal details. Once you have done this, you will be able to:

- Register your attendance at a planned community meeting
- Register your interest in attending proposed meetings
- Request further information on CFA community programs.

You can register in one of 3 classifications. The customer classifications are:

- Resident
- Household
- Organisation, &
- Community Group.

Detailed Steps

Click [**Register now!**](#)

Prepare for the next fire season!

Attend a CFA community meeting to learn about the wildfire risk in your area and how you and your community can turn this awareness into action.

You can find your nearest community meeting by municipality, township or meeting type.

Search above or [**Register now!**](#)

Detailed Steps

Register as a Resident

The Resident button is for individual community members who want to register.

Click on **Resident**



During the registration process, Mandatory fields are indicated by a red asterix (*) and must have information entered into them to allow for your registration to be accepted.

Detailed Steps

Complete the details as requested on the page.

Every account must have a valid email address and password. An email address can only be used once within Community Meetings Online to register.

Community Meetings Online

Community Meetings Online Registration

Resident
 Household
 Organisation / Group

Please register your contact details.

Once you make your selection, please fill in all required information. The more information you provide the better we can come up with programs and services to our communities.

Email (for login):
 Password:
 Re-confirm password:

You must enter a current email address.
Your password is required to be a minimum of 8 characters.

*** mandatory fields**

Title:
 First Name: *
 Last Name: *
 Age Group:
 Nationality:
 Preferred Language:
 Phone:
 Mobile:
 Fax:
 Email:
 CFA Member:



Mandatory fields are indicated by a red asterisk (*) and must have information entered into them to allow for your registration to be accepted.



You have the option to Opt In or Out of any further communications from CFA. If you opt in, the communications will be sent to the email address you provided as your login

Detailed Steps

Scroll down the screen to complete the remaining registration process.

If you choose, the mandatory fields are the only ones you need to enter your information into.

Title:	Mr.
First Name:	Test
Last Name:	Resident
Age Group:	1 to 14
Nationality:	Australian
Preferred Language:	English
Phone:	99959999
Mobile:	0400000000
Fax:	
Email:	
CFA Member:	CFA Volunteer

Would you like to receive future communication from CFA?
 Yes No

The email address is automatically completed based on the email address given at the start of registration, so no entry is allowed during the registration process

Last Meeting Attended Prior to registration (if applicable)

Meeting Type	Month	Year
Community Meeting (public)	Feb	2014

In all registration screens you have the opportunity to advise CFA if you have previously attended a CFA community education session and what type.

Property Address

Please enter the address of your property located within CFA boundaries.

Street Number:	24
Street Name:	Smith Street
Post Code:	3250
City / Township:	COLLAC
State:	Victoria
Country:	Australia

If the postal address is different from the property address leaving the box unchecked will allow you to enter postal address details.


Postal Address

Same as Property Address

This allows for property owners who don't live at the property address to be contacted by CFA.

Register

Detailed Steps

Select  'Register' and the following window will 'pop-up' asking you to confirm your registration.



The registration form contains the following fields and text:

- Email (for login):
- Password:
- Re-confirm Password:
- Validation text: "You must enter a current email address." and "Your password is required to be a minimum of 5 characters."
- Submit button: 

The confirmation pop-up contains the following text:

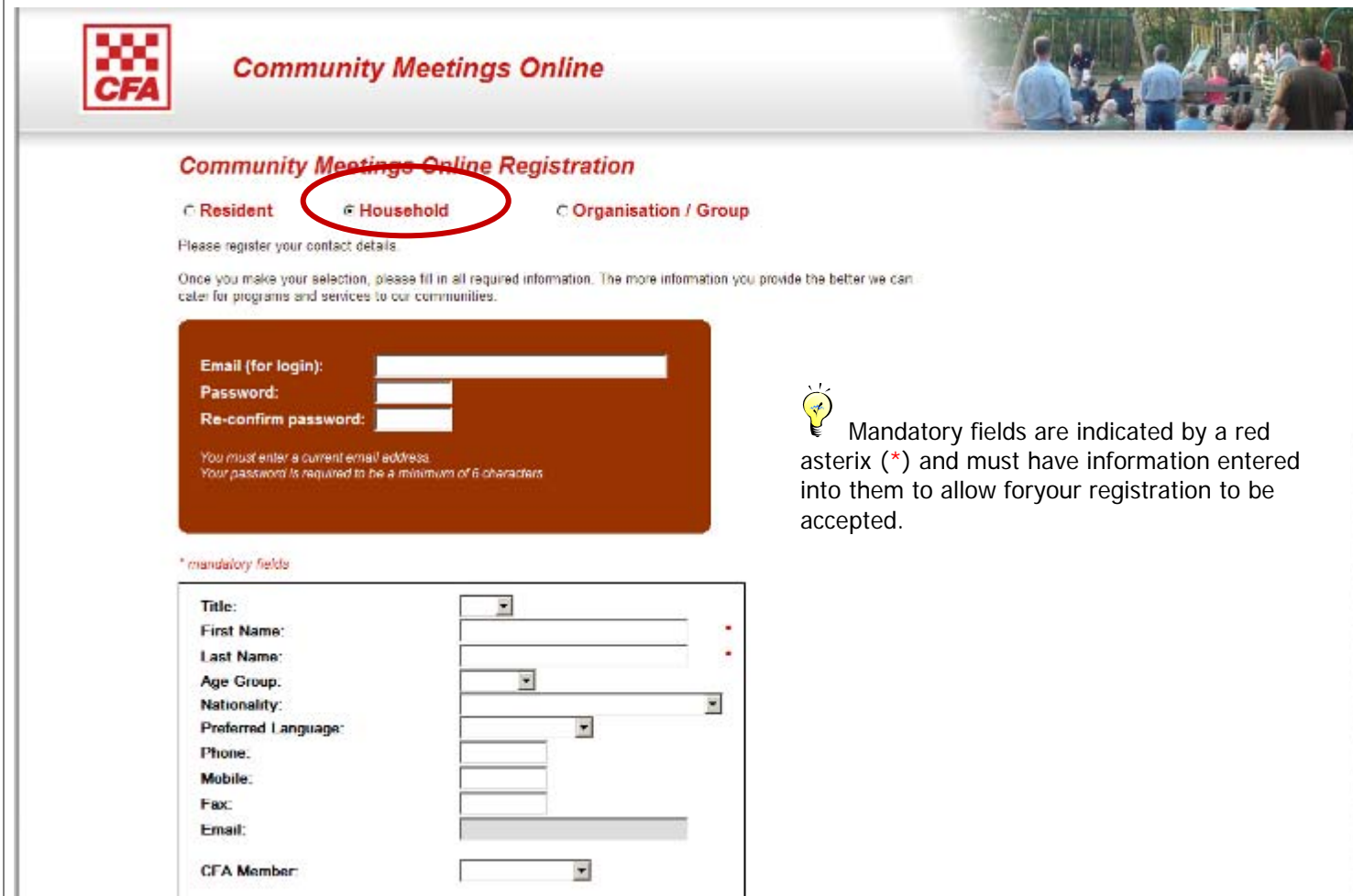
You have successfully registered. You may continue with your selection.

Click 

Detailed Steps

Register as Family

Click **Household** and complete details.



CFA Community Meetings Online

Community Meetings Online Registration

Resident **Household** Organisation / Group

Please register your contact details.


Once you make your selection, please fill in all required information. The more information you provide the better we can cater for programs and services to our communities.

Email (for login):
Password:
Re-confirm password:

You must enter a current email address.
Your password is required to be a minimum of 6 characters.

* mandatory fields



Title:	<input type="text"/>	
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Age Group:	<input type="text"/>	
Nationality:	<input type="text"/>	
Preferred Language:	<input type="text"/>	
Phone:	<input type="text"/>	
Mobile:	<input type="text"/>	
Fax:	<input type="text"/>	
Email:	<input type="text"/>	
CFA Member:	<input type="text"/>	

 Mandatory fields are indicated by a red asterisk (*) and must have information entered into them to allow for your registration to be accepted.


Detailed Steps

Scrolling down will reveal the ability to enter details of additional family members

Contact Details

	<i>First Name *</i>	<i>Last Name *</i>	<i>Telephone</i>	<i>Mobile</i>	<i>Email *</i>	<i>Fax</i>
	Joe	Resident	88888888	0499999999	testjoe@gmail.com	
	Anne	Resident	77777777	0488888888	testanen@gmail.com	

 *Add further contact*

Click on the  button to add more family members

Click on  to remove family members added in error

Household registration is otherwise similar to individual residents.

Detailed Steps

Register as Organisation / Group

Click **Organisation / Group** and complete details as per previous registration

Community Meetings Online Registration

Resident
 Residential Family
 Organisation / Group

Please register your contact details.

Once you make your selection, please fill in all required information. The more information filled in, the better we can cater our programs and services to our communities.

Email (for login): test.organisation@orgname.com.au
Password: *****
Re-confirm Password: *****

You must enter a correct email address.
Your password is required to be a minimum of 6 characters.

* mandatory fields

Organisation (require ABN)
 Community Group

Organisation Name / Group Name: ABC Organisation
ABN/VACN: 3333333333888989
Preferred Language: English
Phone: 99999999
Mobile: 0400000000
Fax:
Email: test.organisation@orgname.com.au

Would you like to receive future communication from CFA?
 Yes No

Last Meeting Attended Prior to registration (if applicable)

Meeting Type: -- All meeting types --
 Month: --
 Year: --

Mandatory fields are indicated by a red asterisk (*) and must have information entered into them to allow for your registration to be accepted.




Selecting Organisation or Community Group changes some of the required information.

In all registration screens you have the opportunity to advise CFA if you have previously attended a CFA community education session and what type.


Detailed Steps


Scrolling down will reveal the ability to enter details of additional members

Contact Details

	<i>First Name *</i>	<i>Last Name *</i>	<i>Telephone</i>	<i>Mobile</i>	<i>Email *</i>	<i>Fax</i>	<i>Primary Contact</i>
	Joe	Bloggs	999999999	0422222222	bloggs@orgname.com.au		
	Add further contact						

Click this button to indicate the primary contact for the organisation

Click on the  button to add more members

Click on  to remove members added in error