

# How to Sign in to the VCC Membership Database, and update your Membership and Vehicle details

1. From the VCC WA Website URL: [www.vccwa.asn.au](http://www.vccwa.asn.au) go to the "Members Area" **1.** and click the link to enter the Members Area. **2.**

**MEMBERS AREA**

Home / MEMBERS AREA

In the Members Area you will be able to:

- View and Update your Membership Information and change your Password
- View and Update your Vehicle Details, and add new Vehicles to your Vehicle Register
- Request a Certificate of Membership & Membership Card
- Feedback form for you to make a comment about the Members Area

To login to the members area for the first time you will need to recover your password by submitting your email address, you will then receive an email with your password.

Before you access the Members area you may want to read "[How to Sign in to the VCC WA Membership Database](#)"

**Note:** To view and use the VCC WA Members Area you will need to be using **Internet Explorer 9 or higher or Google Chrome**, and to retrieve your password you need your current email address registered in the Membership data.

**2. [Click Here to Enter The Members Area](#)**

If you are having any issues with recovering your password, or if you get an email that doesn't have a password on it, or you do not have an email address, or any other issues accessing the Members Area, please complete the form below detailing your issue in the comments field.

2. Sign into the VCCWA Members Area (**refer image below**) *Note: To use the Members Area you will need to be using Internet Explorer 9 or higher or Google Chrome.*

Veteran Car Club of WA You are not signed-in. [SIGN IN](#)

Sign In

**CELEBRATING OVER 50 YEARS OF CLASSIC MOTORING**

Enter your Member ID and Password

Member ID

Password

Remember User Name

Remember Password

[Forgot your password?](#)

3. If you do not know your password, click on the **“Forgot your password”** link, this will take you to the “Retrieve Password” page, just enter your email address and it will email to you your password, this can be changed by you after you Sign In.

## Veteran Car Club of WA

### Retrieve User Name and Password

Your user Name and Password will be emailed directly to the email address you enter.

Enter the email address associated with your membership details  
If you don't have an email address recorded against your membership details you cannot use this password recovery tool and you will need to contact the membership coordinator direct.

Note: If you do not receive your password recovery email within a few minutes please check your Junk or Spam folder in case your email program filtered it instead of sending it to your inbox.

SEND

4. If you try to retrieve your password, and don't get an email please contact the Administrator or Membership Manager using the form in the Members Area as **(detailed Below)**

If you are having any issues with recovering your password, or if you get an email that doesn't have a password on it, or you do not have an email address, or any other issues accessing the Members Area, please complete the form below detailing your issue in the comments field.

Membership Number (required)	<input type="text"/>
Membership Name (required)	<input type="text"/>
Contact Phone Number	<input type="text"/>
Your Email (required)	<input type="text"/>
Describe Your Problem	<input type="text"/>
<input type="button" value="Send Message"/>	

- To change your password or email address, or other details,
  - Click on Home (VCCWA) **#1 below**
  - Click on Home (My Membership) **#2 below**
  - Click on Club Membership Details **#3 below**
  - Click on **Edit button**



- You can then edit your membership information and save the changes i.e. password and email address highlighted below. Click on **Save** when finished.

The screenshot shows the 'My Club Membership (Update Details)' form. The form contains several fields for updating membership information. The 'Password' field and the 'Email Address Supplied' dropdown menu are highlighted with a red box. The 'Email Address' field is also highlighted. The 'SAVE' button at the bottom left is also highlighted with a red box. The form includes fields for Postal Title/Initial, Telephone (H, W, M), Present/Past Occupation, Badge, and Badge Text. Each field has a 'Not Recorded' button next to it.

- The **"Tabs"** are used to view other information about your membership, i.e. Payment History, Vehicles, etc.

8. Use the “My Vehicle Register” Tab to add a new vehicle to your vehicles register, to do this click on the **“My Vehicle Register” Tab (1)**, then the **Actions Button (2)**, Then the **+ to add a vehicle (3)**

Home (VCCWA) Home (My Membership) Club Membership Details Support Request Member Reports

My Membership Details

Member ID: 48 Full Name: Test Member address Address Line 1: Test Member address Address Line 2: Localities: LESMURDIE Western Australia (WA) State: Postcode: 6076 Telephone (M): Club Branch: Perth Metropolitan Current & Approved Membership Status:

My Membership History My Vehicle Register My Support Requests My Club Awards My Sections My Committee Membership My Family Register

My Report Requests My Login Register

Vehicle ID	Make	Model	Year	Registration Number	Body Type	Display to Members	Vetted	Cre
1288	AUSTIN	A30	1960	UNKNOWN	Panel Van	Yes		
1287	FORD	ESCORT	1989	TESTCAR	Sedan	Yes		
712	MAXWELL		1909	1DVH555	Roadster	Yes		

You will then get the “Submit New Vehicle” page, **Enter all of the Vehicle Details (1.)**, then Click on the **Save, or Save and New (2.)** if you have another one to add, if you have not correctly filled in all of the fields you will get an **error message (3.)**, click on OK, correct the error, then try saving again.

Vehicle Register (Submit New Vehicle)

\* = Required | O = Optional | A = Automatic | S = Subject to Selection Above | P = Pre-Selected

Member ID \* John Oldland (1486)

Vehicle Type \* \*\* Please Select \*\*

Vehicle Make \* \*\* Please Select \*\*

Vehicle Model O \*\* Please Select \*\*

Vehicle Year \* \*\* Please Select \*\*

Body Type \* \*\* Please Select \*\*

License Type \* \*\* Please Select \*\*

Condition \* \*\* Please Select \*\*

Colour \* \*\* Please Select \*\*

Cylinders \* \*\* Please Select \*\*

Registration Number \*

Engine Number \*

Chassis Number \*

Date First Registered \*

Display to Members \* Yes  No

Note: to make this vehicle "private" (i.e. not visible to general members select No

Not Recorded

Not Recorded

Not Known

SAVE SAVE AND NEW CANCEL

2. Save

1. Enter Vehicle Details

Note: No spaces permitted for Registration, Engine or Chassis Numbers

The page at www.vccwa.asn.au says:

Please correct the following errors:

- Required: Registration Number
- Required: Engine Number
- Required: Chassis Number
- Required: Date First Registered

3. If you have not entered details correctly you will get an error, click ok and correct the error

OK

From this you will receive an email telling you that you have submitted a New Vehicle Form, this email will also go to the Vehicle Registrar who will check & accept the application, and assign a Section Category to the vehicle.


9. From your “My Membership” area, you can also send an Email requesting support **#4 above** if you have any problems using the Members Area, you should fill this in and submit this form.

10. You can also receive via email a Certificate of Membership or a Membership Card , to do this select **Member Reports** , then select either a **Certificate of Membership or a Membership Card**, and Click **Save**, the program will then will email these to you.

Veteran Car Club of WA Hello TEST MEMBER (88)

Home (VCCWA) Home (My Membership) Club Membership Details Support Request Submit Feedback **Member Reports**

VCCWA Automated Reports (New Request)

 \* = Required | O = Optional | A = Automatic | S = Subject to Selection Above | P = Pre-Selected

Report Name \*  **Select Membership Card or Certificate**

Member ID \* TEST MEMBER (88)

Email Address (CC) \*

Member (To) \* TEST MEMBER (88)

Email Address (To) \*

**Guidelines: Member Report Requests**

Click the "Report Name" button and select the appropriate report that you would like to receive. Please note that in order to receive these reports you must have an email address recorded against your membership details. If you don't have an email address you can record an email address of a family member etc but in doing so all club correspondence will use this email address as a point of contact. To record an email address select the "Club Membership Details" menu above then once your details appear click the icon to the left of your name to update your membership details. Select "Yes" for Email Address Supplied then enter the email address you want to use in the Email Address field and click the "Save" button. You can then return to this page and request one of our member reports.

**Click on Save**



Membership Card



11. In the Members Area you will also find a link to the Online User Guides at the top of the page, use this for more help on using the Members Area.